

# Title 516 WAC

## WESTERN WASHINGTON UNIVERSITY

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### DISPOSITION OF CHAPTERS FORMERLY CODIFIED IN THIS TITLE

#### Chapter 516-08 PRACTICE AND PROCEDURE

- 516-08-002** Formal hearing policy. [Order 73-13, § 516-08-002, filed 8/6/73.] Repealed by 90-10-042, filed 4/27/90, effective 5/1/90. Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW.
- 516-08-005** Definitions. [Order 73-13, § 516-08-005, filed 8/6/73.] Repealed by 90-10-042, filed 4/27/90, effective 5/1/90. Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW.
- 516-08-010** Appearance and practice before agency. [Order 73-13, § 516-08-010, filed 8/6/73.] Repealed by 90-10-042, filed 4/27/90, effective 5/1/90. Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW.
- 516-08-070** Computation of time. [Order 73-13, § 516-08-070, filed 8/6/73.] Repealed by 90-10-042, filed 4/27/90, effective 5/1/90. Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW.
- 516-08-080** Notice and opportunity for hearing in contested cases. [Order 73-13, § 516-08-080, filed 8/6/73.] Repealed by 90-10-042, filed 4/27/90, effective 5/1/90. Statutory

- 516-08-090** Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. Service of process—By whom served. [Order 73-13, § 516-08-090, filed 8/6/73.] Repealed by 90-10-042, filed 4/27/90, effective 5/1/90. Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW.
- 516-08-100** Service of process—Upon whom served. [Order 73-13, § 516-08-100, filed 8/6/73.] Repealed by 90-10-042, filed 4/27/90, effective 5/1/90. Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW.
- 516-08-110** Service of process—Service upon parties. [Order 73-13, § 516-08-110, filed 8/6/73.] Repealed by 90-10-042, filed 4/27/90, effective 5/1/90. Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW.
- 516-08-120** Service of process—Method of service. [Order 73-13, § 516-08-120, filed 8/6/73.] Repealed by 90-10-042, filed 4/27/90, effective 5/1/90. Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW.
- 516-08-130** Service of process—When service complete. [Order 73-13, § 516-08-130, filed 8/6/73.] Repealed by 90-10-042, filed 4/27/90, effective 5/1/90. Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW.
- 516-08-140** Service of process—Filing with agency. [Order 73-13, § 516-08-140, filed 8/6/73.] Repealed by 90-10-042, filed 4/27/90, effective 5/1/90. Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW.
- 516-08-150** Subpoenas—Where provided by law—Form. [Order 73-13, § 516-08-150, filed 8/6/73.] Repealed by 90-10-042, filed 4/27/90, effective 5/1/90. Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW.
- 516-08-170** Subpoenas—Service. [Order 73-13, § 516-08-170, filed 8/6/73.] Repealed by 90-10-042, filed 4/27/90, effective 5/1/90. Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW.
- 516-08-190** Subpoenas—Proof of service. [Order 73-13, § 516-08-190, filed 8/6/73.] Repealed by 90-10-042, filed 4/27/90, effective 5/1/90. Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW.
- 516-08-230** Depositions and interrogatories in contested cases—Right to take. [Order 73-13, § 516-08-230, filed 8/6/73.] Repealed by 90-10-042, filed 4/27/90, effective 5/1/90. Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW.
- 516-08-240** Depositions and interrogatories in contested cases—Scope. [Order 73-13, § 516-08-240, filed 8/6/73.] Repealed by 90-10-042, filed 4/27/90, effective 5/1/90. Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b),

- 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW.
- 516-08-250 Depositions and interrogatories in contested cases—Officer before whom taken. [Order 73-13, § 516-08-250, filed 8/6/73.] Repealed by 90-10-042, filed 4/27/90, effective 5/1/90. Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW.
- 516-08-260 Depositions and interrogatories in contested cases—Authorization. [Order 73-13, § 516-08-260, filed 8/6/73.] Repealed by 90-10-042, filed 4/27/90, effective 5/1/90. Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW.
- 516-08-270 Depositions and interrogatories in contested cases—Protection of parties and deponents. [Order 73-13, § 516-08-270, filed 8/6/73.] Repealed by 90-10-042, filed 4/27/90, effective 5/1/90. Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW.
- 516-08-280 Depositions and interrogatories in contested cases—Oral examination and cross-examination. [Order 73-13, § 516-08-280, filed 8/6/73.] Repealed by 90-10-042, filed 4/27/90, effective 5/1/90. Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW.
- 516-08-290 Depositions and interrogatories in contested cases—Recordation. [Order 73-13, § 516-08-290, filed 8/6/73.] Repealed by 90-10-042, filed 4/27/90, effective 5/1/90. Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW.
- 516-08-300 Depositions and interrogatories in contested cases—Signing attestation and return. [Order 73-13, § 516-08-300, filed 8/6/73.] Repealed by 90-10-042, filed 4/27/90, effective 5/1/90. Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW.
- 516-08-310 Depositions and interrogatories in contested cases—Use and effect. [Order 73-13, § 516-08-310, filed 8/6/73.] Repealed by 90-10-042, filed 4/27/90, effective 5/1/90. Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW.
- 516-08-320 Depositions and interrogatories in contested cases—Fees of officers and deponents. [Order 73-13, § 516-08-320, filed 8/6/73.] Repealed by 90-10-042, filed 4/27/90, effective 5/1/90. Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW.
- 516-08-330 Depositions upon interrogatories—Submission of interrogatories. [Order 73-13, § 516-08-330, filed 8/6/73.] Repealed by 90-10-042, filed 4/27/90, effective 5/1/90. Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW.
- 516-08-340 Depositions upon interrogatories—Interrogation. [Order 73-13, § 516-08-340, filed 8/6/73.] Repealed by 90-10-042, filed 4/27/90, effective 5/1/90. Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW.
- 516-08-350 Depositions upon interrogatories—Attestation and return. [Order 73-13, § 516-08-350, filed 8/6/73.] Repealed by 90-10-042, filed 4/27/90, effective 5/1/90. Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW.
- 516-08-360 Depositions upon interrogatories—Provisions of deposition rule. [Order 73-13, § 516-08-360, filed 8/6/73.] Repealed by 90-10-042, filed 4/27/90, effective 5/1/90. Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW.
- 516-08-370 Official notice—Matters of law. [Order 73-13, § 516-08-370, filed 8/6/73.] Repealed by 90-10-042, filed 4/27/90, effective 5/1/90. Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW.
- 516-08-380 Official notice—Material facts. [Order 73-13, § 516-08-380, filed 8/6/73.] Repealed by 90-10-042, filed 4/27/90, effective 5/1/90. Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW.
- 516-08-390 Presumptions. [Order 73-13, § 516-08-390, filed 8/6/73.] Repealed by 90-10-042, filed 4/27/90, effective 5/1/90. Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW.
- 516-08-400 Stipulations and admissions of record. [Order 73-13, § 516-08-400, filed 8/6/73.] Repealed by 90-10-042, filed 4/27/90, effective 5/1/90. Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW.
- 516-08-420 Definition of issues before hearing. [Order 73-13, § 516-08-420, filed 8/6/73.] Repealed by 90-10-042, filed 4/27/90, effective 5/1/90. Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW.
- 516-08-430 Prehearing conference rule—Authorized. [Order 73-13, § 516-08-430, filed 8/6/73.] Repealed by 90-10-042, filed 4/27/90, effective 5/1/90. Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW.
- 516-08-440 Prehearing conference rule—Record of conference action. [Order 73-13, § 516-08-440, filed 8/6/73.] Repealed by 90-10-042, filed 4/27/90, effective 5/1/90. Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW.
- 516-08-450 Submission of documentary evidence in advance. [Order 73-13, § 516-08-450, filed 8/6/73.] Repealed by 90-10-042, filed 4/27/90, effective 5/1/90. Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW.
- 516-08-460 Excerpts from documentary evidence. [Order 73-13, § 516-08-460, filed 8/6/73.] Repealed by 90-10-042, filed 4/27/90, effective 5/1/90. Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW.
- 516-08-470 Expert or opinion testimony and testimony based on economic and statistical data—Number and qualifications of witnesses. [Order 73-13, § 516-08-470, filed 8/6/73.] Repealed by 90-10-042, filed 4/27/90, effective 5/1/90. Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW.
- 516-08-480 Expert or opinion testimony and testimony based on economic and statistical data—Written sworn statements. [Order 73-13, § 516-08-480, filed 8/6/73.] Repealed by 90-10-042, filed 4/27/90, effective 5/1/90. Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW.
- 516-08-490 Expert or opinion testimony and testimony based on economic and statistical data—Supporting data. [Order 73-13, § 516-08-490, filed 8/6/73.] Repealed by 90-10-042, filed 4/27/90, effective 5/1/90. Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW.

