Title 132H WAC
COMMUNITY COLLEGES—BELLEVUE COMMUNITY COLLEGE

Chapters
132H-106 Bylaws and standing orders of Community College District VIII.
132H-108 Practice and procedure and formal hearing rules for contested case hearings.
132H-116 Parking and traffic rules.
132H-120 The student code of Community College District VIII.
132H-121 General conduct.
132H-122 Withholding services for outstanding debts.
132H-131 Scholarships and financial aid.
132H-132 Bellevue Community College calendar.
132H-133 Organization and general operating policies of Community College District VIII.
132H-136 Library-media center code.
132H-140 Fees—Facility rental—Additional services for Community College District VIII.
132H-152 Special grievance procedures for Community College District VIII.
132H-160 Admissions, residency classification and registration regulations—Schedule of fees and financial aid for Community College District VIII.
132H-168 Access to public records.
132H-204 Vehicle use policy.
132H-400 Student athletic participation.

DISPOSITION OF CHAPTERS FORMERLY CODIFIED IN THIS TITLE

Chapter 132H-104
BYLAWS AND STANDING ORDERS OF GOVERNING BOARDS

132H-104-010 Regular meeting of Community College District VIII board of trustees. [Order 26, § 132H-104-010, filed 3/7/75; Order 5, § 132H-104-010, filed 10/9/72.] Repealed by 78-10-017 (Order 61, Resolution No. 116), filed 9/13/78. Statutory Authority: RCW 28B.50.140.


132H-104-120 Appointing authority. [Order 9, § 132H-104-120, filed 3/9/73.] Repealed by 78-10-017 (Order 61, Resolution No. 116), filed 9/13/78. Statutory Authority: RCW 28B.50.140.


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Chapter 132H-112
RULES FOR SELECTION OF A BARGAINING AGENT

132H-112-003 Purpose. [Order 7, §132H-112-003, filed 10/17/72.] Repealed by 92-13-094 (Order 112, Resolution No. 203), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.

132H-112-006 Request for election—Canvass of academic employees by independent and neutral person or association. [Order 7, §132H-112-006, filed 10/17/72.] Repealed by 92-13-094 (Order 112, Resolution No. 203), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.

132H-112-009 Notice of election—Organizations to be included on ballot—Time for filing. [Order 7, §132H-112-009, filed 10/17/72.] Repealed by 92-13-094 (Order 112, Resolution No. 203), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.


132H-112-024 Record of vote—Signature—Challenge. [Order 7, §132H-112-024, filed 10/17/72.] Repealed by 92-13-094 (Order 112, Resolution No. 203), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.

132H-112-027 Incorrectly marked ballot. [Order 7, §132H-112-027, filed 10/17/72.] Repealed by 92-13-094 (Order 112, Resolution No. 203), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.


132H-112-033 Folding ballot—Ballot box. [Order 7, §132H-112-033, filed 10/17/72.] Repealed by 92-13-094 (Order 112, Resolution No. 203), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.


132H-112-039 Employees present entitled to vote—Sealing ballot box—Unused ballots. [Order 7, §132H-112-039, filed 10/17/72.] Repealed by 92-13-094 (Order 112, Resolution No. 203), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.

132H-112-042 Election inspectors’ duties after voting has terminated. [Order 7, §132H-112-042, filed 10/17/72.] Repealed by 92-13-094 (Order 112, Resolution No. 203), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.

132H-112-045 Disposition of challenged ballots—Tally sheets—Investigation by chief election officer. [Order 7, §132H-112-045, filed 10/17/72.] Repealed by 92-13-094 (Order 112, Resolution No. 203), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
WAC 132H-106-010 Board of trustees. The board of trustees is an agency of the state and derives its authority as described in chapter 8, Laws of 1967 ex. sess. It shall be the responsibility of the board of trustees to establish policy and to evaluate the total college program. The board of trustees shall appoint a college president to administer the college and shall delegate to him/her the authority and responsibility for implementation of board policy.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-093 (Order 111, Resolution No. 202), § 132H-106-010, filed 6/17/92, effective 7/18/92. Formerly WAC 132H-105-010.]

WAC 132H-106-020 Offices of the board of trustees. The board of trustees shall maintain an office at Bellevue Community College, 3000 Landerholm Circle S.E., Bellevue, Washington 98007-6484, where all records, minutes and the official college seal shall be kept. Persons may obtain information from and submit written comments or requests to the secretary of the board who is located in this office.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-093 (Order 111, Resolution No. 202), § 132H-106-020, filed 6/17/92, effective 7/18/92. Formerly WAC 132H-105-020.]

WAC 132H-106-030 Meetings of the board of trustees. Meetings may be held upon request by the chair or by a majority of the members of the board. The board of trustees customarily holds a regular meeting on the second Tuesday of each month at such time and place as it may designate.

(1) All regular and special meetings of the board of trustees shall be announced and held in accordance with chapter 42.30 RCW (the Open Public Meetings Act).

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

(3) The board of trustees may convene in executive session whenever it is deemed necessary pursuant to RCW 42.30.110.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-093 (Order 111, Resolution No. 202), § 132H-106-030, filed 6/17/92, effective 7/18/92. Formerly WAC 132H-105-030.]

WAC 132H-106-040 Officers of the board. Annually, at its June meeting the board elects from its membership a chair and vice-chair to serve for the ensuing year. In addition, the president of Bellevue Community College or the president's designee serves as secretary to the board of trustees as specified by state law.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-093 (Order 111, Resolution No. 202), § 132H-106-040, filed 6/17/92, effective 7/18/92. Formerly WAC 132H-105-070.]

WAC 132H-106-050 Seal and name of the college. The board of trustees of Community College District VIII shall maintain an official seal for use upon any or all official documents of the board. The seal shall have inscribed upon it the name of the college which shall be: Bellevue Community College.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-093 (Order 111, Resolution No. 202), § 132H-106-050, filed 6/17/92, effective 7/18/92. Formerly WAC 132H-105-110.]

WAC 132H-106-060 Bylaws of the board of trustees. Bylaws of the board may be revised by majority vote of the board.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-093 (Order 111, Resolution No. 202), § 132H-106-060, filed 6/17/92, effective 7/18/92. Formerly WAC 132H-106-060.]

Chapter 132H-108 WAC

PRACTICE AND PROCEDURE AND FORMAL HEARING RULES FOR CONTESTED CASE HEARINGS

WAC

132H-108-450 Brief adjudicative procedures.
132H-108-460 Discovery.
132H-108-470 Procedure for closing parts of the hearings.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER


132H-108-210

132H-108-220

132H-108-230

132H-108-240

132H-108-250


Form and content of decisions in contested cases. [Order 42, § 132H-108-330, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

WAC 132H-108-410 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 at chapter 10-08 WAC. Other procedural rules adopted in this title are supplementary to the model rules of procedure. In the case of a conflict between the model rules of procedure and procedural rules adopted in this title, the procedural rules adopted by this institution shall govern. Rules adopted at this institution prior to July 1, 1989, remain in full force and effect unless specifically repealed or amended.

WAC 132H-108-420 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.

WAC 132H-108-430 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.

WAC 132H-108-440 Application for adjudicative
proceeding. An application for adjudicative proceeding
shall be in writing. Application forms are available at the
following address: 3000 Landerholm Circle, S.E., Room
B202, Bellevue, Washington. (1) Written application for an
adjudicative proceeding should be submitted to the above
address within 20 days of the agency action giving rise to
the application, unless provided for otherwise by statute or
rule.

WAC 132H-108-450 Brief adjudicative procedures.
This rule is adopted in accordance with RCW 34.95.482-494
[34.05.482-494], the provisions of which are hereby adopted.
Brief adjudicative procedures shall be used in all matters related to:
(1) Residency determinations made pursuant to RCW
28B.15.013, conducted by the admissions office;
(2) Disputes concerning educational records;
(3) Student conduct proceedings. The procedural rules
in chapter 132H-200 WAC apply to these procedures.
(4) Parking violations. The procedural rules in chapter
132H-116 WAC apply to these proceedings;
(5) Outstanding debts owed by students or employees;
(6) Loss of eligibility for participation in institution­
sponsored athletic events, pursuant to chapter 132H-400
WAC.

WAC 132H-108-460 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.

WAC 132H-108-470 Procedure for closing parts of
the hearings. A party may apply for a protective order to
close part of a hearing. The party making the request should
state the reasons for making the application to the presiding
officer. If the other party opposes the request, a written
response to the request shall be made within 10 days of the
request to the presiding officer. The presiding officer shall
determine which, if any, parts of the proceeding shall be
closed, and state the reasons therefor in writing within 20
days of receiving the request.

WAC 132H-108-480 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 132H-108-410, except for the
method of official recording selected by the institution.

Chapter 132H-116 WAC
PARKING AND TRAFFIC RULES

WAC

132H-116-300 Preamble.
132H-116-310 Objectives of parking and traffic rules and regulations.
132H-116-315 Definitions.
132H-116-320 Applicable parking and traffic rules and regulations.
132H-116-330 Enforcement of parking and traffic rules and regula­
tions.
132H-116-352 Permit revocations.
132H-116-353 Right to appeal revocation.
132H-116-354 Transfer of permits.
132H-116-355 Responsibility of person to whom permit issued.
132H-116-357 Parking fees.
132H-116-360 Visitors—Exemption from permit requirements.
132H-116-405 Allocation of parking spaces.
132H-116-410 Parking within designated spaces.
132H-116-415 Day and evening parking.
132H-116-430 Special parking and traffic regulations authorized.
132H-116-431 Regulatory signs and directions.
132H-116-432 Speed.
132H-116-433 Pedestrian’s right of way.
132H-116-470 Exceptions to parking and traffic restrictions.
132H-116-490 Motorcycles, bicycles, scooters.
132H-116-615 Issuance of traffic citations.
132H-116-620 Fines, penalties and impounding.
132H-116-630 Appeals of fines and penalties.
132H-116-730 Regulatory signs, markings, barricades, etc.
132H-116-750 Delegation of authority.
132H-116-765 Liability of college.
132H-116-790 Prohibition of literature.
132H-116-791 Enforcement.

DISPOSITION OF SECTIONS FORMERLY
CODIFIED IN THIS CHAPTER

132H-116-010 Prohibition of dumping. [Order 2, § 132H-116-010, filed
7/13/72 and Emergency Order 1, filed 7/13/72.] Repealed
by Order 18, filed 8/10/73. Later promulgation, see WAC
132H-116-220.
132H-116-020 Off-road motor vehicle traffic. [Order 2, § 132H-116-020,
filed 7/13/72 and Emergency Order 1, filed 7/13/72.] Repealed
by Order 18, filed 8/10/73.
7/13/72 and Emergency Order 1, filed 7/13/72.] Repealed
by Order 18, filed 8/10/73. Later promulgation, see WAC
132H-116-040 Driving without license. [Order 2, § 132H-116-040,
filed 7/13/72 and Emergency Order 1, filed 7/13/72.] Repealed
by Order 18, filed 8/10/73. Later promulgation, see WAC
132H-116-070.
132H-116-050 Title. [Order 12, § 132H-116-050, filed 3/12/73.] Repealed
by Order 43, filed 8/10/76.
132H-116-070 Section I—Objections of vehicle operators. [Order 12, §
132H-116-070, filed 3/12/73.] Repealed by Order 43, filed
8/10/76.
132H-116-080 Section II—Objectives of traffic rules and regulations.
[Order 12, § 132H-116-080, filed 3/12/73.] Repealed by

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Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.


132H-116-570 Responsibility of person to whom permit issued. [Statutory Authority: RCW 28B.50.140. 79-10-052 (Order 63, Resolution No. 120), § 132H-116-570, filed 9/17/79; Order 43, § 132H-116-570, filed 8/10/76. Formerly WAC 132H-116-140.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92.


WAC 132H-116-300 Preamble. Pursuant to the authority granted by RCW 28B.50.140(10) and 28B.19.020(2) the board of trustees of Community College District VIII, Bellevue Community College is granted authority to establish rules and regulations for pedestrian and vehicular traffic over property owned, operated, or maintained by the college district.


WAC 132H-116-310 Objectives of parking and traffic rules and regulations. The objectives of these regulations are:

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(1) To protect and control pedestrian and vehicular traffic on property owned, operated, or maintained by the college district.
(2) To assure access at all times for emergency equipment.
(3) To minimize traffic disturbances.
(4) To facilitate the operation of the college by assuring access to vehicles.
(5) To allocate limited parking space for the most efficient use.
(6) To protect state property.

Reviser's note: RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

WAC 132H-116-315 Definitions. For the purposes of this chapter, the following terms and definitions shall apply:

(1) Board: The board of trustees of Community College District VIII, state of Washington.
(2) Campus: Any or all real property owned, operated, controlled, or maintained by Community College District VIII, state of Washington.
(3) Car pool: Any group of three to five faculty, staff, or students who commute to the college in the same vehicle.
(4) College: Bellevue Community College, or any additional community college hereafter established with Community College District VIII, state of Washington, and collectively, those responsible for its control and operations.
(5) Faculty members: Any employee of Community College District VIII who is certified to teach in a community college in the state of Washington.
(6) Security officers: Employees of the college security division, cashier or registration offices. Permission to park on campus will be shown by display of a valid permit.
(7) Foot propelled device: Wheeled devices including but not limited to skateboards, roller skates, roller blades, etc. designed or used for recreation and/or transportation purposes.
(8) Staff: The administrative and classified members employed by the college.
(9) Student: Any person enrolled in the college.
(10) Vehicle: An automobile, truck, motorcycle, scooter or bicycle, both engine-powered and non-engine-powered.
(11) Visitor(s): Person(s) who come on to campus as guest(s), and person(s) who lawfully visit the campus for purposes in keeping with the college's role as an institution of higher learning in the state of Washington and are neither employees nor registered students of the institution.

WAC 132H-116-320 Applicable parking and traffic rules and regulations. The applicable parking and traffic rules and regulations upon the campus are:

(1) The motor vehicle and other traffic laws of the state of Washington. Title 46 RCW.
(2) The traffic code of the city of Bellevue.
(3) The Bellevue Community College parking and traffic regulations described in this chapter. In case of conflict among the provisions of the motor vehicle and other traffic laws of the state of Washington or the traffic code of the city of Bellevue and Bellevue Community College parking and regulations, the provisions of the state of Washington motor vehicle laws shall govern.