- 516-08-500 Expert or opinion testimony and testimony based on economic and statistical data—Effect of noncompliance with WAC 516-08-470 or 516-08-480. [Order 73-13, § 516-08-500, filed 8/6/73.] Repealed by 90-10-042, filed 4/27/90, effective 5/1/90. Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW.
- 516-08-510 Continuances. [Order 73-13, § 516-08-510, filed 8/6/73.] Repealed by 90-10-042, filed 4/27/90, effective 5/1/90. Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW.
- 516-08-520 Rules of evidence—Admissibility criteria. [Order 73-13, § 516-08-520, filed 8/6/73.] Repealed by 90-10-042, filed 4/27/90, effective 5/1/90. Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW.
- 516-08-530 Rules of evidence—Tentative admission—Exclusion—Discontinuance—Objections. [Order 73-13, § 516-08-530, filed 8/6/73.] Repealed by 90-10-042, filed 4/27/90, effective 5/1/90. Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW.
- 516-08-540 Hearing officers. [Order 73-13, § 516-08-540, filed 8/6/73.] Repealed by 90-10-042, filed 4/27/90, effective 5/1/90. Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW.
- 516-08-550 Duties of hearing officers. [Order 73-13, § 516-08-550, filed 8/6/73.] Repealed by 90-10-042, filed 4/27/90, effective 5/1/90. Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW.
- 516-08-560 Review of formal hearing proceedings by the board of trustees. [Order 73-13, § 516-08-560, filed 8/6/73.] Repealed by 90-10-042, filed 4/27/90, effective 5/1/90. Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW.
- 516-08-570 Form and content of decisions in contested cases. [Order 73-13, § 516-08-570, filed 8/6/73.] Repealed by 90-10-042, filed 4/27/90, effective 5/1/90. Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW.
- 516-08-600 Petitions for rule making, amendment or repeal—Who may petition. [Order 73-13, § 516-08-600, filed 8/6/73.] Repealed by 90-10-042, filed 4/27/90, effective 5/1/90. Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW.
- 516-08-610 Petitions for rule making, amendment or repeal—Requisites. [Order 73-13, § 516-08-610, filed 8/6/73.] Repealed by 90-10-042, filed 4/27/90, effective 5/1/90. Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW.
- 516-08-620 Petitions for rule making, amendment or repeal—Agency must consider. [Order 73-13, § 516-08-620, filed 8/6/73.] Repealed by 90-10-042, filed 4/27/90, effective 5/1/90. Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW.
- 516-08-630 Petitions for rule making, amendment or repeal—Notice of disposition. [Order 73-13, § 516-08-630, filed 8/6/73.] Repealed by 90-10-042, filed 4/27/90, effective 5/1/90. Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW.
- Chapter 516-10**  
**ACCESS TO PUBLIC RECORDS AND DOCUMENTS AT**  
**WESTERN WASHINGTON STATE COLLEGE**
- 516-10-010 Introduction. [Order 72-10, § 516-10-010, filed 11/17/72.] Repealed by Order 73-5, filed 4/12/73.
- 516-10-020 Jurisdiction. [Order 72-10, § 51-10-020, filed 11/17/72.] Repealed by Order 73-5, filed 4/12/73.
- 516-10-030 Designation of custodians of records. [Order 72-10, § 516-10-030, filed 11/17/72.] Repealed by Order 73-5, filed 4/12/73.
- 516-10-040 Declaration of what constitutes public records. [Order 72-10, § 516-10-040, filed 11/17/72.] Repealed by Order 73-5, filed 4/12/73.
- 516-10-050 Nonpublic records. [Order 72-10, § 516-10-050, filed 11/17/72.] Repealed by Order 73-5, filed 4/12/73.
- 516-10-060 Regulations regarding access to public records. [Order 72-10, § 516-10-060, filed 11/17/72.] Repealed by Order 73-5, filed 4/12/73.
- 516-10-070 Violations of limitations upon access to public records. [Order 72-10, § 516-10-070, filed 11/17/72.] Repealed by Order 73-5, filed 4/12/73.
- Chapter 516-20**  
**STUDENT RIGHTS AND RESPONSIBILITIES**
- 516-20-001 Rights and responsibilities. [Order 72-10, § 516-20-001, filed 11/17/72.] Repealed by Order 76-2, filed 6/7/76.
- 516-20-005 Preamble. [Statutory Authority: RCW 28B.35.120(11), 79-06-019 (Order 79-05, Resolution No. 79-05), § 516-20-005, filed 5/14/79; Order 76-2, § 516-20-005, filed 6/7/76; Order 72-10, § 516-20-005, filed 11/17/72.] Repealed by 82-11-063 (Order 5-6-82, Resolution No. 5-6-82), filed 5/14/82. Later promulgation, see WAC 516-22-005.
- 516-20-010 The academic code. [Statutory Authority: RCW 28B.35.120(11), 79-06-019 (Order 79-05, Resolution No. 79-05), § 516-20-010, filed 5/14/79; Order 76-2, § 516-20-010, filed 6/7/76; Order 72-10, § 516-20-010, filed 11/17/72.] Repealed by 82-11-063 (Order 5-6-82, Resolution No. 5-6-82), filed 5/14/82.
- 516-20-011 Academic code violations defined. [Statutory Authority: RCW 28B.35.120(11), 79-06-019 (Order 79-05, Resolution No. 79-05), § 516-20-011, filed 5/14/79; Order 76-2, § 516-20-011, filed 6/7/76; Order 72-10, § 516-20-011, filed 11/17/72.] Repealed by 82-11-063 (Order 5-6-82, Resolution No. 5-6-82), filed 5/14/82.
- 516-20-015 Penalties for violation of the academic code. [Statutory Authority: RCW 28B.35.120(11), 79-06-019 (Order 79-05, Resolution No. 79-05), § 516-20-015, filed 5/14/79; Order 76-2, § 516-20-015, filed 6/7/76.] Repealed by 82-11-063 (Order 5-6-82, Resolution No. 5-6-82), filed 5/14/82.
- 516-20-020 Freedom of expression. [Statutory Authority: RCW 28B.35.120(11), 79-06-019 (Order 79-05, Resolution No. 79-05), § 516-20-020, filed 5/14/79; Order 76-2, § 516-20-020, filed 6/7/76; Order 72-10, § 516-20-020, filed 11/17/72.] Repealed by 82-11-063 (Order 5-6-82, Resolution No. 5-6-82), filed 5/14/82. Later promulgation, see WAC 516-22-030.
- 516-20-021 Freedom of expression—Conduct. [Order 72-10, § 516-20-021, filed 11/17/72.] Repealed by Order 76-2, filed 6/7/76.
- 516-20-030 Speakers. [Statutory Authority: RCW 28B.35.120(11), 79-06-019 (Order 79-05, Resolution No. 79-05), § 516-20-030, filed 5/14/79; Order 76-2, § 516-20-030, filed 6/7/76; Order 72-10, § 516-20-030, filed 11/17/72.] Repealed by 82-11-063 (Order 5-6-82, Resolution No. 5-6-82), filed 5/14/82.
- 516-20-031 Speakers—Conduct. [Order 72-10, § 516-20-031, filed 11/17/72.] Repealed by Order 76-2, filed 6/7/76.
- 516-20-040 Printed material. [Statutory Authority: RCW 28B.35.120(11), 79-06-019 (Order 79-05, Resolution No. 79-05), § 516-20-040, filed 5/14/79; Order 76-2, § 516-20-040, filed 6/7/76; Order 72-10, § 516-20-040, filed 11/17/72.] Repealed by 82-11-063 (Order 5-6-82, Resolution No. 5-6-82), filed 5/14/82.