Reviser's note: RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

WAC 132H-116-330 Enforcement of parking and traffic rules and regulations. The dean of administration is responsible for parking and traffic management on campus. Duly appointed security officer of Bellevue Community College are delegated the authority to enforce all college parking and traffic rules and regulations. Employees of the Bellevue Community College parking division may be delegated the authority to enforce college parking and traffic regulations.

WAC 132H-116-350 Permits required for vehicles on campus. No person shall park, or leave any vehicle, whether attended or unattended, upon the campus of Bellevue Community College without a permit issued by the security division, cashier or registration offices. Permission to park on campus will be shown by display of a valid permit.

(1) A valid permit is:
(a) A current vehicle permit displayed in accordance with WAC 132H-116-356. Vehicle permits are valid until revoked.
(b) A temporary permit authorized by the security division and displayed in accordance with instructions. Temporary permits are valid through the date on the permit.
(c) A parking permit issued by a gate attendant. This permit must be displayed on the vehicle in accordance with instructions.
(d) A parking permit dispensed by machine at Bellevue Community College and displayed in accordance with instructions.
(2) Parking permits are not transferable, except as provided in WAC 132H-116-354.
(3) The college reserves the right to refuse to issue a parking permit.

Reviser's note: RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-097 (Order 115, Resolution No. 206), § 132H-116-350, filed 6/17/92, effective 7/18/92.]

WAC 132H-116-350 Applicable parking and traffic rules and regulations. The applicable parking and traffic rules and regulations upon the campus are:

(1) The motor vehicle and other traffic laws of the state of Washington. Title 46 RCW.
(2) The traffic code of the city of Bellevue.
(3) The Bellevue Community College parking and traffic regulations described in this chapter. In case of conflict among the provisions of the motor vehicle and other traffic laws of the state of Washington or the traffic code of the city of Bellevue and Bellevue Community College parking and regulations, the provisions of the state of Washington motor vehicle laws shall govern.

Reviser's note: RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.
WAC 132H-116-351 Authorization for issuance of permits. (1) The dean of administrative services or his or her designee is authorized to issue all parking permits.

(2) Car pool permits may be issued to faculty, staff and students. One transferable permit will be issued by the security office for each car pool. This permit is transferable only among the registered members of the car pool. This permit must be displayed in accordance with the instructions provided with the permit.

(3) Special parking permits may be issued to physically handicapped faculty members, college personnel and students if issuance enhances the business or operation of the college. Special parking permits are valid for six months from the date of issuance. Those requiring handicapped parking for more than six months must display a state of Washington handicapped permit.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-097 (Order 115, Resolution No. 206), § 132H-116-351, filed 6/17/92, effective 7/18/92.]

WAC 132H-116-352 Permit revocations. Parking permits are the property of the college, and may be recalled by the dean of administration or his or her designee for any of the following reasons:

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

(2) When a permit is used by an unauthorized individual.

(3) Falsification on a parking permit application.

(4) Continued violations or parking regulations.

(5) Counterfeiting or altering of permits.

(6) Failure to comply with a final decision of the citation review committee, or institutional hearing officer.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-097 (Order 115, Resolution No. 206), § 132H-116-352, filed 6/17/92, effective 7/18/92.]

WAC 132H-116-353 Right to appeal revocation. Parking permit revocations under this chapter may be appealed pursuant to the procedures in WAC 132H-120-062.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-097 (Order 115, Resolution No. 206), § 132H-116-353, filed 6/17/92, effective 7/18/92.]

WAC 132H-116-354 Transfer of permits. (1) Parking permits are not transferable. If a vehicle is sold or traded, a new permit will be issued to the permit holder at no additional cost if the permit holder does the following:

(a) Records invalid permit number;

(b) Removes invalid permit; and

(c) Brings invalid permit or remnant thereof and permit number to the security division. This office shall then issue the permit holder a new parking permit. Permit holder will then be registered under the new number.

(2) Permits may be reissued as authorized by the college security supervisor.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-097 (Order 115, Resolution No. 206), § 132H-116-354, filed 6/17/92, effective 7/18/92.]

WAC 132H-116-355 Responsibility of person to whom permit issued. The person to whom a permit is issued is responsible for the vehicle upon which the permit is affixed. He or she shall be held responsible for all violations of these rules and regulations charged to that vehicle. However, the operator of a vehicle will not be relieved of responsibility for violating any rule or regulation of this chapter simply because he or she is not also the holder of the permit.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-097 (Order 115, Resolution No. 206), § 132H-116-355, filed 6/17/92, effective 7/18/92.]

WAC 132H-116-356 Display of permits. The vehicle permit issued by the college shall be permanently affixed to the inside of the rear window on the lower left corner. If the vehicle is a convertible or a truck-camper or has no permanently fixed rear window, the permit shall be displayed in the front windshield. Permits not displayed in accordance with the provisions of this section shall not be valid and vehicles displaying the improperly placed permit shall be subject to citation.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-097 (Order 115, Resolution No. 206), § 132H-116-356, filed 6/17/92, effective 7/18/92.]

WAC 132H-116-357 Parking fees. Parking fees may be adopted by the board of trustees, specifying the charge per quarter and year.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-097 (Order 115, Resolution No. 206), § 132H-116-357, filed 6/17/92, effective 7/18/92.]

WAC 132H-116-360 Visitors—Exemption from permit requirements. (1) The security supervisor may allow visitors without permits to drive through the campus without parking.

(2) The security supervisor or his or her designee may require visitors to wait at the entrances to the campus during times when pedestrian and/or vehicular traffic congestion is above normal. (See WAC 132H-116-430.)

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-097 (Order 115, Resolution No. 206), § 132H-116-360, filed 6/17/92, effective 7/18/92; Order 43, § 132H-116-360, filed 8/10/76.]

WAC 132H-116-405 Allocation of parking spaces. The parking space available on the campus shall be allocated by the dean of administration or his or her designee in such manner as will best obtain the objectives of these regulations. The dean of administration or his or her designee is further authorized to designate and mark the various parking areas on the campus with numbers or titles or both.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-097 (Order 115, Resolution No. 206), § 132H-116-405, filed 6/17/92, effective 7/18/92.]

WAC 132H-116-410 Parking within designated spaces. (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 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.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140, 92-13-097 (Order 115, Resolution No. 206), § 132H-116-410, filed 6/17/92, effective 7/18/92; Order 43, § 132H-116-410, filed 8/10/76.]

WAC 132H-116-415 Day and evening parking. Students, staff and faculty may obtain day and/or evening parking on campus to the extent spaces are available as follows:

(1) Student daytime parking is limited to areas designated student parking.

(2) Staff/faculty daytime parking is limited to areas designated staff/faculty parking.

(3) Evening parking, after 3:00 p.m., for students, staff and faculty is available in all designated parking areas with the exceptions of the parking spaces for the handicapped, the college motor pool, and specifically signed reserved areas.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140, 92-13-097 (Order 115, Resolution No. 206), § 132H-116-415, filed 6/17/92, effective 7/18/92; Order 43, § 132H-116-410, filed 8/10/76.]

WAC 132H-116-430 Special parking and traffic regulations authorized. During special occasions causing additional and/or heavy traffic and during emergencies, the security supervisor is authorized to impose additional traffic and parking regulations to achieve the specified objectives of this chapter.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140, 92-13-097 (Order 115, Resolution No. 206), § 132H-116-430, filed 6/17/92, effective 7/18/92; Order 43, § 132H-116-430, filed 8/10/76.]

WAC 132H-116-432 Speed. No vehicle shall be operated on the campus at a speed in excess of twenty miles per hour or such lower speed as is reasonable and prudent in the circumstance.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140, 92-13-097 (Order 115, Resolution No. 206), § 132H-116-432, filed 6/17/92, effective 7/18/92; Order 75, § 132H-116-590, filed 1/21/82; Order 43, § 132H-116-590, filed 8/10/76.]

WAC 132H-116-433 Pedestrian’s right of way. (1) The operator of a vehicle shall yield right of way, slowing down or stopping, if need be, to so yield to any pedestrian, 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 or unsafe for the driver to yield.

(2) Whenever any vehicle slows or stops so as to yield to pedestrian traffic, the operator of any other vehicle approaching from the rear shall not overtake and pass such a vehicle which has slowed or stopped to yield to pedestrian traffic.

(3) Where a sidewalk is provided, pedestrian shall proceed upon such a sidewalk.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140, 92-13-097 (Order 115, Resolution No. 206), § 132H-116-433, filed 6/17/92, effective 7/18/92.]

WAC 132H-116-460 Parking—Operator’s responsibility. No person driving or in charge of a motor vehicle shall permit it to stand unattended without first:

(1) Stopping the engine, locking the ignition and removing the key.

(2) Effectively setting the brake and transmission to prevent movement of the vehicle.

[Order 43, § 132H-116-460, filed 8/10/76.]

WAC 132H-116-470 Exceptions to parking and traffic restrictions. WAC 132H-116-350, 132H-116-410, and 132H-116-450 of these rules and regulations shall not apply to the drivers of state-owned or operated vehicles which are operated by Bellevue Community College in the performance of assigned functions.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140, 92-13-097 (Order 115, Resolution No. 206), § 132H-116-470, filed 6/17/92, effective 7/18/92; Order 43, § 132H-116-470, filed 8/10/76.]

WAC 132H-116-590 Motorcycles, bicycles, scooters. (1) Motorcycles, bicycles and scooters are for the purpose of these regulations considered to be motor vehicles and are subject to all traffic and parking rules and regulations controlling other motor vehicles.

(2) Motorcycles and motorized scooters may be parked in designated areas in addition to the regular parking lots.

(3) Motorcycles and motorized scooters are not permitted on paths, sidewalks, or authorized bicycle or pedestrian areas or in buildings at any time.

(4) Bicycles shall be parked in designated areas only. In properly parked bicycles may be impounded and a citation and/or a fine imposed upon the owner.

(5) No bicycles or foot propelled devices shall be operated on campus walkways, corridors, hallways or buildings unless their use is required as part of the educational process in an authorized program.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140, 92-13-097 (Order 115, Resolution No. 206), § 132H-116-590, filed 6/17/92, effective 7/18/92. Statutory Authority: RCW 28B.50.140. 82-04-005 (Order 75, Resolution No. 143), § 132H-116-590, filed 1/21/82; Order 43, § 132H-116-590, filed 8/10/76.]

WAC 132H-116-615 Issuance of traffic citations. Upon probable cause to believe that a violation of these rules and regulations has occurred, the dean of administration and/or duly appointed security officers may issue citations setting forth the date, the approximate time, the locality, the nature of the violation, the permit number, license number, infrac-
tion, officer, and the amount fine(s), by attaching or affixing a copy thereof to the vehicle allegedly involved in such violation, by placing a copy thereof in some prominent place within such vehicle, by mail, or by personal service.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-097 (Order 115, Resolution No. 206), § 132H-116-615, filed 6/17/92, effective 7/18/92.]

WAC 132H-116-620 Fines, penalties and impounding.

(1) The current schedule and fines shall be published by the college and made available for review in the security office.

(2) In addition to imposing fines, the dean of administration and duly appointed security officers are authorized to impound, immobilize and take to such place for storage as the campus security supervisor selects, any vehicles parked on college property in violation of these regulations. The expenses of such impounding, immobilization and storage shall be charged to the owner or operator of the vehicle and must be paid prior to the vehicle’s release.

(a) The college shall not be liable for loss or damage of any kind resulting from such impounding, immobilization or storage.

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

(c) Vehicles left unattended on college property for an unreasonable duration (a period greater than 4 days) may be impounded by the college.

(d) Grounds for impounding vehicles shall include, but not be limited to the following:

(i) Blocking a roadway so as to impede the flow of traffic;

(ii) Blocking a walkway so as to impede the flow of pedestrian traffic;

(iii) Blocking a fire hydrant or fire lane;

(iv) Creating a safety hazard in the opinion of a campus security officer;

(v) Blocking another legally parked vehicle;

(vi) Parking in a marked "tow-away" zone.

(3) All fines must be paid within 20 calendar days from the date of the citation. All fines are payable as designated on the citation.

(4) If any citation remains unpaid after 20 calendar days from the date of the citation, the following action may be taken by Bellevue Community College:

(a) Degrees, transcripts, grades, refunds or credits may be withheld until all fines are paid.

(b) Registration for the following quarter may be delayed.

(c) The violator’s vehicle may be impounded.

(d) Faculty, students and staff may be denied future parking privileges.

(e) The college may refuse to issue keys to faculty, staff or students.

(f) An accumulation of traffic violations by a student will be cause for disciplinary action, and the dean of administration or his or her designee may initiate disciplinary proceedings against such students.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-097 (Order 115, Resolution No. 206), § 132H-116-620, filed 6/17/92, effective 7/18/92. Statutory Authority: RCW 28B.50.140. 82-04-005 (Order 75, Resolution No. 143), § 132H-116-620, filed 1/21/82; 79-10-052 (Order 63, Resolution No. 120), § 132H-116-620, filed 9/17/79; Order 54, § 132H-116-620, filed 12/9/77; Order 43, § 132H-116-620, filed 8/10/76. Formerly WAC 132H-116-160.]

WAC 132H-116-630 Appeals of fines and penalties.

Any fines and penalties levied against a violator of the rules and regulations in this chapter may be appealed pursuant to the provisions of chapter 132H-120 WAC. Appeals must be made in writing within 20 calendar days from the date of the citation.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-097 (Order 115, Resolution No. 206), § 132H-116-630, filed 6/17/92, effective 7/18/92; Order 43, § 132H-116-630, filed 8/10/76. Formerly WAC 132H-116-170.]


The operator of any vehicle involved in an accident on campus resulting in injury to or death of any person or total or claimed damage to either or both vehicles of $500, shall within 24 hours report such accident to the campus security department. This does not relieve any person so involved in an accident from his responsibility to file a state of Washington motor vehicle accident report within 24 hours after such accident.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-097 (Order 115, Resolution No. 206), § 132H-116-655, filed 6/17/92, effective 7/18/92.]

WAC 132H-116-730 Regulatory signs, markings, barricades, etc.

(1) The director of campus operations is authorized to erect signs, barricades and other structures and to paint marks and other directions upon the streets and parking areas owned and operated by the college. Such signs, barricades, structures, markings and directions shall be so made and placed as in the opinion of the director of campus operations will best achieve the goals of these regulations.

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

(3) No person without authorization from the director of campus operations 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.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-097 (Order 115, Resolution No. 206), § 132H-116-730, filed 6/17/92, effective 7/18/92; Order 43, § 132H-116-730, filed 8/10/76.]

WAC 132H-116-750 Delegation of authority.

The authority and powers conferred upon the director of campus operations or the security supervisor by these regulations may be delegated by them to their subordinates.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-097 (Order 115, Resolution No. 206), § 132H-116-750, filed 6/17/92, effective 7/18/92; Order 43, § 132H-116-750, filed 8/10/76.]

WAC 132H-116-765 Liability of college.

Except for college owned and/or operated vehicles, the college assumes
null
Chapter 132H-120  Title 132H WAC: Bellevue Community College

10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.


WAC 132H-120-010 Title. This chapter shall be known as the Student Code of Community College District VIII.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-19-047, § 132H-120-010, filed 9/10/92; Order 16, § 132H-120-010, filed 3/15/73.]

WAC 132H-120-020 Preamble. Bellevue Community College is maintained by the state of Washington for the purpose of providing its students with appropriate learning programs which will facilitate the orderly pursuit and achievement of their educational objectives. The college is dedicated not only to learning and the advancement of knowledge but also to the development of ethically sensitive and responsible persons through policies which encourage independence and maturity.

The student is in the unique position of being a member of the college community and the community at large. Admission to the college carries with it the expectation that: (1) Students will respect the laws of the community, state, and nation; (2) Adhere to college rules and regulations which assure the orderly conduct of college affairs; (3) Maintain high standards of integrity and honesty; (4) respect the rights, privileges, and property of other members of the college community; and (5) Will not interfere with legitimate college affairs.

Bellevue Community College may apply sanctions or take other appropriate action only when student conduct directly and significantly interferes with the college's: (1) Primary educational responsibility of ensuring the opportunity of all members of the college community to attain their educational objectives; (2) Subsidiary responsibilities of protecting property, keeping records, providing services, and sponsoring nonclassroom activities, such as lectures, concerts, athletic events and social functions.

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

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-19-047, § 132H-120-020, filed 9/10/92; Order 16, § 132H-120-020, filed 3/15/73.]

WAC 132H-120-030 Definitions. As used in this Student Code of Community College District VIII the following words and phrases shall mean: (1) "Assembly" means any overt activity engaged in by two or more persons, the object of which is to gain publicity, advocate a view, petition for a cause or disseminate information to any person, persons or groups of persons.

(2) "Board" means the board of trustees of Community College District [No.] VIII, state of Washington.

(3) "College" means Bellevue Community College located within Community College District [No.] VIII, state of Washington.

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

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

(6) "Complaint" means any expression of dissatisfaction with the performance of a college employee or procedure.

(7) "Disciplinary action" means and includes expulsion, suspension or any lesser sanction of any student by the [dean of student services,] the college discipline committee, the president or the board of trustees for the violation of any of the provisions of the [student code] for which sanctions may be imposed.

(8) "District" means Community College District VIII, state of Washington.

(9) "Faculty members" means any employee of Bellevue Community College who is employed on a full-time or part-time basis as a teacher, counselor, librarian or other position for which the training, experience and responsibilities are comparable as determined by the appointing authority, including administrative appointment.

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

(11) "Recognized student organization" shall mean and include any group or organization composed of students which is formally recognized by the associated students of Bellevue Community College.

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

(13) "Student," unless otherwise qualified, means any person who is enrolled for classes or has been accepted for admission to the college.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-19-047, § 132H-120-030, filed 9/10/92, effective 10/11/92; Order 16, § 132H-120-030, filed 3/15/73.]

Reviser's note: RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

WAC 132H-120-040 Jurisdiction. (1) All rules herein adopted concerning student conduct and discipline shall apply to every student attending a community college within the district whenever said student is present upon or in any college facility, or whenever said student is engaged in or present at any college-related activity whether occurring on or off college facilities.

(2) Faculty members, other college employees, and members of the public who breach or aid or abet another in the breach of any provision of this chapter shall be subject to

(a) Possible prosecution under the state criminal law;
(b) Any other civil or criminal liability for which remedies are available to the public; or
(c) Appropriate disciplinary action pursuant to the state of Washington higher education personnel board or the district's policies and regulations.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-19-047, § 132H-120-040, filed 9/10/92, effective 10/11/92; Order 16, § 132H-120-040, filed 3/15/73.]

WAC 132H-120-050 Student rights and freedoms. The following enumerated rights and freedoms are guaranteed to each student within the [the] limitations of statutory law and college policies that are deemed necessary to achieve the educational goals of the college:

(1) Academic freedom.

(a) Students are guaranteed rights of free inquiry, expression and peaceful assembly upon and within college facilities that are generally open and available to the public. Students and other members of the college community shall always be free to express their views or support causes by orderly means which do not disrupt the regular and essential operation of the college.
(b) Students [shall] have the right of "assembly" as defined in WAC 132H-120-030 upon college facilities that are generally available to the public: Provided, That such assembly shall:
(i) Be conducted in an orderly manner; and
(ii) Not unreasonably interfere with vehicular or pedestrian traffic; or

(1992 Ed.)
is specifically authorized by the dean of student services for the benefit of the approved activity.

(7) Fund raising. Student have the right to engage in fund raising activities for nonprofit organizations as recognized by the Internal Revenue Service. All fund raising activities must be approved by the dean of student services.

(8) Sale of merchandise. All merchandise offered for commercial sale may be sold only through the college bookstore or college food services except when approved by the dean of student services.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140, 92-19-047, § 132H-120-050, filed 9/10/92, effective 10/11/92; Order 16, § 132H-120-050, filed 3/15/73.]

Reviser's note: RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

WAC 132H-120-200 Student responsibilities. Any student shall be subject to disciplinary action as provided for in this chapter, who either as a principal actor[,] aider, abettor or accomplice as defined in RCW 9A.08.020: (1) Materially and substantially interferes with the personal rights or privileges of others or the [educational] [education] process of the college;

(2) Violates any provisions of this chapter; or

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

(a) Alcoholic beverages. Being demonstrably under the influence of any form of alcoholic beverage. Possessing or consuming any form of liquor or alcoholic beverage except as a participant of legal age in a student program, banquet or educational program which has the special written authorization of the college president or his/her designee. (See WAC 132H-200-490)

(b) Controlled substances. Using, possessing, selling or being under the influence of any narcotic drug or controlled substance as defined in chapter 69.50 RCW 101 as now law or hereafter amended, except when the use or possession of a drug is specifically prescribed as medication by an authorized medical doctor or dentist. For the purpose of this regulation[,] "sale" shall include the statutory meaning defined in RCW 69.50.410 as now law or hereafter amended.

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

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

(e) Illegal assembly. Participation in an assembly which materially and substantially interferes with vehicular or pedestrian traffic, classes, hearings, meetings, the education and administrative functions of the college, or the private rights and privileges of others.

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

(g) Failure to follow instructions. Failure to comply with directions of properly identified college officials acting in performance of their duties.

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

(i) Assault. Assault, reckless endangerment, intimidation or interference upon another person in the manner set forth in RCW 9A.36.010 - 050 or 28B.10.570 - 572 as now or hereafter amended.

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

(k) Weapons. Possession or use of firearms, explosives, dangerous chemicals or other dangerous weapons or instrumentalities of the college campus, except for authorized college purposes or for law enforcement officers, unless written approval has been obtained from the dean of student services or any other person designated by the president.

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

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

(n) Cheating and plagiarism. Engaging in cheating, stealing, plagiarizing, knowingly furnishing false information to the college, or submitting to a faculty member any work product that the student fraudulently represents as his or her own work for the purpose of fulfilling or partially fulfilling any assignment or task required as part of a program of instruction.

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

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

(q) Unauthorized use of property. Converting college equipment, supplies or other property without proper authority.

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

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

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

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140, 92-19-047, § 132H-120-200, filed 9/10/92, effective 10/11/92. Statutory Authority: RCW 28B.50.140. 86-01-056 (Order 91, Resolution No. 169), (1992 Ed.)]
WAC 132H-120-210 Purpose of disciplinary action. The college may apply sanctions or take other appropriate action as defined in WAC 132H-120-200 this document. Disciplinary action proceedings shall determine whether and under what conditions the violator may continue as a student of the college.

(1) Disciplinary warning: Formal action censoring a student for violation of college rules or regulations or for failure to satisfy the college's expectations regarding conduct. Disciplinary warnings are always made in writing to the student by the dean of student services. 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 described below.

(2) Disciplinary probation: Formal action placing conditions upon the student's continued attendance for violation of college rules or regulations or failure to satisfy the college's expectations regarding conduct. 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.

(3) Suspension: Formal action dismissing a student temporarily from the college for unacceptable conduct of college rules or regulations. Suspension may be 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 would not be repeated.

(4) Summary suspension: Exclusion from college property and/or classes and other privileges or activities in accordance with WAC 132H-120-404.

(5) Expulsion: Students may be expelled only on the approval of the president of the college and on the recommendation of the dean of student services or the college discipline committee. The notification expelling a student will indicate, in writing, the term of the expulsion and any 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.

(6) 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 college’s expectations regarding conduct, or failure to fulfill obligations to the college.

Students may be denied registration only on the approval of the president and on the recommendation of the dean of student services or 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.

(7) Restitution: Reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation.

WAC 132H-120-235 Initial disciplinary proceedings. (1) All disciplinary proceedings will be initiated by the dean of student services or his or her designated representative. The student may be placed on suspension pending
commencement of disciplinary action, pursuant to the conditions set forth in WAC 132H-120-405.

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

(3) After considering the evidence in the case and interviewing the accused student, if the accused student has appeared at the scheduled conference, the dean may take any of the following actions:

(a) Terminate the proceeding, exonerating the student or students;
(b) Dismiss the case after whatever counseling and advice the dean deems appropriate;
(c) Impose verbal warning to student directly, not subject to the student's right of appeal as provided in this chapter;
(d) Impose additional sanctions of reprimand, probation, suspension or dismissal, subject to the student’s right of appeal as provided in the following provisions.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-19-047, § 132H-120-235, filed 9/10/92, effective 10/11/92.]

WAC 132H-120-245 Appeals of disciplinary action—Generally. (1) Appeals contesting any disciplinary action may be made by the student(s) involved. Such appeals shall be made in the following order:

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

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

(2) Any appeal by a student receiving a disciplinary sanction must meet the following conditions:

(a) The appeal must be in writing and must clearly state errors in fact or matters in extenuation or mitigation which justify the appeal; and
(b) The appeal must be filed with twenty-one calendar days from the date on which the student was notified that disciplinary action was being taken.

(3) All decisions shall be sent from the office of the dean to the president. Written decisions shall include the signature of the discipline committee chair. Copies shall be sent to the president of the college or his or her designee and the student involved in the proceeding.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-19-047, § 132H-120-245, filed 9/10/92, effective 10/11/92.]

WAC 132H-120-300 Discipline committee procedure. (1) The discipline committee shall conduct a hearing within twenty calendar days after disciplinary action has been referred to the committee.

(2) When a person is charged with an offense punishable by suspension, or dismissal of his or her relationship with the institution, and where the person

(a) Waives the opportunity for a brief adjudicative proceeding, or
(b) By his/her conduct in the judgment of the hearing officer makes it impossible to conduct a brief adjudicative proceeding, or
(c) Is dissatisfied with the results of the brief adjudicative proceeding; that person is entitled to an adjudicative proceeding according to the provisions of RCW 34.05.410 and the guidelines of this chapter. Where an adjudicative proceeding is neither required by law nor requested by the student or the college, the matter may be resolved informally. Brief adjudicative proceedings before the discipline committee shall be conducted in any manner which will bring about a prompt, fair resolution of the matter.

(3) Written notice of the time and place of his hearing before the college discipline committee, shall be given to the student by personal service or certified mail not less than twenty calendar days in advance of the hearing. The notice shall be issued by the dean of student services and shall contain:

(a) A statement of the time, place and nature of the disciplinary proceedings;
(b) A statement of the charges including reference to the particular sections of the student code involved; and
(c) To the extent known, a list of witnesses who will appear and a summary description of any documentary or other physical evidence that will be presented by the college at the hearing.

(4) The student shall be entitled to:

(a) Hear and examine the evidence against him or her and be informed of the identity of its source;
(b) Present evidence in his or her own behalf and to cross-examine witnesses testifying on behalf of the college as to factual matters.
(c) Take depositions upon oral examination or written interrogatories. Discovery shall be done according to the rules of civil procedure or by a less formal method where all parties agree.

(5) The student shall have all authority possessed by the college to obtain information he/she specifically describes, in writing, and tenders to the dean [of] student services no later than three days prior to the hearings, or request the presence of witnesses or the production of other evidence relevant to the issues of the hearings.

(6) The student shall have the right to dismiss a member of the college discipline committee on prejudicial grounds if notice is tendered in writing to the dean [of] student services at least three days prior to the scheduled hearing.

(7) The student may be represented by counsel of his or her choice at the disciplinary hearing. If the student elects to choose a duly licensed attorney as his or her counsel, he or she must tender at least seven calendar days' notice thereof to the dean [of] student services.

(8) In all disciplinary proceedings the college may be represented by the dean [of] student services or his or her designee who shall present the [college's] case to the college discipline committee. [The] dean [of] student services may elect to have the college represented by an assistant attorney general.