516-20-041	Printed material—Conduct. [Order 72-10, § 516-20-041, filed 11/17/72.] Repealed by Order 76-2, filed 6/7/76.	
516-20-050	Placement. [Statutory Authority: RCW 28B.35.120(11). 79-06-019 (Order 79-05, Resolution No. 79-05), § 516-20-050, filed 5/14/79; Order 76-2, § 516-20-050, filed 6/7/76; Order 72-10, § 516-20-050, filed 11/17/72.] Repealed by 82-11-063 (Order 5-6-82, Resolution No. 5-6-82), filed 5/14/82.	516-20-152
516-20-051	Placement—Conduct. [Order 72-10, § 516-20-051, filed 11/17/72.] Repealed by Order 76-2, filed 6/7/76.	516-20-155
516-20-061	Disorderly conduct. [Order 72-10, § 516-20-061, filed 11/17/72.] Repealed by Order 76-2, filed 6/7/76.	516-20-156
516-20-071	Alcoholic beverages. [Order 76-2, § 516-20-071, filed 6/7/76; Order 75-11, § 516-20-071, filed 9/10/75; Order 72-10, § 516-20-071, filed 11/17/72.] Repealed by 82-11-063 (Order 5-6-82, Resolution No. 5-6-82), filed 5/14/82.	516-20-160
516-20-080	Drugs. [Order 72-10, § 516-20-080, filed 11/17/72.] Repealed by Order 76-2, filed 6/7/76.	516-20-165
516-20-081	Drugs—Conduct. [Order 72-10, § 516-20-081, filed 11/17/72.] Repealed by Order 76-2, filed 6/7/76.	516-20-170
516-20-091	Theft. [Order 72-10, § 516-20-091, filed 11/17/72.] Repealed by Order 76-2, filed 6/7/76.	516-20-172
516-20-101	Firearms and explosives. [Order 72-10, § 516-20-101, filed 11/17/72.] Repealed by Order 76-2, filed 6/7/76.	516-20-175
516-20-111	Residence hall room visitation. [Order 72-10, § 516-20-111, filed 11/17/72.] Repealed by Order 76-2, filed 6/7/76.	516-20-180
516-20-120	Identification of persons on the campus. [Statutory Authority: RCW 28B.35.120(11). 79-06-019 (Order 79-05, Resolution No. 79-05), § 516-20-120, filed 5/14/79; Order 76-2, § 516-20-120, filed 6/7/76; Order 72-10, § 516-20-120, filed 11/17/72.] Repealed by 82-11-063 (Order 5-6-82, Resolution No. 5-6-82), filed 5/14/82.	516-20-181
516-20-121	Student identification card—Conduct. [Order 72-10, § 516-20-121, filed 11/17/72.] Repealed by Order 76-2, filed 6/7/76.	516-20-182
516-20-125	Judicial proceedings. [Order 76-2, § 516-20-125, filed 6/7/76.] Repealed by 79-06-019 (Order 79-05, Resolution No. 79-05), filed 5/14/79. Statutory Authority: RCW 28B.35.120(11).	516-20-185
516-20-131	Failure to appear before a judicial hearing. [Order 72-10, § 516-20-131, filed 11/17/72.] Repealed by Order 76-2, filed 6/7/76.	516-20-190
516-20-132	Failure to adhere to judicial board sanctions. [Order 72-10, § 516-20-132, filed 11/17/72.] Repealed by Order 76-2, filed 6/7/76.	516-20-195
516-20-133	Judicial proceedings—Procedural rights of students. [Order 72-10, § 516-20-133, filed 11/17/72.] Repealed by Order 76-2, filed 6/7/76.	516-20-200
516-20-134	Judicial boards. [Order 72-10, § 516-20-134, filed 11/17/72.] Repealed by Order 76-2, filed 6/7/76.	
516-20-135	Types of judicial action. [Order 72-10, § 516-20-135, filed 11/17/72.] Repealed by Order 76-2, filed 6/7/76.	
516-20-136	Committee on student rights and responsibilities. [Order 72-10, § 516-20-136, filed 11/17/72.] Repealed by Order 76-2, filed 6/7/76.	
516-20-137	Judicial structure. [Statutory Authority: RCW 28B.35.120(11). 79-06-019 (Order 79-05, Resolution No. 79-05), § 516-20-137, filed 5/14/79; Order 76-2, § 516-20-137, filed 6/7/76; Order 72-10, § 516-20-137, filed 11/17/72.] Repealed by 82-11-063 (Order 5-6-82, Resolution No. 5-6-82), filed 5/14/82. Later promulgation, see WAC 516-22-100.	
516-20-140	University judicial board. [Statutory Authority: RCW 28B.35.120(11). 79-06-019 (Order 79-05, Resolution No. 79-05), § 516-20-140, filed 5/14/79; Order 76-2, § 516-20-140, filed 6/7/76.] Repealed by 82-11-063 (Order 5-6-82, Resolution No. 5-6-82), filed 5/14/82.	
516-20-145	College conduct hearing officer. [Order 76-2, § 516-20-145, filed 6/7/76.] Repealed by 79-06-019 (Order 79-05, Resolution No. 79-05), filed 5/14/79. Statutory Authority: RCW 28B.35.120(11).	
516-20-150	Summer quarter judicial board. [Statutory Authority: RCW 28B.35.120(11). 79-06-019 (Order 79-05, Resolution No. 79-05), § 516-20-150, filed 5/14/79; Order 76-2,	
		§ 516-20-150, filed 6/7/76.] Repealed by 82-11-063 (Order 5-6-82, Resolution No. 5-6-82), filed 5/14/82.
		University conduct hearing officer. [Statutory Authority: RCW 28B.35.120(11). 79-06-019 (Order 79-05, Resolution No. 79-05), § 516-20-152, filed 5/14/79.] Repealed by 82-11-063 (Order 5-6-82, Resolution No. 5-6-82), filed 5/14/82.
		Judicial board proceedings. [Order 76-2, § 516-20-155, filed 6/7/76.] Repealed by 79-06-019 (Order 79-05, Resolution No. 79-05), filed 5/14/79. Statutory Authority: RCW 28B.35.120(11).
		Judicial proceedings. [Statutory Authority: RCW 28B.35.120(11). 79-06-019 (Order 79-05, Resolution No. 79-05), § 516-20-156, filed 5/14/79.] Repealed by 82-11-063 (Order 5-6-82, Resolution No. 5-6-82), filed 5/14/82.
		Initiation of judicial proceedings. [Statutory Authority: RCW 28B.35.120(11). 79-06-019 (Order 79-05, Resolution No. 79-05), § 516-20-160, filed 5/14/79; Order 76-2, § 516-20-160, filed 6/7/76.] Repealed by 82-11-063 (Order 5-6-82, Resolution No. 5-6-82), filed 5/14/82.
		Notice of hearing. [Statutory Authority: RCW 28B.35.120(11). 79-06-019 (Order 79-05, Resolution No. 79-05), § 516-20-165, filed 5/14/79; Order 76-2, § 516-20-165, filed 6/7/76.] Repealed by 82-11-063 (Order 5-6-82, Resolution No. 5-6-82), filed 5/14/82.
		Failure to appear before a judicial officer or judicial board. [Statutory Authority: RCW 28B.35.120(11). 79-06-019 (Order 79-05, Resolution No. 79-05), § 516-20-170, filed 5/14/79; Order 76-2, § 516-20-170, filed 6/7/76.] Repealed by 82-11-063 (Order 5-6-82, Resolution No. 5-6-82), filed 5/14/82.
		Withdrawal of student prior to completion of proceedings. [Statutory Authority: RCW 28B.35.120(11). 79-06-019 (Order 79-05, Resolution No. 79-05), § 516-20-172, filed 5/14/79.] Repealed by 82-11-063 (Order 5-6-82, Resolution No. 5-6-82), filed 5/14/82.
		Proceedings to be open or closed. [Statutory Authority: RCW 28B.35.120(11). 79-06-019 (Order 79-05, Resolution No. 79-05), § 516-20-175, filed 5/14/79; Order 76-2, § 516-20-175, filed 6/7/76.] Repealed by 82-11-063 (Order 5-6-82, Resolution No. 5-6-82), filed 5/14/82.
		Rights of the accused student. [Statutory Authority: RCW 28B.35.120(11). 79-06-019 (Order 79-05, Resolution No. 79-05), § 516-20-180, filed 5/14/79; Order 76-2, § 516-20-180, filed 6/7/76.] Repealed by 82-11-063 (Order 5-6-82, Resolution No. 5-6-82), filed 5/14/82.
		Alternative to judicial procedures. [Statutory Authority: RCW 28B.35.120(11). 79-06-019 (Order 79-05, Resolution No. 79-05), § 516-20-181, filed 5/14/79.] Repealed by 82-11-063 (Order 5-6-82, Resolution No. 5-6-82), filed 5/14/82. Later promulgation, see WAC 516-22-200.
		Interim suspension permitted. [Statutory Authority: RCW 28B.35.120(11). 79-06-019 (Order 79-05, Resolution No. 79-05), § 516-20-182, filed 5/14/79.] Repealed by 82-11-063 (Order 5-6-82, Resolution No. 5-6-82), filed 5/14/82. Later promulgation, see WAC 516-22-150.
		Decision based solely on evidence. [Statutory Authority: RCW 28B.35.120(11). 79-06-019 (Order 79-05, Resolution No. 79-05), § 516-20-185, filed 5/14/79; Order 76-2, § 516-20-185, filed 6/7/76.] Repealed by 82-11-063 (Order 5-6-82, Resolution No. 5-6-82), filed 5/14/82.
		Notification of decision. [Statutory Authority: RCW 28B.35.120(11). 79-06-019 (Order 79-05, Resolution No. 79-05), § 516-20-190, filed 5/14/79; Order 76-2, § 516-20-190, filed 6/7/76.] Repealed by 82-11-063 (Order 5-6-82, Resolution No. 5-6-82), filed 5/14/82.
		Records of proceedings. [Statutory Authority: RCW 28B.35.120(11). 79-06-019 (Order 79-05, Resolution No. 79-05), § 516-20-195, filed 5/14/79; Order 76-2, § 516-20-195, filed 6/7/76.] Repealed by 82-11-063 (Order 5-6-82, Resolution No. 5-6-82), filed 5/14/82. Later promulgation, see WAC 156-22-142.
		Appeals. [Statutory Authority: RCW 28B.35.120(11). 79-06-019 (Order 79-05, Resolution No. 79-05), § 516-20-200, filed 5/14/79; Order 76-2, § 516-20-200, filed 6/7/76.] Repealed by 82-11-063 (Order 5-6-82, Resolution