[Title 132H WAC—p 18] (1992 Ed.)
132H-120-300 Reporting, recording and maintenance of records.
Records of all disciplinary cases shall be kept in the office of the dean of student services or to recommend to the president any of the following actions:

(a) That the college terminate the proceedings and exonerate the student or students;
(b) That the college impose any of the disciplinary actions as provided in this chapter.
(2) Within seven calendar days, the student will be provided with a copy of the college discipline committee's findings of fact and conclusions regarding what occurred, whether the student violated any provision of the student code and recommendation for the final disposition of the matter at issue. The committee shall also advise the student of his/her rights to present, within twenty-one calendar days, a written statement to the president of the college appealing the recommendation of the college discipline committee.

Reviser's note: RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

WAC 132H-120-335 Final appeal. Any student who is aggrieved by the finding or conclusions of an appeal to the discipline committee may appeal the same in writing to the president within twenty-one days following notification to the student of the action taken by the committee. The president may, at his or her discretion, suspend the disciplinary actions imposed. In the consideration of such an appeal, the president shall base his or her findings and decision solely on the official written record of the case and on any reports or recommendations of the discipline committee and/or the dean who conducted the original hearing.

Reviser's note: RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

WAC 132H-120-350 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. The president shall render a decision in writing to the student.

Reviser's note: RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

WAC 132H-120-360 Reporting, recording and maintenance of records. Records of all disciplinary cases shall be kept in the office of the dean of student services.

(1992 Ed.)
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 for not more than five years. No record of proceedings wherein the student is exonerated, other than documentary or other physical evidence produced or considered in proceedings wherein the student is exonerated, shall be preserved for not more than five years. No record of the fact of exoneration, shall be maintained in the student's file or other college repository after the date of the student's graduation.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-19-047, § 132H-120-360, filed 9/10/92, effective 10/11/92. Statutory Authority: RCW 28B.50.140. 86-01-056 (Order 91, Resolution No. 169), § 132H-120-360, filed 12/16/85; Order 16, § 132H-120-360, filed 3/15/73.]

WAC 132H-120-405 Summary suspension proceedings. (1) If a dean or his or her designee(s) has cause to believe that any student (a) has committed a felony; or (b) has violated any provision of this chapter; and (c) presents an imminent danger either to himself or herself, other persons on the college campus or to the educational process; that student shall be summarily suspended and shall be notified by certified and regular mail at the student's last known address, of shall be personally served. Summary suspension is appropriate only where (c) of this subsection can be shown, either alone or in conjunction with (a) or (b) of this subsection.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-19-047, § 132H-120-405, filed 9/10/92, effective 10/11/92.]

WAC 132H-120-410 Permission to enter or remain on campus. During the summary suspension period, the suspended student shall not enter any campus of District No. VIII other than to meet with the dean [of] student services or to attend the hearing. However, the dean [of] student services or the college president may grant the student special permission to enter a campus for the express purpose of meeting with faculty, staff, or students in preparation for a probable cause hearing.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-19-047, § 132H-120-410, filed 9/10/92, effective 10/11/92; Order 16, § 132H-120-410, filed 3/15/73.]

Reviser’s note: RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

WAC 132H-120-420 Notice of summary suspension proceedings. (1) When the president or his/her designee exercises the authority to summarily suspend a student, he/she shall cause notice thereof to be served upon that student by registered or certified mail at the student's last known address, or by causing personal service of such notice upon that student.

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

(a) The charges against the student including reference to the provisions of the student code of Bellevue Community College District VIII or the law involved; and

(b) That the student charged must appear before the dean [of] student services at a time specified in the notice for a hearing as to whether probable cause exists to continue the summary suspension[. The hearing shall be held as soon as practicable after the summary suspension.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-19-047, § 132H-120-420, filed 9/10/92, effective 10/11/92; Order 16, § 132H-120-420, filed 3/15/73.]

Reviser’s note: RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

WAC 132H-120-430 Procedures of summary suspension hearing. (1) The summary suspension hearing shall be considered an emergency adjudicative proceeding. The proceeding must be conducted as soon as practicable with the dean of student services presiding.

(2) At the summary suspension hearing, the dean of student services shall determine whether there is probable cause to believe that continued suspension is necessary and/or whether some other disciplinary action is appropriate.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-19-047, § 132H-120-430, filed 9/10/92, effective 10/11/92; Order 16, § 132H-120-430, filed 3/15/73.]

WAC 132H-120-440 Decision by the dean [of] student services. If the dean [of] student services, following the conclusion of the summary suspension proceedings, finds that there is probable cause to believe that:

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

(2) That summary suspension of said student is necessary for the protection of the student, other students or persons on college facilities, college property, the educational process, or to restore order to the campus, and

(3) Such violation or violations of the law or of provisions of this chapter constitute grounds for disciplinary action, then the dean [of] student services may, with the written approval of the president, continue to suspend such student from the college and may impose any other disciplinary action appropriate.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-19-047, § 132H-120-440, filed 9/10/92, effective 10/11/92; Order 16, § 132H-120-440, filed 3/15/73.]

Reviser’s note: RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

WAC 132H-120-450 Notice of suspension. (1) A student who is suspended or otherwise disciplined pursuant to the above rules shall be provided with a written copy of the dean of student service's findings of fact and conclusions, as expressly concurred in by the president, which constituted probable cause to believe that the conditions for summary suspension existed.

(2) The student suspended pursuant to the authority of this rule shall be served a copy of the notice of suspension by personal service or by registered mail to said student's last known address within three working days following the conclusion of the summary suspension hearing.
WAC 132H-120-460 Suspension for failure to appear. The dean of student services is authorized to enforce the suspension of the summarily suspended student in the event the student has been served pursuant to the notice requirement and fails to appear at the time designated for the summary suspension proceeding.

WAC 132H-120-475 Appeals from summary suspension hearing. Any student aggrieved by an order issued at the summary suspension proceeding may appeal to the discipline committee. No such appeal shall be entertained, however, unless (a) the student has first appeared at the student hearing in accordance with WAC 132H-120-430;

(1) The student has been officially notified of the outcome of the hearing;

(2) Summary suspension or other disciplinary sanction has been upheld; and

(3) The appeal conforms to the standards set forth in WAC 132H-120-245(2).

The discipline committee shall, within five working days, conduct a formal hearing in the manner described in WAC 132H-120-300.

Chapter 132H-121 WAC

GENERAL CONDUCT

WAC 132H-121-010 Smoking.

WAC 132H-121-010 Smoking. It shall be the policy of Bellevue Community College, consistent with its efforts to promote wellness, fitness, and a campus environment conducive to work, study, and activities for staff, students, and the public, to maintain a smoke/tobacco free indoor campus environment. Use of tobacco products is permitted on campus outside of the buildings; smoking in covered walkways surrounding main and upper campuses shall be restricted to designated smoking areas. Receptacles for smoking materials are provided and are required to be used to maintain litter free campus grounds.

The college recognizes the rights of those who choose to use tobacco and as such does not prohibit the use of tobacco products; it does, however, restrict the use of these materials to areas outside college facilities and vehicles.
020 may file an appeal with the president. The appeal must be in writing and must clearly state errors in fact or matters in extenuation or mitigation which justify the appeal.

(2) The appeal must be filed within twenty-one days from the date on which the appellant received notification of the order issued under WAC 132H-122-020 upholding the withholding of services for outstanding debts. The president's determination shall be final.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-19-055, § 132H-132-020, filed 9/10/92, effective 10/11/92; Order 17, § 132H-132-020, filed 9/11/73.]

Chapter 132H-133 WAC

ORGANIZATION AND GENERAL OPERATING POLICIES OF COMMUNITY COLLEGE DISTRICT VIII

WAC

132H-133-010 Title.
132H-133-020 Purpose.
132H-133-040 Organization/operation information.
132H-133-050 Commercial activity policy.

WAC 132H-133-010 Title. WAC 132H-133-010 through 132H-133-150 shall be known as the organization and general operating policies of Community College District VIII.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-19-049, § 132H-133-010, filed 9/10/92, effective 10/11/92.]

WAC 132H-133-020 Purpose. To incorporate those policies that pertain to the campuswide community and not otherwise incorporated in the Washington Administrative Code of Community College District VIII.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-19-049, § 132H-133-020, filed 9/10/92, effective 10/11/92.]

WAC 132H-133-040 Organization/operation information. (1) Organization: Bellevue Community College, Community College District VIII is established in Title 28B RCW as a public institution of higher education. The institution is governed by a five-member board of trustees, appointed by the governor. The board employs a president, who acts as the chief executive officer of the institution. The president establishes the structure of the administration.

(2) Operation: The administrative office is located at the following address: 3000 Landerholm Circle, S.E., Bellevue, Washington 98007-6484. Educational operations are also located at the following address: 14844 S.E. 22nd Street, Bellevue, Washington 98007-6484. The office hours are 8:00 a.m. to 5:00 p.m., Monday, through Friday, except legal holidays. During the summer months the college operates on an alternate schedule and throughout the year, some evening services are provided. Specific information is available through the college public information office.

(3) Additional and detailed information concerning the educational offerings may be obtained from the catalog, copies of which are available at the following address: Bookstore, 3000 Landerholm Circle, S.E., Bellevue, Washington 98007-6484.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-19-049, § 132H-133-040, filed 9/10/92, effective 10/11/92.]

WAC 132H-133-050 Commercial activity policy. The mission of Community College District VIII, Bellevue
Community College, is to provide comprehensive educational programs of the highest quality as provided for in the Community College Act of 1967. These programs will be responsive to the changing needs of the communities and the students served by our district and will be accessible to all those seeking to continue their education.

To promote the mission of Bellevue Community College it is often necessary to engage in commercial activities that provide goods and services that meet special needs of students, faculty, staff and members of the public participating in college activities and events.

Chapter 97 of the Washington Laws of 1987 establishes standards for institutions of higher education to follow in conducting commercial activities. The purpose of these laws is to require institutions of higher education to define the legitimate purposes under which commercial activities may be approved by a college or university and to establish mechanisms for review of such activities. The purpose of the policy statement and standards that follow are to assure that Bellevue Community College pursues commercial activities in compliance with chapter 97, Laws of 1987 and that all commercial activities of the college serve the mission of the college.

(1) Policy statement. Bellevue Community College may engage in the providing of goods, services, or facilities for a fee only when such are directly and substantially related to the educational mission of the college. Fees charged for goods, services and facilities shall reflect their full direct and indirect costs, including overhead. They shall also take into account the price of such items in the private marketplace.

(2) Approval and review of commercial activities. The dean of administrative services shall be responsible for the approval of new commercial activities and the periodic review of existing ones. It shall be the responsibility of this officer to assure that each commercial activity meets the criteria established for commercial activities of the college. Proposals for new or altered services shall be approved by the dean of administrative services prior to implementation.

(3) Criteria for commercial activities serving members of the campus community. Each of the following criteria shall be used in assessing the validity of providing goods or services to members of the campus community:

(a) The goods or services are substantially and directly related to the mission of the college.

(b) Provision of the goods, services or facilities on campus represents a special convenience to the campus community or facilitates extracurricular activities.

(c) Fees charged for the goods, services or facilities shall take into account the full direct and indirect costs, including overhead. They shall also reflect the costs of such items in the private marketplace.

(d) Procedures adequate to the circumstances shall be observed to ensure that the goods and services are provided only to persons who are students, faculty, staff, or invited guests.

(4) Criteria for providing commercial activities to the external community.

(a) The goods or services provided relate substantially to the mission of the college and are not commonly available or otherwise easily accessible in the private marketplace and for which there is a demand from external community.

(b) Fees charged for the goods, services, or facilities shall take into account the full direct and indirect costs, including overhead. They shall also reflect the price of such items in the private marketplace.

(5) Definitions and limitations. "Commercial activity" means an activity which provides a product or service for a fee which could be obtained from a commercial source. This definition shall be used to determine which activities shall be governed by this policy except that this policy shall not apply to:

(a) The initiation of or changes in academic or vocational programs of instruction in the college's regular, extension, evening or continuing education programs;

(b) Fees for services provided in the practicum aspects of instruction;

(c) Extracurricular programs, including food services, athletic and recreational programs, and performing arts programs.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-19-049, § 132H-133-050, filed 9/10/92, effective 10/11/92.]

Chapter 132H-136 WAC

LIBRARY-MEDIA CENTER CODE

WAC 132H-136-010 Title. WAC 132H-136-010 through 132H-136-040 will be known as the library-media center code of Community College District VIII.

[Order 13, § 132H-136-010, filed 3/9/73.]

WAC 132H-136-020 Loans. Materials from the Bellevue Community College library-media center are checked out to the following groups.

(1) All currently registered students of Bellevue Community College.

(2) All current faculty and administrative staff members.

(3) All persons currently employed in classified staff positions.

(4) All holders of currently valid courtesy cards. This latter group includes members of the board of trustees, community educators whose work might necessitate usage of library-media materials, and other individuals who show a particular need for specialized items in the library-media collections which are not available elsewhere.

(5) Students from other institutions with which the Bellevue Community College library-media center has a reciprocal lending agreement through the "shared use plan." This group may use materials on a loan basis at the discretion of the circulation supervisor who shall determine lending priorities based upon the current usage of individual items by Bellevue Community College students.

WAC 132H-136-030 Fines. (1) In cases where damage or loss of library material is evident, the offending patron is assessed the replacement cost.

(2) Where library-media materials are retained by the borrower beyond the designated due date, fines are levied as a sanction to effect the prompt return of items which might be in demand by others.

(3) When materials are not returned, or fines not paid, holds are placed on the transcript records of those involved—only as a sanction to cause the ultimate return of library-media material in order to protect the integrity of the library-media collection.

(4) In extreme cases, when expensive or valuable items are involved, the provisions of RCW 27.12.340 may be invoked.

WAC 132H-136-035 Schedule of fines. The college should publish the fines that are to be charged for overdue materials.

WAC 132H-136-040 Student handbook. Detailed information governing the operation of the library-media center and the rules for loan of books, other print materials and nonprint materials is included in the student handbook of Bellevue Community College.