- No. 5-6-82), filed 5/14/82. Later promulgation, see WAC 516-22-124.
- 516-20-205 Withdrawal of student prior to completion of proceedings. [Order 76-2, § 516-20-205, filed 6/7/76.] Repealed by 79-06-019 (Order 79-05, Resolution No. 79-05), filed 5/14/79. Statutory Authority: RCW 28B.35.120(11).
- 516-20-210 Committee on student rights and responsibilities. [Statutory Authority: RCW 28B.35.120(11). 79-06-019 (Order 79-05, Resolution No. 79-05), § 516-20-210, filed 5/14/79; Order 76-2, § 516-20-210, filed 6/7/76.] Repealed by 82-11-063 (Order 5-6-82, Resolution No. 5-6-82), filed 5/14/82. Later promulgation, see WAC 516-22-124.
- 516-20-215 Fairhaven College. [Statutory Authority: RCW 28B.35.120(11). 79-06-019 (Order 79-05, Resolution No. 79-05), § 516-20-215, filed 5/14/79; Order 76-2, § 516-20-215, filed 6/7/76.] Repealed by 82-11-063 (Order 5-6-82, Resolution No. 5-6-82), filed 5/14/82. Later promulgation, see WAC 516-22-250.
- Chapter 516-73**  
**POLICIES AND PROCEDURES FOR REDUCTION/  
REALLOCATION IN FORCE**
- 516-73-010 Introductory statement. [Order 74-7, § 516-73-010, filed 8/8/74.] Repealed by 84-23-024 (Order 84-03, Resolution No. 84-03), filed 11/13/84. Statutory Authority: RCW 28B.35.120(11).
- 516-73-020 Purpose. [Order 74-7, § 516-73-020, filed 8/8/74.] Repealed by 84-23-024 (Order 84-03, Resolution No. 84-03), filed 11/13/84. Statutory Authority: RCW 28B.35.120(11).
- 516-73-030 Definitions. [Order 74-7, § 516-73-030, filed 8/8/74.] Repealed by 84-23-024 (Order 84-03, Resolution No. 84-03), filed 11/13/84. Statutory Authority: RCW 28B.35.120(11).
- 516-73-040 Initiation of reduction/reallocation in force. [Order 74-7, § 516-73-040, filed 8/8/74.] Repealed by 84-23-024 (Order 84-03, Resolution No. 84-03), filed 11/13/84. Statutory Authority: RCW 28B.35.120(11).
- 516-73-050 Reallocation of full-time equivalent faculty positions among academic units—Development of proposals. [Order 74-7, § 516-73-050, filed 8/8/74.] Repealed by 84-23-024 (Order 84-03, Resolution No. 84-03), filed 11/13/84. Statutory Authority: RCW 28B.35.120(11).
- 516-73-055 Reallocation of full-time equivalent faculty positions among academic units—Hearing. [Order 74-7, § 516-73-055, filed 8/8/74.] Repealed by 84-23-024 (Order 84-03, Resolution No. 84-03), filed 11/13/84. Statutory Authority: RCW 28B.35.120(11).
- 516-73-060 Reallocation of full-time equivalent faculty positions among academic units—Recommendation by president or designee. [Order 74-7, § 516-73-060, filed 8/8/74.] Repealed by 84-23-024 (Order 84-03, Resolution No. 84-03), filed 11/13/84. Statutory Authority: RCW 28B.35.120(11).
- 516-73-065 Reallocation of full-time equivalent faculty positions among academic units—Determination by board. [Order 74-7, § 516-73-065, filed 8/8/74.] Repealed by 84-23-024 (Order 84-03, Resolution No. 84-03), filed 11/13/84. Statutory Authority: RCW 28B.35.120(11).
- 516-73-080 Procedure for accomplishing reductions in full-time equivalent faculty positions in particular academic units—Alternatives in lieu of termination. [Order 74-7, § 516-73-080, filed 8/8/74.] Repealed by 84-23-024 (Order 84-03, Resolution No. 84-03), filed 11/13/84. Statutory Authority: RCW 28B.35.120(11).
- 516-73-085 Procedure for accomplishing reductions in full-time equivalent faculty positions in particular academic units—Division of units into subunits. [Order 74-7, § 516-73-085, filed 8/8/74.] Repealed by 84-23-024 (Order 84-03, Resolution No. 84-03), filed 11/13/84. Statutory Authority: RCW 28B.35.120(11).
- 516-73-090 Procedure for accomplishing reductions in full-time equivalent faculty positions in particular academic units—Written proposals prepared by units. [Order 74-7, § 516-73-090, filed 8/8/74.] Repealed by 84-23-024 (Order 84-03, Resolution No. 84-03), filed 11/13/84. Statutory Authority: RCW 28B.35.120(11).
- 516-73-095 Procedure for accomplishing reductions in full-time equivalent faculty positions in particular academic units—Written proposals developed by vice-president for academic affairs. [Order 74-7, § 516-73-095, filed 8/8/74.] Repealed by 84-23-024 (Order 84-03, Resolution No. 84-03), filed 11/13/84. Statutory Authority: RCW 28B.35.120(11).
- 516-73-100 Procedure for accomplishing reductions in full-time equivalent faculty positions in particular academic units—Review of proposals by advisory committee. [Order 74-7, § 516-73-100, filed 8/8/74.] Repealed by 84-23-024 (Order 84-03, Resolution No. 84-03), filed 11/13/84. Statutory Authority: RCW 28B.35.120(11).
- 516-73-105 Procedure for accomplishing reductions in full-time equivalent faculty positions in particular academic units—Recommendations by vice-president and president. [Order 74-7, § 516-73-105, filed 8/8/74.] Repealed by 84-23-024 (Order 84-03, Resolution No. 84-03), filed 11/13/84. Statutory Authority: RCW 28B.35.120(11).
- 516-73-110 Procedure for accomplishing reductions in full-time equivalent faculty positions in particular academic units—Action by board. [Order 74-7, § 516-73-110, filed 8/8/74.] Repealed by 84-23-024 (Order 84-03, Resolution No. 84-03), filed 11/13/84. Statutory Authority: RCW 28B.35.120(11).
- 516-73-130 Termination of faculty members from employment. [Order 74-7, § 516-73-130, filed 8/8/74.] Repealed by 84-23-024 (Order 84-03, Resolution No. 84-03), filed 11/13/84. Statutory Authority: RCW 28B.35.120(11).
- 516-73-135 Qualification of individual faculty members for subunits. [Order 74-7, § 516-73-135, filed 8/8/74.] Repealed by 84-23-024 (Order 84-03, Resolution No. 84-03), filed 11/13/84. Statutory Authority: RCW 28B.35.120(11).
- 516-73-140 Terminations from units. [Order 74-7, § 516-73-140, filed 8/8/74.] Repealed by 84-23-024 (Order 84-03, Resolution No. 84-03), filed 11/13/84. Statutory Authority: RCW 28B.35.120(11).
- 516-73-145 Retention priority criteria. [Order 74-7, § 516-73-145, filed 8/8/74.] Repealed by 84-23-024 (Order 84-03, Resolution No. 84-03), filed 11/13/84. Statutory Authority: RCW 28B.35.120(11).
- 516-73-155 President's ability to prevent adverse impact on college's affirmative action program. [Order 74-7, § 516-73-155, filed 8/8/74.] Repealed by 84-23-024 (Order 84-03, Resolution No. 84-03), filed 11/13/84. Statutory Authority: RCW 28B.35.120(11).
- 516-73-160 Informal appeals. [Order 74-7, § 516-73-160, filed 8/8/74.] Repealed by 84-23-024 (Order 84-03, Resolution No. 84-03), filed 11/13/84. Statutory Authority: RCW 28B.35.120(11).
- 516-73-165 Formal administrative review. [Order 74-7, § 516-73-165, filed 8/8/74.] Repealed by 84-23-024 (Order 84-03, Resolution No. 84-03), filed 11/13/84. Statutory Authority: RCW 28B.35.120(11).
- 516-73-170 Notice of termination. [Order 74-7, § 516-73-170, filed 8/8/74.] Repealed by 84-23-024 (Order 84-03, Resolution No. 84-03), filed 11/13/84. Statutory Authority: RCW 28B.35.120(11).
- 516-73-190 Reemployment of faculty members—Reemployment within six months after termination. [Order 74-7, § 516-73-190, filed 8/8/74.] Repealed by 84-23-024 (Order 84-03, Resolution No. 84-03), filed 11/13/84. Statutory Authority: RCW 28B.35.120(11).
- 516-73-195 Reemployment of faculty members—Reemployment list. [Order 74-7, § 516-73-195, filed 8/8/74.] Repealed by 84-23-024 (Order 84-03, Resolution No. 84-03), filed 11/13/84. Statutory Authority: RCW 28B.35.120(11).
- 516-73-200 Reemployment of faculty members—Subject to affirmative action requirements. [Order 74-7, § 516-73-200, filed 8/8/74.] Repealed by 84-23-024 (Order 84-03, Resolution No. 84-03), filed 11/13/84. Statutory Authority: RCW 28B.35.120(11).
- 516-73-205 Reemployment of faculty members—Status of faculty member if reinstated into previously held position. [Order