Chapter 132H-140 WAC

FEES—FACILITY RENTAL—ADDITIONAL SERVICES FOR COMMUNITY COLLEGE DISTRICT VIII

WAC

132H-140-010 Title.
132H-140-020 Statement of purpose.
132H-140-030 Request for use of facilities.
132H-140-040 Facility usage board policy.
132H-140-050 Scheduling and reservation practices.
132H-140-060 Limitations.
132H-140-070 Other requirements.
132H-140-080 Basic facility fee structure.
132H-140-090 Services and equipment fees.
132H-140-100 Delegation of authority.
132H-140-110 Pet policy.
132H-140-900 Form—No, BCC-040-026—Application for use of college facilities.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER


WAC 132H-140-010 Title. WAC 132H-140-010 through 132H-140-110 will be known as facility usage for Community College District VIII.

WAC 132H-140-020 Statement of purpose. Bellevue Community College District VIII is an educational institution provided and maintained by the people of the state of Washington. The college reserves its facilities, buildings and grounds for those activities which are related to its broad educational mission. At other times, the college facilities will be made available to other individuals and organizations.

The purpose of these regulations is to establish a basic facility fee structure and additional services regulations for noncollege groups and for college groups where applicable.

WAC 132H-140-030 Request for use of facilities. Requests by noncollege groups for utilization of college facilities shall be made to the director of campus operations and services who shall be the agent of the college in consummating rental agreements. Application for use of college facilities Form BCC 040-026 is to be completed by noncollege groups requesting facilities or college groups which use facilities under circumstances where a service charge would be levied.

WAC 132H-140-040 Facility usage board policy. The board of trustees of Bellevue Community College District VIII provides college personnel, students, faculty, staff, college formal and informal organizations and other outside individuals and organizations for the purpose other than in connection with BCC's regular educational, public service or support programs the opportunity to use the college grounds and buildings subject to WAC 132H-140-010 through 132H-140-110 and in compliance with local, state and federal laws if

(1) The individual or organization requesting the space is eligible to use it and

(2) The space is available and has been reserved for the activity.

WAC 132H-140-050 Scheduling and reservation practices. No college facilities may be used by individuals or groups from outside the college unless the facilities including buildings, equipment and facilities land have been reserved. Facilities will be scheduled according to the following priorities:
(1) Bellevue Community College scheduled programs and activities.
(2) Major college events.
(3) Foundation related events.
(4) Noncollege (outside individual or organization) events.

[Statutory Authority: RCW 28B.50.140, 82-11-039 (Order 80, Resolution No. 149), § 132H-140-050, filed 5/12/82; 79-10-051 (Order 64, Resolution No. 121), § 132H-140-050, filed 9/17/79; Order 28, § 132H-140-050, filed 3/7/75.]

WAC 132H-140-060 Limitations. (1) Individuals, groups or organizations will be denied use of the college facilities if such requests are judged to interfere with the college's own teaching, public services or support programs or which interfere with the free flow of pedestrian or vehicular traffic.

(2) College facilities may not be used for private or commercial purpose unless such activities clearly serve the educational mission of the college and when sponsored by an appropriate college unit or when by contractual agreement with the college.

[Statutory Authority: RCW 28B.50.140, 82-11-039 (Order 80, Resolution No. 149), § 132H-140-060, filed 5/12/82; 79-10-051 (Order 64, Resolution No. 121), § 132H-140-060, filed 9/17/79; Order 28, § 132H-140-060, filed 3/7/75.]

WAC 132H-140-070 Other requirements. (1) When deemed advisable by the dean of administrative services, an individual or organization may be required to make an advance deposit, post a bond and/or obtain insurance to protect the college against cost or other liability.

(2) When the college grants permission to an individual or organization to use its facilities it is with the expressed understanding and condition that the individual or organization assumes full responsibility for any loss or damage resulting from such use and agrees to hold harmless and indemnity the college against any loss or damage claim arising out of such use.

[Statutory Authority: RCW 28B.50.140, 82-11-039 (Order 80, Resolution No. 149), § 132H-140-070, filed 5/12/82.]

WAC 132H-140-080 Basic facility fee structure. For the purpose of establishing and collecting facility rental fees users have been divided into three categories:

(1) Recognized Bellevue Community College activities that are supported by a budgeting unit of the college are exempt from facilities fees.

(2) Bellevue Community College student organizations, groups who have contracted for food catering services, government agencies, and educational and nonprofit organizations are not charged facility rental fees during the hours of 7 a.m. to 11 p.m., Monday through Thursday and 7 a.m. to 5 p.m., Friday. However, facility usage outside of these established hours will require a payment by the user to the college for out-of-pocket costs. Individuals and organizations, exclusive of Bellevue Community College student organizations and recognized Bellevue Community College activities, who derive financial benefits as a result of the use of facilities, will be charged as stated on the facility fee schedule.

(3) All other individuals, groups and organizations not covered in items (1) and (2) above will be charged as stated on the facility fee schedule.

[Statutory Authority: RCW 28B.50.140, 82-11-039 (Order 80, Resolution No. 149), § 132H-140-080, filed 5/12/82.]

WAC 132H-140-090 Services and equipment fees. Noncollege groups may be charged fees for additional services or equipment. These fees are to be assessed by the campus operations and services office (scheduling office) in conjunction with special area managers. These services or equipment fees shall be recorded on the application for use of facilities Form BCC 040-026. Additional services and equipment include the following:

(1) Custodial
(2) Maintenance
(3) Audiovisual services and/or equipment
(4) Music equipment
(5) Managers or technicians
(6) Security
(7) Other equipment.

[Statutory Authority: RCW 28B.50.140, 82-11-039 (Order 80, Resolution No. 149), § 132H-140-090, filed 5/12/82.]

WAC 132H-140-100 Delegation of authority. The board of trustees of Community College District VIII delegates to the president or his/her designee, dean of administrative services, the authority to establish and collect fees from facility users as specified in WAC 132H-140-110 through 132H-140-110.

[Statutory Authority: RCW 28B.50.140, 82-11-039 (Order 80, Resolution No. 149), § 132H-140-100, filed 5/12/82.]

WAC 132H-140-110 Pet policy. Pets (dogs, cats, birds, etc.) are prohibited from entering buildings operated by Bellevue Community College.

Pets on the grounds of Bellevue Community College shall be in the physical control of their owner in accordance with the city of Bellevue "leash law" ordinance, chapter 8.04.

Exceptions to these regulations are animals used for the following purposes:

(1) Assisting the visual or hearing impaired persons
(2) As part of an authorized BCC program purpose requiring their use.
(3) As part of a law enforcement agency in the performance of its duties.
(4) Participation in authorized special events.

Animals found to be in violation of these regulations shall be impounded and turned over to the King County animal control or a citation issued and a fine imposed on the owner. Exceptions to these regulations other than those listed above shall be directed to the dean of administrative services.

[Statutory Authority: RCW 28B.50.140, 82-11-039 (Order 80, Resolution No. 149), § 132H-140-110, filed 5/12/82.]
**APPLICATION FOR USE OF COLLEGE FACILITIES**

**I. NAME**  
Applicant or Organization  
Address

<table>
<thead>
<tr>
<th>Name of Person in Charge</th>
<th>Address of Person in Charge</th>
<th>Phone No.</th>
</tr>
</thead>
</table>

**II. FACILITIES REQUESTED**

What Facilities are Requested?  
Classroom No.  
Gym  
Auditorium  
Other  
No. of Facilities Requested  
Days of Week  
No. of Hrs

<table>
<thead>
<tr>
<th>No. of People Expected</th>
<th>Audience</th>
<th>Performers</th>
</tr>
</thead>
</table>

**III. TIME**

Date(s) Requested Facilities Are To Be Used  
Hours: From  
To

**IV. PURPOSE**

What is the Nature or Purpose of the Meeting?  
A. Name of Lecturer  
B. Subject of Lecture  
C. Character of Entertainment  
D. Object of Meeting

**V. MISCELLANEOUS**

What Type of Supervision Will Be Provided?  

<table>
<thead>
<tr>
<th>Adults</th>
<th>Children</th>
<th>Other</th>
</tr>
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<tr>
<td>Yes $</td>
<td>No $</td>
<td>$</td>
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</table>

Will There Be Admission,  
Collection Or Funds Solicited?  
For What Purpose Will The Proceeds Be Used?  
Expect to Net?  

**VI. PAYMENT OF RENTAL FEES**

Rental fees shall be determined by the latest established rental rates and are payable in advance to Bellevue Community College, 3000-145th Place S. E., Bellevue, Washington 98007, attention: Cashier.

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BELLEVUE COMMUNITY COLLEGE  
Bellevue, Washington 98007  
NO. 0844
VII. AGREEMENT
The undersigned hereby makes application to Bellevue Community College for use of college facilities described above and certifies that the information given in the application is correct. The undersigned further states that he has the authority to make this application for the applicant and agrees that the applicant will observe all rules and regulations of the college. The undersigned further acknowledges that he has read the rules and regulations of the college pertaining to facilities use and that said rules and regulations are hereby incorporated in and made a part of this agreement. The applicant agrees to exercise the utmost care in the use of the school premises and property and to hold the Bellevue Community College harmless from all liability resulting from the use of said facilities. The applicant further agrees to reimburse Bellevue Community College for any damage arising from the applicant's use of said facilities, and will accept the college's estimate of damage.

Date ____________________________ Applicant ____________________________ Signature ____________________________

TO BE FILLED IN BY THE COLLEGE

______________________________
CLEAN-UP FEE $ ______________
STANDARD ROOM $ ______________
OTHER ROOM $ ______________
TOTAL CHARGES $ ______________

PLANT OPERATIONS

DIVISION CHAIRMAN

STUDENT SERVICES
REQUEST FOR OPTIONAL SERVICES

DATE ____________________________ SIGNATURE ____________________________

Director of Plant Operations

BCC-040-026

BELLEVUE COMMUNITY COLLEGE
Bellevue, Washington 98007

REQUEST FOR OPTIONAL SERVICES

Applicant Or Organization ____________________________ Address ____________________________

Who to Contact ____________________________ Phone Number ____________________________ Date of Request ____________________________

I. PLANT OPERATIONS - Specify Special Furniture, Arrangement, Etc.

<table>
<thead>
<tr>
<th>Plant Ops Set Up</th>
<th>User Set Up</th>
</tr>
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<tbody>
<tr>
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</tr>
</tbody>
</table>

(1992 Ed.)
Application for Use of College Facilities Submitted? Yes ___ No ___

II. AUDIOVISUAL
Specify Audiovisual Equipment Desired: Include Type of Projector, Tape Recorder, Etc:

III. FOOD SERVICES (Check Option Desired)
A. If Dining Room is Specified, Date(s) and Time(s) ____________________________
   1. No Table Service - Obtain Meal at Cafeteria Line - No Host ______
   2. No Table Service - Obtain Meal at Cafeteria Line - Bill Organization ______
   3. Set Table (Silverware, Water and Coffee Poured) - Cafeteria Line ______ Per Person for ______ People.
   4. Catered Meal or Reception (Single Menu for All) _________________________
      If you desire catering service, the food service manager will call you to determine menu and cost.
      PRICE RANGE $ ______ PER PERSON

B. If Coffee Service is Desired:
1. Date(s) and Time(s) to be Served ____________________________
2. Room to be Served In ____________________________
3. Number of Cups at 15¢ Per Cup (Specify Coffee, Tea, or, if both, how many of each) 8

4. If you wish doughnuts, cookies, pastries, etc., served with coffee/tea, the food services will call you to determine items and cost.
   Yes ___ No ___

BCC-040-035
### Application for Use of College Facilities

**Bellevue Community College**

**3000 Landerholm Circle S.E., Bellevue, Washington 98007**

<table>
<thead>
<tr>
<th><strong>APPLICANT</strong></th>
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<td>Catering Requested</td>
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<td>AV Equipment</td>
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The undersigned hereby certifies that the information given in the application is correct. The applicant agrees to observe all rules and regulations of the college and to exercise the utmost care in the use of the school premises and property. The applicant also agrees to hold Bellevue Community College harmless from all liability resulting from the use of said facilities. The applicant further agrees to reimburse Bellevue Community College for any damage arising from the applicant's use of said facilities and will accept the college's estimate of damage.

**APPLICATION**

<table>
<thead>
<tr>
<th>Applicant's Signature</th>
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<td>Dept. Head</td>
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<td>Director of Plant Operations</td>
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**Revisor's Note:** RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules. The bracketed material in the above section does not appear to conform to this rule.

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[Statutory Authority: RCW 28B.50.140, 79-10-051 (Order 64, Resolution No. 121), § 132H-140-900, filed 9/17/79; Order 28, Form BCC-040-026 (codified as WAC 132H-140-900), filed 3/7/75.]

(1992 Ed.)
Chapter 132H-152

SPECIAL GRIEVANCE PROCEDURES FOR COMMUNITY COLLEGE DISTRICT VIII

WAC 132H-152-100 Special grievance procedures for Community College District VIII.
WAC 132H-152-110 Preamble. Community College District VIII is covered by Title IX prohibiting sex discrimination in education. It is the policy of Community College District VIII to insure equal opportunity without regard to sex in all areas of admission, education, application for employment and employment.

WAC 132H-152-120 Grievance procedure. Any applicant for admission, enrolled student, applicant for employment or employee of Community College District VIII who believes he/she has been discriminated against on the basis of sex may lodge a formal institutional grievance by:

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

2. 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 30 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.

3. 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 10 days after receiving the written results of Title IX official hearing. Within 15 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.

(a) 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. The college president or presidential designee shall preside.
(b) Either the complainant or person to whom the complaint is directed may have witnesses present at the discretion of the person presiding.
(c) The written findings of the presidential appeal will generally be considered final with the following provisions:

i. The president will communicate his/her written findings to the board of trustees, Community College District VIII.

ii. The board of trustees shall accept the written findings as presented or at their discretion offer the complainant a board appeal.

4. Step 4: Board appeal. The board of trustees shall invite within 30 days of their decision to conduct a board appeal, the college president or his designee, the Title IX officer, the complainant and the person to whom the complaint is directed, to a meeting to be presided over by the chairperson of the board of trustees or his/her designee.

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

(b) The written findings of the board appeal will be communicated to the complainant in writing within 30 days after the board hearing.