74-7, § 516-73-205, filed 8/8/74.] Repealed by 84-23-024 (Order 84-03, Resolution No. 84-03), filed 11/13/84. Statutory Authority: RCW 28B.35.120(11).  
 516-73-210 Assistance in securing other employment. [Order 74-7, § 516-73-210, filed 8/8/74.] Repealed by 84-23-024 (Order 84-03, Resolution No. 84-03), filed 11/13/84. Statutory Authority: RCW 28B.35.120(11).

**Chapter 516-04 WAC  
 BOARD OF TRUSTEES**

**WAC**  
 516-04-010 Regular meetings.

**WAC 516-04-010 Regular meetings.** Regular meetings of the board of trustees of Western Washington University shall be held on the first Thursday of each month a meeting is held unless such date is changed by board resolution at a meeting regularly scheduled or called for that purpose. A copy of such resolution shall be filed in the president's office. The annual meeting schedule will be published in the Washington State Register prior to January each year.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-04-010, filed 4/27/90, effective 5/1/90; Order 72-10, § 516-04-010, filed 11/17/72.]

**Chapter 516-11 WAC  
 PUBLIC RECORDS**

**WAC**  
 516-11-010 Definition and classification of public records.  
 516-11-040 General course and method of decision making.  
 516-11-060 Designation of public records officers.  
 516-11-070 Availability for public inspection and copying of public records.  
 516-11-080 Requests for public records.  
 516-11-090 Charges for copying.  
 516-11-100 Determination regarding exempt records.  
 516-11-110 Review of denials of public records requests.

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

516-11-030 Description of central and field organization at Western Washington State College. [Order 73-5, § 516-11-030, filed 4/12/73.] Repealed by 90-10-042, filed 4/27/90, effective 5/1/90. Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW.  
 516-11-050 Informal procedures regarding the general course and methods of decision. [Order 73-5, § 516-11-050, filed 4/12/73.] Repealed by 90-10-042, filed 4/27/90, effective 5/1/90. Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW.

**WAC 516-11-010 Definition and classification of public records.** As used in this chapter, the term "public" shall include any paper, correspondence, completed form, bound record book, photograph, film, sound recording, map drawing, machine-readable material, or other document, regardless of physical form or characteristics, and including such copies thereof, that have been made by or received by

any agency of the state of Washington in connection with the transaction of public business, and legislative records as described in RCW 40.14.100, subject to the exemptions set forth in RCW 42.17.310, as now or hereafter amended.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-11-010, filed 4/27/90, effective 5/1/90; Order 73-5, § 516-11-010, filed 4/12/73.]

**WAC 516-11-040 General course and method of decision making.** The formal procedures for decision making at the university are governed by the board of trustees through rules promulgated by it in accordance with the requirements of chapter 34.05 RCW, the Administrative Procedure Act. Accordingly, all rules, orders or directives, or regulations of the university which affect the relationship of particular segments of the university, as students, faculty, or other employees, with the university or with each other,  
 (1) The violation of which subjects the person to a penalty or administrative sanction; or  
 (2) Which establishes, alters, or revokes any procedures, practice, or requirement relating to institutional hearings; or  
 (3) Which establishes, alters, or revokes any qualification or requirement relating to the enjoyment of benefits or privileges conferred by law; are implemented through the procedures of the Administrative Procedure Act and appear in Title 516 WAC: *Provided, however,* That in accordance with RCW 34.05.010(15), the university reserves the right to promulgate as internal procedures not created or implemented in accordance with the Administrative Procedure Act, the following: Procedures or policies relating primarily to the following: Standards for admissions; academic advancement, academic academic credits, graduation and the granting of degrees; employment relationships; fiscal processes; or matters concerning only the internal management of an institution and not affecting private rights or procedures available to the general public; and such matters need not be established by rule adopted under the Administrative Procedure Act unless otherwise required by law. Internal procedures to the extent not already set forth in the university's published catalogs and handbooks are available to the public on file in the reference room in the library.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-11-040, filed 4/27/90, effective 5/1/90; Order 73-5, § 516-11-040, filed 4/12/73.]

**WAC 516-11-060 Designation of public records officers.** (1) In accordance with the requirements of chapter 42.17 RCW, insofar as such chapter requires state agencies to adopt and enforce reasonable rules and regulations to provide full public access to official records while yet protecting the same from damage and to prevent excessive interference with essentials of the agency, all public records at the university shall be in the charge of persons holding positions as records officers.