WAC 132H-152-130 Appeals beyond institutional level. If desired, inquiries or appeals beyond the institutional level may be directed to:

1. Regional Director - Office of Civil Rights, HEW - 1321 Second Avenue - Seattle WA 98101.
2. The Equal Opportunity Commission - 705 Second Avenue - Seattle WA 98101.

WAC 132H-152-130, filed 10/3/77.

Chapter 132H-160 WAC

ADMISSIONS, RESIDENCY CLASSIFICATION AND REGISTRATION REGULATIONS—SCHEDULE OF FEES AND FINANCIAL AID FOR COMMUNITY COLLEGE DISTRICT VIII

WAC 132H-160-010 Title.
132H-160-040 Quarterly registration fees—Resident students.
132H-160-050 Quarterly registration fees—Nonresident students.
132H-160-053 Procedure for implementing tuition and fee waivers authorized pursuant to RCW 28B.15.530.
132H-160-056 Procedure for determining limitation of the amount of tuition and fee waivers.
132H-160-059 Combination of tuition and fee waivers with other forms of student financial aid.
132H-160-060 Laboratory fees.
132H-160-070 Noncredit.
132H-160-080 Continuing education.
132H-160-090 Community service.
132H-160-093 Tuition and fee waivers for full-time Bellevue Community College classified and administrative employees.

[Title 132H WAC—p 30]
(1992 Ed.)
### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

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### Title 132H WAC—p 31

(1992 Ed.)
Chapter 132H-160  Title 132H WAC: Bellevue Community College


WAC 132H-160-010 Title. WAC 132H-160-010 through 132H-160-710 will be known as the admissions, residency classification and registration regulations - schedule of fees and financial aid for Community College District VIII as established by the board of trustees pursuant to the authority granted to them by RCW 28B.50.140 and chapter 28B.15 RCW.

[Statutory Authority: RCW 28B.50.140. 78-07-026 (Order 58, Resolution No. 112), § 132H-160-010, filed 6/15/78; Order 14, § 132H-160-010, filed 4/18/73.]

WAC 132H-160-040 Quarterly registration fees—Resident students. Full-time resident students of Community College District VIII will be charged $154.00 for tuition and fees. Part-time resident students will be charged $15.40 per credit hour.

[Statutory Authority: RCW 28B.50.140. 81-18-005 (Order 76, Resolution No. 139), § 132H-160-040, filed 8/20/81; 81-11-013 (Order 73, Resolution No. 136), § 132H-160-040, filed 5/13/81; 78-07-026 (Order 58, Resolution No. 112), § 132H-160-040, filed 6/15/78; Order 14, § 132H-160-040, filed 4/18/73.]

WAC 132H-160-050 Quarterly registration fees—Nonresident students. Full-time nonresident students of Community College District VIII will be charged $607.00 for tuition and fees. Part-time nonresident students will be charged $60.70 per credit hour.

[Statutory Authority: RCW 28B.50.140. 81-18-005 (Order 76, Resolution No. 139), § 132H-160-050, filed 8/20/81; 81-11-013 (Order 73, Resolution No. 136), § 132H-160-050, filed 5/13/81; 78-07-026 (Order 58, Resolution No. 112), § 132H-160-050, filed 6/15/78; Order 14, § 132H-160-050, filed 4/18/73.]

WAC 132H-160-053 Procedure for implementing tuition and fee waivers authorized pursuant to RCW 28B.15.530. (1) Tuition and fee waivers for needy or disadvantaged students in any fiscal year, excluding waivers granted for summer quarter enrollments, as authorized by RCW 28B.15.530 may not exceed three percent of any college district’s estimated total collections of tuition, operating, and services and activities fees had no such waivers been made, after deducting the portion of that total amount which is attributable to the difference between resident and nonresident tuition and fees.

(2) The estimated total collection of tuition and fees shall be based on the budgeted, state supported, four-quarter annual average enrollment, minus the actual tuition and fees collected for the summer quarter of the year being estimated.

(3) Each district may waive an amount not to exceed three percent of the estimated collections in the event that actual enrollments or collections exceed estimated collections. Conversely, the three percent waiver capacity based upon estimated collections is allowable even though actual collections may not be as high as the estimate.

(4) Districts desiring to exceed their individual three percent waiver capacity may do so only upon written approval from the state director of community colleges or his designee. Additional waiver capacity can only be granted to a district after it has been determined that the total waiver capacity for the community college system is not being utilized as a result of other districts waiving at levels less than the three percent capacity.

(5) There is no percentage limitation on the amount of tuition and fee waivers granted for summer quarter enrollments provided that recipients of such waivers qualify as needy, resident students.

[Statutory Authority: RCW 28B.50.140. 78-09-020 (Order 60, Resolution No. 115), § 132H-160-053, filed 8/10/78.]

WAC 132H-160-056 Procedure for determining limitation of the amount of tuition and fee waivers. For the purpose of determining the amount of any fee waiver established the various community colleges will limit any individual award to the difference between the cost of attending the community college, including the cost requirements of the student, his dependents, and/or his family, and the expected parental and/or independent student contribution toward such cost.

[Statutory Authority: RCW 28B.50.140. 78-09-020 (Order 60, Resolution No. 115), § 132H-160-056, filed 8/10/78.]

WAC 132H-160-059 Combination of tuition and fee waivers with other forms of student financial aid. Nothing is intended to prevent the award of tuition and fee waivers in conjunction with other forms of student financial aid as a package designed to meet the overall educational assistance needs of any student.

[Statutory Authority: RCW 28B.50.140. 78-09-020 (Order 60, Resolution No. 115), § 132H-160-059, filed 8/10/78.]

WAC 132H-160-060 Laboratory fees. Students of Community College District VIII will be charged laboratory fees for those courses requiring such fees. Laboratory fees are printed in the quarterly class schedule.

[Order 14, § 132H-160-060, filed 4/18/73.]

WAC 132H-160-070 Noncredit. Students enrolling in Community College District VIII for noncredit will be charged respectively at the same rate as that established for resident and nonresident students enrolling for credit.

[Order 14, § 132H-160-070, filed 4/18/73.]

WAC 132H-160-080 Continuing education. Students enrolling in Community College District VIII continuing education classes will be charged at the same rate as that established for resident and nonresident students enrolling in the college credit classes.

[Order 14, § 132H-160-080, filed 4/18/73.]

WAC 132H-160-090 Community service. Community College District VIII community service classes are self-supporting. Therefore, fees vary with each class offering and students will be charged accordingly.

[Order 14, § 132H-160-090, filed 4/18/73.]

WAC 132H-160-093 Tuition and fee waivers for full-time Bellevue Community College classified and
administrative employees. Pursuant to the authority granted by chapter 82, Laws of 1979, Bellevue Community College is authorized to and may waive tuition, operating and services and activities fees for full-time classified and administrative employees enrolled in courses at the college under the following conditions:

(1) Enrollment shall be on a space available basis after opportunity has been given for other students to register for courses offered by the college. Employee registration for classes shall follow the last regularly scheduled nonmatriculated student registration.

(2) No new or additional courses or course sections shall be created for the purpose of accommodating enrollments of students enrolled on the basis of waivers under this section.

(3) Enrollment information on employees enrolled on a space-available basis shall be maintained separately from other enrollment information and shall not be included in official enrollment reports, nor shall persons enrolled pursuant to the provisions of this section be considered in any enrollment statistics which would affect budgetary determinations.

(4) Computations of enrollment levels, student-faculty ratio, or other similar enrollment related statistics must exclude student credit hours generated by enrollments for which waivers have been granted under this section.

(5) Employees enrolling on a space available basis shall be charged a registration fee of five dollars per class plus any lab fees that may be associated with the class.

(6) The college may enroll full-time cooperative extension service and agricultural research employees of Washington State University if such employees are stationed off campus and their work station is situated within College District VIII.

(7) For the purpose of this rule, annually-contracted faculty shall be defined as:

(a) Those annually-contracted faculty paid on the full-time faculty schedule.

(b) Community service courses and all noncredit workshops and seminars, because they are on a self-support basis, shall not be eligible for tuition waivers. An assessment of demand for and financial impact of tuition and fee waivers shall be made this year to determine the feasibility of implementation for those programs. Exceptions may then be possible for some workshops and those will be individually advertised to the college community.

(1) Enrollment shall be on a space-available basis after opportunity has been given for other students to register for courses offered by the college. Employee registration for classes shall follow the last regularly scheduled nonmatriculated student registration.

(2) No new or additional courses or course sections shall be created for the purpose of accommodating enrollments of students enrolled on the basis of waivers under this section.

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(7) For the purpose of this rule, annually-contracted faculty shall be defined as:

(a) Those annually-contracted faculty paid on the full-time faculty schedule.

(b) Community service courses and all noncredit workshops and seminars, because they are on a self-support basis, shall not be eligible for tuition waivers. An assessment of demand for and financial impact of tuition and fee waivers shall be made this year to determine the feasibility of implementation for those programs. Exceptions may then be possible for some workshops and those will be individually advertised to the college community.

[Statutory Authority: RCW 28B.50.140. 79-12-031 (Order 68, Resolution No. 125), § 132H-160-094, filed 11/19/79.]

WAC 132H-160-095 Tuition and fee waivers for Bellevue Community College senior citizens. Pursuant to the authority granted by chapter 157, Laws of 1975 (RCW 28B.15.540) Bellevue Community College is authorized to and may waive tuition, operating, and services and activities fees for senior citizens enrolled in courses at the college under the following conditions:

(1) Enrollment shall be on a space-available basis after opportunity has been given for other students to register for courses offered by the college.

(2) No new or additional courses or course sections shall be created for the purpose of accommodating enrollments of students enrolled on the basis of waivers under this section.

(3) Senior citizens enrolling on a space-available basis shall be charged a registration fee of $2.50 per class plus any lab fees that may be associated with the class and a maximum of two courses per quarter will be allowed.

(1992 Ed.) [Title 132H WAC—p 33]
(4) Enrollments under this provision will not be used for state reimbursement purposes.

[Statutory Authority: RCW 28B.50.140. 80-02-102 (Order 70, Resolution No. 127), § 132H-160-095, filed 1/24/80.]

WAC 132H-160-120 Credit examination. Community College District VIII students will be charged $5.05 per credit hour for credit by examination.

[Statutory Authority: RCW 28B.50.140. 78-07-026 (Order 58, Resolution No. 112), § 132H-160-120, filed 6/15/78; Order 14, § 132H-160-120, filed 4/18/73.]

WAC 132H-160-140 General education development test. Students of Community College District VIII participating in the general education development test will be charged a fee of $10.00 for administration of the test.

[Statutory Authority: RCW 28B.50.140. 78-07-026 (Order 58, Resolution No. 112), § 132H-160-140, filed 6/15/78; Order 14, § 132H-160-140, filed 4/18/73.]

WAC 132H-160-150 Parking permit. Students of Community College District VIII will pay the following fees for parking:

1. Full-time students - $7.00 per quarter
2. Part-time students - $4.00 per quarter
3. Second car - $2.00 per quarter
4. Daily parking (without decal) - $0.25.

[Order 14, § 132H-160-150, filed 4/18/73.]

WAC 132H-160-170 Insurance. Students of Community College District VIII participating in an accident and sickness insurance program as provided by a signed policy agreement between Community College District VIII and an insuring company shall pay fee charges as established by the insuring company for requested coverage.

[Order 14, § 132H-160-170, filed 4/18/73.]

WAC 132H-160-180 Refund policy. Community College District VIII board of trustees has authorized the registrar to refund fees when a student withdraws from college or a course(s). A student who is requested to withdraw for disciplinary reasons will not be eligible for a refund.

1. Tuition and related fees are refunded upon withdrawal from college or a course(s) as follows:
   a. Prior to the first day of the quarter:
   b. Complete withdrawal from college - 100% refund
   c. Withdrawal from a course(s) (reduction of class load below 10 credits) - 100% refund
   d. Cancellation of a course - permission to transfer to another course or full refund upon request.
   e. Through fourth week of the quarter:
   f. Complete withdrawal from college - 50% refund
   g. Withdrawal from a course(s) (reduction of class load below 10 credits) - 50% refund
   h. After fourth week of the quarter:
   i. Complete withdrawal from college - no refund
   j. Withdrawal from a course(s) (reduction of class load below 10 credits) - no refund
   k. Lab fees (includes health service fee)

   (i) Prior to first week of quarter - 100% refund
   (ii) Through the fourth week of the quarter - 50% refund
   (iii) After the fourth week of the quarter - no refund
   (f) Parking fees
   (i) Prior to the first week of the quarter - 100% refund
   (ii) Through the fourth week of the quarter - 50% refund
   (iii) After the fourth week of the quarter - no refund
   (g) Insurance fees
   (i) Through the first week of the quarter only - 100% refund
   (ii) After the first week of the quarter - no refund
   (iii) If insurance claim has been filed - no refund
   (h) Continuing education classes (state and student supported):
   (i) Prior to the first class session - 100% refund (less a $5.00 administration fee)
   (ii) Prior to the second class session - 100% refund (less a $15.00 administration fee)
   (iii) After the second class session - no refund
   (i) Continuing education workshops (self-supported)
   (i) Cancellations received up through four working days prior to the first session - 100% refund (less a $5.00 administration fee)
   (ii) After fourth working day prior to the first session - no refund.


WAC 132H-160-190 Financial obligation. Community College District VIII board of trustees has authorized the registrar to place a hold on the records of any student who has a financial obligation due the college. Until this financial obligation is cleared, the college: 1) Will not release the student's record or any information based upon the record, or 2) will deny registration for a subsequent quarter as well as graduation from the college.

[Order 14, § 132H-160-190, filed 4/18/73.]

WAC 132H-160-200 Title. WAC 132H-160-200 through 132H-160-530 shall be known as the admissions, residency classification and registration regulations for Community College District VIII as established by the board of trustees pursuant to the authority granted to them by RCW 28B.50.140 and chapter 28B.15 RCW.

[Order 15, § 132H-160-200, filed 4/18/73.]

WAC 132H-160-260 Admission of foreign students. [Bellevue Community College is authorized under federal law to enroll nonimmigrant aliens. Foreign students are admitted in a selective procedure each quarter.]