(2) Overall responsibility for coordinating responses to requests for examination of public records shall be the responsibility of the person known as the "public records officer."

(3) For purposes of this chapter, the custody of the university's records shall be deemed divided into the following divisions:

- (a) Office of the president;
- (b) Office of the provost;
- (c) Office of student affairs;
- (d) Office of business and financial affairs.

The above-designated division head shall be deemed custodian of the records in the possession or control of agencies, departments, officers and employees of his or her division and responsible for the care and custody of records within his or her division even though such person is not in actual possession or control of such records. Such division heads shall be known as the university "records custodians."

(4) In any cases where a question arises as to whether a given public record is a responsibility of one records custodian or another, the determination of such ministerial responsibility shall for the purposes of this chapter be made by the public records officer, or the president of the university.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-11-060, filed 4/27/90, effective 5/1/90; Order 73-5, § 516-11-060, filed 4/12/73.]

**WAC 516-11-070 Availability for public inspection and copying of public records.** Public records shall be available for inspection and copying during the customary office hours of the university. For the purposes of this chapter, the customary office hours shall be from 9 a.m. to noon and from 1 p.m. to 4 p.m., Monday through Friday, excluding legal holidays, unless the person making the request and the university, acting through the public records officer or a records custodian, agree on a different time.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-11-070, filed 4/27/90, effective 5/1/90; Order 73-5, § 516-11-070, filed 4/12/73.]

**WAC 516-11-080 Requests for public records.** In accordance with chapter 42.17 RCW requirements that agencies prevent unreasonable invasions of privacy, protect public records from damage or disorganization, and prevent excessive interference with essential functions of the agency, public records are only obtainable by members of the public when those members of the public comply with the following procedures:

(1) A request shall be made in writing and shall be presented to the public records officer or any other of the persons designated by this chapter as a custodian of certain university records, per WAC 516-11-060. Such request shall include the following:

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

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

(d) If the requested matter is not identifiable by reference to the university records current index, a statement that succinctly describes the record requested;

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(e) A verification that the records requested shall not be used to compile a commercial sales list.

(2) In all cases in which a member of the public is making a request, it shall be the obligation of the university person to whom the request is being made to assist the member of the public in identifying the public record requested.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-11-080, filed 4/27/90, effective 5/1/90; Order 73-5, § 516-11-080, filed 4/12/73.]

**WAC 516-11-090 Charges for copying.** (1) No fee shall be charged for inspection of public records. The university may impose a reasonable charge for providing copies of public records and for the use by any person of agency equipment to copy public records; such charges shall not exceed the amount necessary to reimburse the university for its actual costs incident to such copying.

(2) No person shall be released a record which has been copied by photostatic process until and unless the person requesting the copied public record has tendered payment for such copying to the records official from whom the public record was obtained, or to any person designated by such records official.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-11-090, filed 4/27/90, effective 5/1/90; Order 73-5, § 516-11-090, filed 4/12/73.]

**WAC 516-11-100 Determination regarding exempt records.** (1) The university reserves the right to determine that a public record requested in accordance with the procedures of this chapter is exempt under the provisions of RCW 42.17.310. Such determination may be made in consultation with any of the records officer of the university, the president of the university, or the assistant attorney general assigned to the university.

(2) Responses to requests for records must be made promptly. Denials of request for public records must be accompanied by a written statement, specifying the specific reasons therefor.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-11-100, filed 4/27/90, effective 5/1/90; Order 73-5, § 516-11-100, filed 4/12/73.]

**WAC 516-11-110 Review of denials of public records requests.** (1) Any person who objects to the denial of a request for a public record shall petition for prompt review of such decision by tendering a written request for a review of such denial. Such written request by a person demanding prompt review shall specifically reference the written statement by the university denying that person's request for a public record.

(2) Within two business days after receiving the written request by a person petitioning for prompt review of a decision denying a public record, the president, or his or her designee, which for the purposes of this section may include the public records officer or the records custodians, shall consider such petition. The review decision shall be in writing and transmitted to the person prior to the end of the

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second business day after receipt of the written request for review.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-11-110, filed 4/27/90, effective 5/1/90; Order 73-5, § 516-11-110, filed 4/12/73.]

**Chapter 516-12 WAC  
PARKING AND TRAFFIC REGULATIONS**

**WAC**

- 516-12-400 Definitions.
- 516-12-410 Purpose.
- 516-12-420 Authority.
- 516-12-430 General regulations.
- 516-12-440 Parking areas.
- 516-12-450 Permits.
- 516-12-460 Fees.
- 516-12-470 Enforcement.
- 516-12-480 Appeals.

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

- 516-12-010 Definitions. [Statutory Authority: RCW 28B.35.120(11), 80-12-003 (Resolution No. 80-04), § 516-12-010, filed 8/22/80; Order 75-4, § 516-12-010, filed 8/11/75; Order 70-10, § 516-12-010, filed 3/2/70.] Repealed by 83-14-014 (Order 6-02-83, Motion No. 6-02-83), filed 6/28/83, effective 9/19/83. Statutory Authority: RCW 28B.35.120(11).
- 516-12-020 Preamble. [Statutory Authority: RCW 28B.35.120(11), 80-12-003 (Resolution No. 80-04), § 516-12-020, filed 8/22/80; Order 75-4, § 516-12-020, filed 8/11/75; Order 70-10, § 516-12-020, filed 3/2/70.] Repealed by 83-14-014 (Order 6-02-83, Motion No. 6-02-83), filed 6/28/83, effective 9/19/83. Statutory Authority: RCW 28B.35.120(11).
- 516-12-030 Purposes. [Statutory Authority: RCW 28B.35.120(11), 80-12-003 (Resolution No. 80-04), § 516-12-030, filed 8/22/80; Order 75-4, § 516-12-030, filed 8/11/75; Order 70-10, § 516-12-030, filed 3/2/70.] Repealed by 83-14-014 (Order 6-02-83, Motion No. 6-02-83), filed 6/28/83, effective 9/19/83. Statutory Authority: RCW 28B.35.120(11).
- 516-12-040 Applicable traffic rules and regulations. [Order 75-4, § 516-12-040, filed 8/11/75; Order 70-10, § 516-12-040, filed 3/2/70.] Repealed by 83-14-014 (Order 6-02-83, Motion No. 6-02-83), filed 6/28/83, effective 9/19/83. Statutory Authority: RCW 28B.35.120(11).
- 516-12-050 Permits required for vehicles on campus. [Statutory Authority: RCW 28B.35.120(11), 80-12-003 (Resolution No. 80-04), § 516-12-050, filed 8/22/80; Order 75-4, § 516-12-050, filed 8/11/75; Order 70-10, § 516-12-050, filed 3/2/70.] Repealed by 83-14-014 (Order 6-02-83, Motion No. 6-02-83), filed 6/28/83, effective 9/19/83. Statutory Authority: RCW 28B.35.120(11).
- 516-12-060 Persons responsible for compliance. [Order 75-4, § 516-12-060, filed 8/11/75; Order 70-10, § 516-12-060, filed 3/2/70.] Repealed by 83-14-014 (Order 6-02-83, Motion No. 6-02-83), filed 6/28/83, effective 9/19/83. Statutory Authority: RCW 28B.35.120(11).
- 516-12-070 Permits—Authorization for issuance and sale. [Statutory Authority: RCW 28B.35.120(11), 80-12-003 (Resolution No. 80-04), § 516-12-070, filed 8/22/80; Order 75-4, § 516-12-070, filed 8/11/75; Order 70-10, § 516-12-070, filed 3/2/70.] Repealed by 83-14-014 (Order 6-02-83, Motion No. 6-02-83), filed 6/28/83, effective 9/19/83. Statutory Authority: RCW 28B.35.120(11).
- 516-12-073 Permits—Fees. [Statutory Authority: RCW 28B.35.120(11), 80-12-003 (Resolution No. 80-04), § 516-12-073, filed 8/22/80; Order 75-4, § 516-12-073, filed