Title 132H WAC: Bellevue Community College
WAC 132H-160-270 Admission to specific degree programs. Applicants who are qualified for admission to Community College District VIII are required to enroll in one of the college's educational major programs. Upon receipt of a student's application to attend the college, the admissions office requests that the applicant file a data information request form stating his or her program major. However, all applicants who are qualified for admission to the college cannot always be accommodated in the educational program of their choice because of space limitations or because some prerequisites for program acceptance have not been fulfilled. In such cases, applicants are offered admission to the college as a preprogram major. In order to be considered for admission in the educational major program of their choice, at a later date, such students will be required to submit a supplemental application and present additional information to the admission office. Examples of information which might be considered may include but are not necessarily limited to the following:

(1) Grade point average.

(2) Successful completion of high school courses or elementary courses in the field.

(3) Recommendation and test scores.

Although criteria for program acceptance may vary from program to program, they are binding if all of the following conditions have been met:

(1) They have been accepted by the office of admission and the instructional program chairmen.

(2) The criteria applies to all students seeking admission to the educational program major.

(3) The criteria has been made available through printed statements in the office of admissions and in the advising offices of the educational programs prior to the first day of the preceding quarter.

[Order 15, § 132H-160-270, filed 4/18/73.]

WAC 132H-160-280 Request for reconsideration of admission decision. Applicants who have been denied educational program admission may contact the admissions office for additional information relative to their program denial.

[Order 15, § 132H-160-280, filed 4/18/73.]

WAC 132H-160-320 Continuing education policy. Community College District VIII provides continuing education which includes adult education, high school completion and community service and is provided primarily for adults who wish to continue their education.

[Order 15, § 132H-160-320, filed 4/18/73.]

WAC 132H-160-330 Definition of continuing education. Community College District VIII offers a wide variety of continuing education classes in order to meet the changing needs of the college clientele. These include high school completion courses, specialized employment skill classes and courses fulfilling a student's desire to broaden his cultural and social interests. Continuing education courses are scheduled in several locations within the college district in order to provide educational opportunities convenient for the adults of the community. Continuing education credit does not apply toward an associate of arts degree or certificate of achievement. Certain identified courses do satisfy high school credit requirements. Information concerning continuing education courses and registration instructions may be obtained by writing the Office of Admissions, 3000 - 145th Place S.E., Bellevue, Washington 98007 or by calling 641-2216.

[Order 15, § 132H-160-330, filed 4/18/73.]

WAC 132H-160-340 Residency classification procedures—Statement of purpose. The purpose of these regulations are:

(1) To provide student applicants with that information which will assist them in determining their residency status,

(2) To assist nonresident student applicants who may qualify for residency tuition and fees regardless of age or domicile,

(3) To provide student applicants information as it applies to veterans of Southeast Asia.

[Order 15, § 132H-160-340, filed 4/18/73.]

WAC 132H-160-350 Definition of resident student. As defined in RCW 28B.15.012 as amended by section 1, chapter 149, Laws of 1972 1st ex. sess. [RCW 28B.15.012], the term "resident student" shall mean a student who has had a domicile in the state of Washington for the period of one year immediately prior to the time of commencement of the first day of the quarter for which he has registered at any institution and has in fact established a bona fide domicile in this state for other than educational purposes: Provided, That a nonresident student enrolled for more than six hours per semester or quarter shall be considered as attending for educational purposes only and, for tuition and fee-paying purposes only, such period of enrollment shall not be counted toward the establishment of a bona fide domicile of one year in this state unless such student proves that he has in fact established a bona fide domicile in this state for other than educational purposes.

[Order 15, § 132H-160-350, filed 4/18/73.]

WAC 132H-160-360 Residency application form. Nonresident students who desire to apply for change of residency status must complete and submit an "application for change in residency status" to the Residency Assistant, Registration Center A111, 3000 - 145th Place S.E., Bellevue, Washington 98007. Application and instructions are available at the above stated registration center.

[Order 15, § 132H-160-360, filed 4/18/73.]

WAC 132H-160-370 Nonresidents entitled to pay resident tuition and fees. As found in RCW 28B.15.014 as last amended by section 4, chapter 273, Laws of 1971 1st ex. sess. [RCW 28B.15.014], the following are entitled to classification as resident students regardless of age or domicile:

[Title 132H WAC—p 35]
(1) Any person who is employed not less than twenty
hours per week at an institution, and the children and
spouses of such person.

(2) Military personnel and federal employees residing or
stationed in the state of Washington, and the children
and spouses of such military personnel and federal employees.

(3) All veterans, as defined in RCW 41.04.005, whose
final permanent duty station was in the state of Washington
so long as such veteran is receiving federal vocational or
educational benefits conferred by virtue of his military
service.

[WAC 132H-160-370 Verification classification. Employees of Washington institutions of higher education,
military personnel, federal employees and veterans receiving
educational benefits whose last permanent duty station was
in the state must verify their enrollment status quarterly.
Appropriate forms are available at the registration center.
[Order 15, § 132H-160-370, filed 4/18/73.]

WAC 132H-160-380 Verification classification. Employees of Washington institutions of higher education,
military personnel, federal employees and veterans receiving
educational benefits whose last permanent duty station was
in the state must verify their enrollment status quarterly.
Appropriate forms are available at the registration center.
[Order 15, § 132H-160-380, filed 4/18/73.]

WAC 132H-160-390 Southeast Asian veterans. Veterans of the Vietnam conflict who have served in
Southeast Asia and who are claiming exemption pursuant to
RCW 28B.15.620 from tuition and fee increase must submit
an "application for change of residency status" and furnish
proof (DD214) of their military service to the Residency
Assistant, Registration Center A111, 3000 - 145th Place
S.E., Bellevue, Washington 98007.
[Order 15, § 132H-160-390, filed 4/18/73.]

WAC 132H-160-400 Appeal of determination of
residency decision. Any student wishing to appeal a
determination of resident classification may appeal by
completing and submitting an "appeal of decision for
residency classification" to the Office of Admissions,
Community College District VIII, 3000 - 145th Place S.E.,
Bellevue, Washington 98007 provided such appeals are made
within thirty days from the date that the original determina-
tion was rendered.
[Order 15, § 132H-160-400, filed 4/18/73.]

WAC 132H-160-430 Advanced registration fee
requirement for fall, winter and spring quarters. Matriculated students are required to make a $20.00 ad-
vanced registration fee payment fall quarter.

[Statutory Authority: RCW 28B.50.140. 81-11-013 (Order 73, Resolution
No. 136), § 132H-160-430, filed 5/13/81; Order 15, § 132H-160-430, filed
4/18/73.]

Reviser's note: RCW 34.05.077 requires the use of underlining and
deletion marks to indicate amendments to existing rules, and deems
ineffectual changes not filed by the agency in this manner. The bracketed
material in the above section does not appear to conform to the statutory
requirement.

WAC 132H-160-440 Refund of advanced registra-
tion fee. The advanced registration fee payment generally
is not refundable and not transferable to another person or
quarter. Refunds will be granted when:
(1) A student submits proof of acceptance or enrollment
at a four-year college or university,
(2) The student's failure to attend the college was the
result of some unusual hardship in which the student was not
able to control or to anticipate.

Petitions for refund of this payment should be addressed
to the Registrar, Community College District VIII, 3000
- 145th Place S.E., Bellevue, Washington 98007.
[Order 15, § 132H-160-440, filed 4/18/73.]

WAC 132H-160-492 Withdrawal from a course (policy and procedures). Withdrawal from a course is the
termination of the student's registration in that course.
Withdrawals are classified as official only when the student
returns a completed add/drop form, available at the registra-
tion center, to the registration center or to their designee.
The criteria used for determining grading and recording
procedures for official withdrawals are as follows:
(1) Through the tenth day of the quarter the dropped
course does not become a part of the transcript record.
Instructor's signature is not required.
(2) After the tenth school day of the quarter and
through the end of the sixth week of the quarter, the previously
described procedures will be followed. The grade of "W"
will become a part of the student's transcript record regard-
less of grade status at this time. Instructor's signature is not
required.
(3) From the beginning of the seventh week of the
quarter through the end of the tenth week, students must
return a completed add/drop form signed by the instructor to
the registration center. The instructor must sign the with-
drawal form. Upon signing the withdrawal form the
instructor will assign to the add/drop form one of the
following grades: Students withdrawing with a passing
grade will be graded "W" (withdrawal); those not passing at
the point of withdrawal will be graded "K" (failing). For
those students who are failing after the sixth week who have
had extensive illness or other bona fide reasons, may be
assigned, at the instructor's discretion, a "W" (withdrawal).
(4) No official withdrawal will be permitted after the
tenth calendar week of the quarter.
(5) A student who finds it necessary to withdraw
completely from the college due to illness or other bona fide
reasons, must comply with the procedures listed above
except that under unusual circumstances, the student's
program adviser, counselor, or the administrator responsible
for registration may give permission and the student would
receive a "W." Failure to do this will not constitute an
official withdrawal and will cause forfeiture of any refund.
[Statutory Authority: RCW 28B.50.140. 82-19-069 (Order 82, Resolution
No. 151), § 132H-160-492, filed 9/20/82.]

WAC 132H-160-500 Military withdrawal. Students submitting proof of being drafted or voluntary enlistment in
the armed forces may receive credit and/or refund of fees as
follows:

[Title 132H WAC—p 36]
(1) During first one-third of course, full refund of fees and no credit.

(2) During second one-third of course, one-half credit, without letter grade and with courses unspecified. Unspecified credit may later be converted to specific credit and grade by examination. One-half of fees refunded.

(3) Withdrawal during last one-third of course, full credit, no letter grade may be earned by examination upon recommendation of the instructor. No money refunded.

(4) A student who is drafted in the last one-half of his final quarter and who would obviously have earned his degree if he had not been drafted, whose earned grade average is "C" or better, and who is recommended by his department chairman and the dean, may be granted a degree prior to his induction into the armed forces by action of the graduation committee.

[Order 15, § 132H-160-500, filed 4/18/73.]

WAC 132H-160-520 Auditing a course. A student may enroll in a course as an auditor, provided space is available, upon payment of the required enrollment fee. He is exempt from examinations and does not receive credit. An auditor’s participation in class work shall be at the discretion of the instructor. Students are to declare their intent to audit at the time of registration or no later than the eighth day of the quarter. A student may not change from "credit" to "audit" or "audit" to "credit" after the eighth day of the quarter.

[Order 15, § 132H-160-520, filed 4/18/73.]

WAC 132H-160-530 Special instructional programs. Community College District VIII offers special classes which may not coincide with the normal quarter and because of the nature and content of these programs, special rules and regulations may be developed to implement them. These rules and regulations are made available to students at such time as the class is scheduled. Students interested in special class offerings should contact the registrar’s office.

[Order 15, § 132H-160-530, filed 4/18/73.]

WAC 132H-160-550 Comprehensive fee. Students attending Bellevue Community College will be charged a fee based on a per credit hour (or the equivalent of a credit hour), in return for services including but not limited to, parking, transcripts, catalogs, graduation, and health services. The amount of the comprehensive fee shall be determined by the board of trustees.

[Statutory Authority: RCW 28B.50.140. 86-18-038 (Order 93, Resolution No. 172), § 132H-160-550, filed 8/26/86.]

WAC 132H-160-600 Request for financial aid information. Specific information about financial aid programs, eligibility, and applications is available to all interested students in the student information and financial services office.

[Order 18, § 132H-160-600, filed 9/11/73; Order 18, § 132H-160-600, filed 5/23/73.]

WAC 132H-160-610 Priority for financial aid. Priority for awarding of student financial aid will be on the basis of the amount of financial need each student applicant has, as evidenced by a financial statement. Each student applying for financial aid will be required to complete a confidential financial statement.


WAC 132H-160-620 Credit requirement for financial aid recipient. With the exception of the Washington state tuition waiver program, all other financial aid programs administered by Community College District VIII require that students be enrolled each quarter for a minimum of eight credits.


WAC 132H-160-630 Adjustment of aid package. It is the responsibility of each student to notify the financial aid office of any change in financial status that has been evidenced in previous applications. In such cases the financial aid award may be increased or decreased.

[Order 18, § 132H-160-630, filed 9/11/73; Order 18, § 132H-160-630, filed 5/23/73.]

WAC 132H-160-640 Limitation on hours employed. Students enrolled and employed by Community College District VIII will be limited to a maximum of nineteen (19 1/2) hours of work per week during any one payroll period.


WAC 132H-160-650 Cancellation of grant aid. The college may reduce or cancel a student’s supplemental educational opportunity grant award if the student fails to fulfill their college work-study job obligation.


WAC 132H-160-660 Work-study job termination. Work-study job termination can be cause for cancellation of the college’s financial aid commitment for the balance of the award.


WAC 132H-160-670 Limited aid funds—Priorities. When financial aid funds are limited, priority for aid will be as follows:

(1) Returning students who were previous aid recipients and have made normal academic progress (36 or more credits toward an educational objective).

(2) New students (first time in college).

(3) Returning students who were not previous aid recipients.

(4) Transfers who were previous aid recipients.

(5) Community College District VIII students on academic probation.

(6) Students readmitted after being dropped for academic reasons.

[Title 132H WAC—p 37]
WAC 132H-160-680 Academic status of financial aid recipients. Students receiving financial aid will be required to pass eight credits quarterly. Students not passing eight credits quarterly will be required to appear before a financial aid appeals committee which will recommend renewal or termination of aid.

WAC 132H-160-690 Student emergency loan requirements. Students requesting emergency loans for tuition must have a grade point of 2.00 and accumulated 10 credits at Community College District VIII prior to the quarter for which they will borrow.

Chapter 132H-168 WAC
ACCESS TO PUBLIC RECORDS

WAC 132H-168-010 Access to public records. This chapter shall be known as Community College District VIII rules on public records.

WAC 132H-168-020 Purpose. The purpose of this chapter shall be to ensure compliance by Community College District VIII with the provision of Initiative 276, Disclosure—Campaign finances—Lobbying—Records, while at the same time preserving the orderly operation of the community college district and the privacy of the students and employees of the school.