- 8/11/75.] Repealed by 83-14-014 (Order 6-02-83, Motion No. 6-02-83), filed 6/28/83, effective 9/19/83. Statutory Authority: RCW 28B.35.120(11).
- 516-12-076 Permits—Purchase schedule. [Order 75-4, § 516-12-076, filed 8/11/75.] Repealed by 83-14-014 (Order 6-02-83, Motion No. 6-02-83), filed 6/28/83, effective 9/19/83. Statutory Authority: RCW 28B.35.120(11).
- 516-12-080 Assignment of parking. [Statutory Authority: RCW 28B.35.120(11), 80-12-003 (Resolution No. 80-04), § 516-12-080, filed 8/22/80; Order 75-4, § 516-12-080, filed 8/11/75; Order 70-10, § 516-12-080, filed 3/2/70.] Repealed by 83-14-014 (Order 6-02-83, Motion No. 6-02-83), filed 6/28/83, effective 9/19/83. Statutory Authority: RCW 28B.35.120(11).
- 516-12-090 Valid permit. [Order 75-4, § 516-12-090, filed 8/11/75; Order 70-10, § 516-12-090, filed 3/2/70.] Repealed by 83-14-014 (Order 6-02-83, Motion No. 6-02-83), filed 6/28/83, effective 9/19/83. Statutory Authority: RCW 28B.35.120(11).
- 516-12-100 Permit—Display. [Order 75-4, § 516-12-100, filed 8/11/75; Order 70-10, § 516-12-100, filed 3/2/70.] Repealed by 83-14-014 (Order 6-02-83, Motion No. 6-02-83), filed 6/28/83, effective 9/19/83. Statutory Authority: RCW 28B.35.120(11).
- 516-12-110 Permit—Transfer. [Order 75-4, § 516-12-110, filed 8/11/75; Order 70-10, § 516-12-110, filed 3/2/70.] Repealed by 83-14-014 (Order 6-02-83, Motion No. 6-02-83), filed 6/28/83, effective 9/19/83. Statutory Authority: RCW 28B.35.120(11).
- 516-12-120 Additional vehicle—Pool permits. [Order 75-4, § 516-12-120, filed 8/11/75; Order 3085, § 516-12-120, filed 8/9/71; Order 70-10, § 516-12-120, filed 3/2/70.] Repealed by 83-14-014 (Order 6-02-83, Motion No. 6-02-83), filed 6/28/83, effective 9/19/83. Statutory Authority: RCW 28B.35.120(11).
- 516-12-130 Permit—Revocation. [Statutory Authority: RCW 28B.35.120(11), 80-12-003 (Resolution No. 80-04), § 516-12-130, filed 8/22/80; Order 75-4, § 516-12-130, filed 8/11/75; Order 3085, § 516-12-130, filed 8/9/71; Order 70-10, § 516-12-130, filed 3/2/70.] Repealed by 83-14-014 (Order 6-02-83, Motion No. 6-02-83), filed 6/28/83, effective 9/19/83. Statutory Authority: RCW 28B.35.120(11).
- 516-12-140 Permit—Right to refuse. [Statutory Authority: RCW 28B.35.120(11), 80-12-003 (Resolution No. 80-04), § 516-12-140, filed 8/22/80; Order 75-4, § 516-12-140, filed 8/11/75; Order 70-10, § 516-12-140, filed 3/2/70.] Repealed by 83-14-014 (Order 6-02-83, Motion No. 6-02-83), filed 6/28/83, effective 9/19/83. Statutory Authority: RCW 28B.35.120(11).
- 516-12-145 Permit—Application. [Statutory Authority: RCW 28B.35.120(11), 80-12-003 (Resolution No. 80-04), § 516-12-145, filed 8/22/80; Order 75-4, § 516-12-145, filed 8/11/75.] Repealed by 83-14-014 (Order 6-02-83, Motion No. 6-02-83), filed 6/28/83, effective 9/19/83. Statutory Authority: RCW 28B.35.120(11).
- 516-12-150 Permit—Annual, academic year and quarterly. [Statutory Authority: RCW 28B.35.120(11), 80-12-003 (Resolution No. 80-04), § 516-12-150, filed 8/22/80; Order 75-4, § 516-12-150, filed 8/11/75; Order 3085, § 516-12-150, filed 8/9/71; Order 70-10, § 516-12-150, filed 3/2/70.] Repealed by 83-14-014 (Order 6-02-83, Motion No. 6-02-83), filed 6/28/83, effective 9/19/83. Statutory Authority: RCW 28B.35.120(11).
- 516-12-160 Permit—Refunds. [Order 75-4, § 516-12-160, filed 8/11/75; Order 70-10, § 516-12-160, filed 3/2/70.] Repealed by 83-14-014 (Order 6-02-83, Motion No. 6-02-83), filed 6/28/83, effective 9/19/83. Statutory Authority: RCW 28B.35.120(11).
- 516-12-170 Permit—Special. [Statutory Authority: RCW 28B.35.120(11), 80-12-003 (Resolution No. 80-04), § 516-12-170, filed 8/22/80; Order 75-4, § 516-12-170, filed 8/11/75; Order 70-10, § 516-12-170, filed 3/2/70.] Repealed by 83-14-014 (Order 6-02-83, Motion No. 6-02-83), filed 6/28/83, effective 9/19/83. Statutory Authority: RCW 28B.35.120(11).