WAC 132H-168-030 Request for documents—Procedure. (1) All documents which are public records as defined in 2(24) of Initiative 276 are presumptively available for public access, except as restricted by WAC 132H-168-050. Any person wishing to inspect a public record shall submit Form BCC 010-072. Each request must be presented to the secretary to the president or to the secretary to the records officer during regular office hours of the school, as defined in WAC 132H-168-080.

(2) The officer to whom the request is presented shall, by the close of that business day, if the request is presented before noon, or noon the following business day if the request is presented in the afternoon, 1) make the requested document available, or 2) state that such a document does not exist, or 3) ask for clarification of the document requested, or 4) deny access because the document is exempt from public inspection under WAC 132H-168-050. The action taken shall be marked on Form BCC 010-072 and returned to the person submitting the form.

WAC 132H-168-040 Appeal. (1) If access to the record is denied by the officer pursuant to WAC 132H-168-030, the person requesting the document may appeal to the campus president or to the college records officer who serves as secretary to the administrative committee. The appellant shall file Form BCC 010-073 together with Form BCC 010-072 as returned, with the secretary to the campus president or secretary to the college records officer, during the day the appeal is returned if returned prior to 3:00 p.m., or by 11:00 a.m. the following business day if returned after 3:00 p.m. The campus president or the college records officer shall answer the appeal by returning Form BCC 010-073 to the person requesting the record before the end of the second business day following the original denial of inspection on Form BCC 010-072, unless a later time is indicated in the form. If no disposition is made by the end of the second business day following the denial on Form BCC 010-072, the appeal shall be considered denied.

(2) If an appeal if filed after the time required in WAC 132H-16-040(1) [WAC 132H-168-040(1)], then the return date shall be the end of the second business day following the filing of the appeal.

(3) The filing of a request and the return of Form BCC 010-072 and Form BCC 010-073 indicating the disposition, is made by leaving the form with the secretary of the records officer. The secretary of the officer shall mark the time and date of 1) the receipt of the form, 2) the return of the form with disposition, and 3) the demand made for return by the person submitting the form. A request shall be deemed denied or an appeal denied only after the person filing the form has made a demand for the return of Form BCC 010-072 or Form BCC 010-073 at the appropriate time from the secretary to the president or secretary to the records officer.

(4) Administrative remedies shall not be considered exhausted until the president or the records officer has returned the appeal form, or until the close of the second business day following denial of inspection if the appeal form has been properly filed but not returned.

WAC 132H-168-050 Exemptions. (1) Public access to documents exempt under Section 31(1) of Initiative 276 shall not be granted, unless the officer determines that disclosure would not affect any vital governmental interest. If the interest can be protected by deletion of personal references, access shall be granted following deletion of such...
material, and a reasonable time shall be allowed for deleting the material.

(2) Community College District VIII individual student files shall be available for inspection in accordance with Public Law 93-380 as defined in WAC 132H-120-077 release of personally-identifiable records.

(3) Individual files of applicants, employees, and officers of Community College District VIII are available only to members of the faculty and the staff of Community College District VIII who are entrusted with the care and custody of the files, to supervisory personnel, and to the business staff for purposes necessary to carrying out their functions. The only information contained in the individual file of an employee which shall be available for public inspection shall be the name, status, salary and teaching duties of the employee. The employee, however, shall have full access to his personnel file as agreed upon in the employee-organization contract.

[Order 34, § 132H-168-050, filed 8/7/75; Order 11, § 132H-168-050, filed 3/12/73.]

**WAC 132H-168-060 Copying.** Persons granted access to public records pursuant to Form BCC 010-072 may request a copy of such documents as they desire by completing Form BCC 010-075 "request for copy of public records" and paying a reasonable amount to reimburse Community College District VIII for its actual cost incident to such copy.


**WAC 132H-168-070 Protest.** Any student, employee or applicant who believes a document has been or is about to be released and who believes his or her right to privacy will be infringed by public inspection of the document may file a protest with the president of the campus or the college records officer. If after consideration of the request for inspection and the protest, the president or records officer believes inspection should be denied, he or she should take appropriate action, including, if appropriate, the filing of a Section 33, request for an injunction.

[Order 11, § 132H-168-070, filed 3/12/73.]

**WAC 132H-168-080 Office hours.** For purposes of this chapter, the regular office hours of Community College District VIII shall be considered 9:00 a.m. through 4:00 p.m. Monday through Friday; except for legal holidays for state employees.

[Order 11, § 132H-168-080, filed 3/12/73.]

**WAC 132H-168-090 Sanctions.** If a person granted access to public records pursuant to this chapter destroys, mutilates or fails to return such documents, or who returns the documents in an unreasonably disorganized fashion, or uses copies of public records to compile a mailing list for commercial purposes, a campus president may order that such person be denied further access to documents of the community college district. Any person wishing to contest such an order may request a hearing before the president or his designee concerning the charges, and such a hearing shall be considered a contested case for purposes of chapter 28B.19 RCW.

If a student or employee of the district willfully destroys or mutilates records of the district he will be subject to disciplinary proceedings pursuant to the student code of rights and responsibilities, or the relevant rules and regulations of the district pertaining to faculty and classified staff.

[Order 11, § 132H-168-090, filed 3/12/73.]

**WAC 132H-168-990 Form—Request for public records.**

BELLEVUE COMMUNITY COLLEGE
Community College District No. 8
Bellevue, Washington 98007

REQUEST FOR PUBLIC RECORDS

Please complete the information requested and file with the secretary to the campus president, Room A201 or the secretary to the college records officer, Room A103.

NAME OF REQUESTER:

Last First M.I. Date of Request
Street & Number City State Zip Telephone No.

Representing self, company, organization, etc.

Specific title of record(s) requested:

If title(s) not known, be as specific as possible in defining the record(s) you wish to review

I certify that the information obtained through this request for public records will not be used to compile a mailing list for commercial purposes. I also agree to return the document(s) unharmed and in an orderly fashion.

Requester's Signature

For Office Use Only

DISPOSITION

The requested document is available for inspection.

The school is not in possession of such a document.

Please clarify precisely what documents are being requested as it cannot be determined from your application what documents are desired.

(see reverse side)

(1992 Ed.)
FORM Adm50-5001 (2-73)
Chapter 132H-168 WAC

The request is denied because the document is:

(a) Personal information in a file maintained for a student of this institution.

(b) Personal information in a file maintained for an employee of the District disclosure of which would violate the employee's right to privacy.

(c) A preliminary draft, note, recommendation or intra-agency memorandum in which opinions are expressed or policies formulated or recommended, which document has not been publicly cited by this agency in connection with an agency action.

(d) A record which is relevant to a controversy to which this agency is a party which record would not be available to another party under the rules of pretrial discovery.

(e) The document contains personal information which, when deleted, can be released, and such deletions will be completed by .

(f) Other ................................ .

[Order 11, Form ADM50-5001 (codified as WAC 132H-168-990), filed 3/12/73.]

WAC 132H-168-9901 Form—Appeal to decision to review public records.

The appellant has been denied inspection of a document which is possessed by Community College District VIII. The denial was made following submission of Form I attached hereto.

The appellant appeals the disposition made on Form I and requests that you review this denial prior to the close of the second business day following the denial of the request.

Appellant’s Signature

The appellant understands that the President is not available until (Day) (Date) (Time) and agrees to an extension of the return time as stated above.

Appellant’s Signature

For Office Use Only

DISPOSITION

Inspection of the document(s) is granted
Inspection will be granted following deletion of personal material in the requested document(s).

Inspection of the document(s) is denied because.

Signed: ........................... .
Title: ........................... .

Received: Date ... . Time ... .
Returned: Date ... . Time ... .
Demanded: Date ... . Time ... .

[Order 11, Form ADM50-5002 (codified as WAC 132H-168-9901), filed 3/12/73.]

WAC 132H-168-9902 Form—Records office request for review of public records.

BELLEVUE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 8
BELLEVUE, WASHINGTON 98007

RECORDS OFFICE REQUEST FOR REVIEW OF PUBLIC RECORDS

NAME OF REQUESTER:

Last First M.I. Date

Representing self, company, organization, etc.

Record requested:

_________________________ __________________________

[Title 132H WAC—p 40] (1992 Ed.)
If you desire to express an opinion relative to the release of this record please state below:

Record(s) scheduled for review: Day . . . Date . . .
Time . . .

Please call 641-2205, college records officer when the record is available for pickup.

College Records Officer

FORM Adm50-5003 (2-73)
Chapter 132H-168 WAC
[Order 11, Form ADM50-5003 (codified as WAC 132H-168-9902), filed 3/12/73.]

BELLEVUE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 8
BELLEVUE, WASHINGTON 98007

REQUEST FOR COPY OF PUBLIC RECORD

NAME OF REQUESTER:

Last First M.I. Date of Request

Upon approval of Form I "request of public records," copies of approved records may be made. Please identify the record(s) you wish copied and present this form to the secretary to the Records Officer. You will be required to pay for all copies requested at the rate of $0.05 per page before receiving them.

Specific title of record(s) requested:

If title(s) are not known, be as specific as possible in defining the record(s) you wish copied:

Requester’s Signature

Copy Authorized by: ____________________________
Signature
For Office Use Only

Document: ____________________________

[Title 132H WAC—p 41]
WAC 132H-204-040 Use of motor pool vehicles.  
All users of motor pool vehicles shall be in the employment of the college or a student of the college.  
[Order 22, § 132H-204-040, filed 7/5/74.]

WAC 132H-204-050 Use of motor pool vehicles—Permission required.  Written permission of organizational head shall precede the use of any vehicle.  
[Order 22, § 132H-204-050, filed 7/5/74.]

WAC 132H-204-060 Use of motor pool vehicles—Time limitation.  The user shall not be allowed to keep the vehicle overnight at his/her residence.  
[Order 22, § 132H-204-060, filed 7/5/74.]

WAC 132H-204-070 Use of motor pool vehicles—Notification of state patrol—When needed.  While on a trip and when vehicle is left in a public place for extended (over 24 hours) periods of time, the Washington state patrol shall be notified of placement, by the operator.  
[Order 22, § 132H-204-070, filed 7/5/74.]

WAC 132H-204-080 Use of motor pool vehicles—Accidents—Notification.  If involved in any accident, the operator shall notify the authority of jurisdiction immediately and file an accident report with the college motor pool office on return to the campus.  In case of serious injury or accident, call motor pool office.  
[Order 22, § 132H-204-080, filed 7/5/74.]

WAC 132H-204-090 Use of motor pool vehicles—Returning vehicle—Requirements.  Whenever possible, the vehicle shall be returned in good condition, full of gas and with interior clean.  
[Order 22, § 132H-204-090, filed 7/5/74.]

WAC 132H-204-100 Use of motor pool vehicles—Use priority.  Vehicles shall be issued on a first come - first serve basis.  
[Order 22, § 132H-204-100, filed 7/5/74.]

WAC 132H-204-110 Use of motor pool vehicles—Valid Washington state driver’s license required.  All operators shall have a valid Washington state driver’s license.  
[Order 22, § 132H-204-110, filed 7/5/74.]

WAC 132H-204-120 Use of motor pool vehicles—Current vehicle permit required.  All operators shall have a current state vehicle permit, which is issued at the motor pool office, in addition to the state license.  
[Order 22, § 132H-204-120, filed 7/5/74.]

WAC 132H-204-130 Use of motor pool vehicles—Must obey all laws.  All rules and regulations of the state of Washington shall be obeyed while operating the vehicle.  
[Order 22, § 132H-204-130, filed 7/5/74.]

WAC 132H-204-140 Use of motor pool vehicles—Citations responsibility of operator.  Any citation for violation of said rules and regulations shall be the sole responsibility of the operator.  
[Order 22, § 132H-204-140, filed 7/5/74.]

WAC 132H-204-150 Use of motor pool vehicles—Use of vehicle limited to specified time.  Vehicles shall be used within the time arranged for at time of checkout.  
[Order 22, § 132H-204-150, filed 7/5/74.]

WAC 132H-204-160 Use of motor pool vehicles—Trip ticket—Completion and return.  Trip ticket shall be completed with all information asked and left with the motor pool office on return to the campus (or security).  
[Order 22, § 132H-204-160, filed 7/5/74.]

WAC 132H-204-170 Enforcement of policy.  This policy shall be enforced by existing student, faculty and staff codes and regulations as defined within handbooks.  
[Order 22, § 132H-204-170, filed 7/5/74.]

Chapter 132H-400 WAC  
STUDENT ATHLETIC PARTICIPATION  

WAC 132H-400-005 Title.  Chapter 132H-400 WAC will be known as Student athletic participation.  
[Statutory Authority: RCW 28B.50.140. 90-09-067 (Order 103, Resolution No. 190), § 132H-400-005, filed 4/18/90, effective 5/19/90.]  

WAC 132H-400-010 Grounds for ineligibility.  Any student found by Bellevue Community College to have violated chapter 69.41 RCW by virtue of a criminal conviction or otherwise insofar as it prohibits the possession, use or sale of legend drugs, including anabolic steroids, will be disqualified from participation in any school-sponsored athletic event or activity.  
[Statutory Authority: RCW 28B.50.140. 90-09-067 (Order 103, Resolution No. 190), § 132H-400-010, filed 4/18/90, effective 5/19/90.]  

WAC 132H-400-020 Suspension procedure—Right to informal hearing.  Any student notified of a claimed violation of WAC 132H-400-010 shall have the right to a brief adjudicative hearing if a written request for such a hearing is received by the dean of students within three days of receipt of a declaration of further athletic ineligibility.  If no written request is received within three days after receipt of the declaration of athletic ineligibility, the student will be deemed to have waived any right to a brief adjudicative hearing and will be declared ineligible from further participation in school-sponsored athletic events for the remainder of the school year.  
(1992 Ed.)
WAC 132H-400-020 Hearing. If a timely written request for a hearing is made, the dean of students shall designate a hearing officer who shall be a college officer who is not involved with the athletic program to conduct the brief adjudicative hearing. The hearing officer shall promptly conduct the hearing and permit affected parties to explain both the college’s view of the matter and the student’s view of the matter. The brief adjudicative proceeding shall be conducted in accordance with the Administrative Procedure Act, RCW 34.05.482-494.

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