- 516-12-175 Permit—All lots. [Statutory Authority: RCW 28B.35.120(11), 80-12-003 (Resolution No. 80-04), § 516-12-175, filed 8/22/80; Order 75-4, § 516-12-175, filed 8/11/75.] Repealed by 83-14-014 (Order 6-02-83, Motion No. 6-02-83), filed 6/28/83, effective 9/19/83. Statutory Authority: RCW 28B.35.120(11).
- 516-12-180 Night parking. [Order 75-4, § 516-12-180, filed 8/11/75; Order 3085, § 516-12-180, filed 8/9/71; Order 70-10, § 516-12-180, filed 3/2/70.] Repealed by 83-14-014 (Order 6-02-83, Motion No. 6-02-83), filed 6/28/83, effective 9/19/83. Statutory Authority: RCW 28B.35.120(11).
- 516-12-190 Speed. [Order 75-4, § 516-12-190, filed 8/11/75; Order 70-10, § 516-12-190, filed 3/2/70.] Repealed by 83-14-014 (Order 6-02-83, Motion No. 6-02-83), filed 6/28/83, effective 9/19/83. Statutory Authority: RCW 28B.35.120(11).
- 516-12-200 Regulatory signs and directions. [Order 75-4, § 516-12-200, filed 8/11/75; Order 70-10, § 516-12-200, filed 3/2/70.] Repealed by 83-14-014 (Order 6-02-83, Motion No. 6-02-83), filed 6/28/83, effective 9/19/83. Statutory Authority: RCW 28B.35.120(11).
- 516-12-210 Pedestrians right-of-way. [Order 75-4, § 516-12-210, filed 8/11/75; Order 70-10, § 516-12-210, filed 3/2/70.] Repealed by 83-14-014 (Order 6-02-83, Motion No. 6-02-83), filed 6/28/83, effective 9/19/83. Statutory Authority: RCW 28B.35.120(11).
- 516-12-220 Parking areas. [Statutory Authority: RCW 28B.35.120(11), 80-12-003 (Resolution No. 80-04), § 516-12-220, filed 8/22/80; Order 75-4, § 516-12-220, filed 8/11/75; Order 70-10, § 516-12-220, filed 3/2/70.] Repealed by 83-14-014 (Order 6-02-83, Motion No. 6-02-83), filed 6/28/83, effective 9/19/83. Statutory Authority: RCW 28B.35.120(11).
- 516-12-230 Parking within designated spaces. [Order 75-4, § 516-12-230, filed 8/11/75; Order 70-10, § 516-12-230, filed 3/2/70.] Repealed by 83-14-014 (Order 6-02-83, Motion No. 6-02-83), filed 6/28/83, effective 9/19/83. Statutory Authority: RCW 28B.35.120(11).
- 516-12-240 University and state owned vehicles. [Statutory Authority: RCW 28B.35.120(11), 80-12-003 (Resolution No. 80-04), § 516-12-240, filed 8/22/80; Order 75-4, § 516-12-240, filed 8/11/75; Order 70-10, § 516-12-240, filed 3/2/70.] Repealed by 83-14-014 (Order 6-02-83, Motion No. 6-02-83), filed 6/28/83, effective 9/19/83. Statutory Authority: RCW 28B.35.120(11).
- 516-12-250 Authority of parking manager to impose special traffic and parking regulations. [Order 75-4, § 516-12-250, filed 8/11/75; Order 70-10, § 516-12-250, filed 3/2/70.] Repealed by 83-14-014 (Order 6-02-83, Motion No. 6-02-83), filed 6/28/83, effective 9/19/83. Statutory Authority: RCW 28B.35.120(11).
- 516-12-255 Citations. [Statutory Authority: RCW 28B.35.120(11), 80-12-003 (Resolution No. 80-04), § 516-12-255, filed 8/22/80.] Repealed by 83-14-014 (Order 6-02-83, Motion No. 6-02-83), filed 6/28/83, effective 9/19/83. Statutory Authority: RCW 28B.35.120(11).
- 516-12-256 Continuing violations. [Statutory Authority: RCW 28B.35.120(11), 80-12-003 (Resolution No. 80-04), § 516-12-256, filed 8/22/80.] Repealed by 83-14-014 (Order 6-02-83, Motion No. 6-02-83), filed 6/28/83, effective 9/19/83. Statutory Authority: RCW 28B.35.120(11).
- 516-12-260 Enforcement. [Statutory Authority: RCW 28B.35.120(11), 80-12-003 (Resolution No. 80-04), § 516-12-260, filed 8/22/80; Order 75-4, § 516-12-260, filed 8/11/75; Order 3085, § 516-12-260, filed 8/9/71; Order 70-10, § 516-12-260, filed 3/2/70.] Repealed by 83-14-014 (Order 6-02-83, Motion No. 6-02-83), filed 6/28/83, effective 9/19/83. Statutory Authority: RCW 28B.35.120(11).
- 516-12-265 Enforcement—When regulations in effect. [Statutory Authority: RCW 28B.35.120(11), 80-12-003 (Resolution No. 80-04), § 516-12-265, filed 8/22/80; Order 75-4, § 516-12-265, filed 8/11/75.] Repealed by 83-14-014 (Order 6-02-83, Motion No. 6-02-83), filed 6/28/83, effective 9/19/83. Statutory Authority: RCW 28B.35.120(11).
- 516-12-268 Lack of space in assigned lot. [Order 75-4, § 516-12-268, filed 8/11/75.] Repealed by 83-14-014 (Order 6-02-83, Motion No. 6-02-83), filed 6/28/83, effective 9/19/83. Statutory Authority: RCW 28B.35.120(11).
- 516-12-270 Impounding of vehicles. [Order 70-10, § 516-12-270, filed 3/2/70.] Repealed by Order 75-4, filed 8/11/75.
- 516-12-280 Liability of university. [Statutory Authority: RCW 28B.35.120(11), 80-12-003 (Resolution No. 80-04), § 516-12-280, filed 8/22/80; Order 75-4, § 516-12-280, filed 8/11/75; Order 70-10, § 516-12-280, filed 3/2/70.] Repealed by 83-14-014 (Order 6-02-83, Motion No. 6-02-83), filed 6/28/83, effective 9/19/83. Statutory Authority: RCW 28B.35.120(11).
- 516-12-290 Parking area designations. [Order 75-4, § 516-12-290, filed 8/11/75; Order 70-10, § 516-12-290, filed 3/2/70.] Repealed by 83-14-014 (Order 6-02-83, Motion No. 6-02-83), filed 6/28/83, effective 9/19/83. Statutory Authority: RCW 28B.35.120(11).
- 516-12-300 Delegation of authority. [Order 75-4, § 516-12-300, filed 8/11/75; Order 70-10, § 516-12-300, filed 3/2/70.] Repealed by 83-14-014 (Order 6-02-83, Motion No. 6-02-83), filed 6/28/83, effective 9/19/83. Statutory Authority: RCW 28B.35.120(11).
- 516-12-310 Parking of vehicles on campus. [Order 75-4, § 516-12-310, filed 8/11/75. Formerly WAC 516-12-310 effective date, Order 70-10, filed 3/2/70.] Repealed by 83-14-014 (Order 6-02-83, Motion No. 6-02-83), filed 6/28/83, effective 9/19/83. Statutory Authority: RCW 28B.35.120(11).
- 516-12-320 Repair of vehicles. [Statutory Authority: RCW 28B.35.120(11), 80-12-003 (Resolution No. 80-04), § 516-12-320, filed 8/22/80; Order 75-4, § 516-12-320, filed 8/11/75.] Repealed by 83-14-014 (Order 6-02-83, Motion No. 6-02-83), filed 6/28/83, effective 9/19/83. Statutory Authority: RCW 28B.35.120(11).

**WAC 516-12-400 Definitions.** As used in this chapter, and chapters 516-13 and 516-14 WAC, the following words and phrases mean:

- (1) "Area designator": A tag affixed to a permit indicating a parking lot assignment for a vehicle.
- (2) "Automobile": Any motorized vehicle having four or more wheels.
- (3) "Board": The board of trustees of Western Washington University.
- (4) "Campus": All state lands devoted to the educational or research activities of the university.
- (5) "Dismount zone": Any area designated by signs or symbols as a place where bicycles shall not be ridden but may be walked.
- (6) "Employee": Any individual appointed to the faculty, staff, or administration of the university.
- (7) "Habitual offender": Any vehicle license number or permit number accruing ten or more paid or unpaid parking citations.
- (8) "Motorcycle": Any two or three wheeled motorized vehicle.
- (9) "Motor vehicle" or "vehicle": Any automobile or motorcycle.
- (10) "Parking appeals board": The board which hears parking citation appeals.
- (11) "Parking manager": The person appointed parking manager of the university by the president or designee.
- (12) "Parking space": A parking area designated by a sign, wheelstop, white-painted lines, and/or white traffic buttons.
- (13) "Permit": Any special or temporary parking permit authorized by the parking manager.

(14) "President": The president of Western Washington University.

(15) "Public safety department": The university public safety department.

(16) "Student": Any person enrolled in the university as a student.

(17) "Transportation and parking department": The transportation and parking department of the university.

(18) "Time-limited parking space": A space in which parking is allowed for a specific time period.

(19) "University": Western Washington University.

(20) "Valid permit": An unexpired parking permit authorized by the parking manager, properly registered and displayed on the vehicle.

(21) "Wheelstop": A cement, metal, or wood barrier approximately eight inches high.

[Statutory Authority: RCW 28B.35.120(11), 92-06-068 (Order 92-01), § 516-12-400, filed 3/3/92, effective 3/31/92; 87-18-001 (Resolution No. 6-04-87), § 516-12-400, filed 8/20/87. Statutory Authority: RCW 28B.10.560, 85-14-098 (Resolution No. 85-05), § 516-12-400, filed 7/2/85. Statutory Authority: RCW 28B.35.120(11), 83-14-014 (Order 6-02-83, Motion No. 6-02-83), § 516-12-400, filed 6/28/83, effective 9/19/83.]

**WAC 516-12-410 Purpose.** The purpose of these regulations is:

- (1) To facilitate the work of the university.
- (2) To assign the limited available space for the most effective use.
- (3) To protect and control pedestrian and vehicular traffic.
- (4) To assure access at all time for emergency traffic.
- (5) To regulate parking and minimize traffic disturbance during class hours.
- (6) To provide funds to maintain suitable parking facilities.

[Statutory Authority: RCW 28B.10.560, 85-14-098 (Resolution No. 85-05), § 516-12-410, filed 7/2/85. Statutory Authority: RCW 28B.35.120(11), 83-14-014 (Order 6-02-83, Motion No. 6-02-83), § 516-12-410, filed 6/28/83, effective 9/19/83.]

**WAC 516-12-420 Authority.** The board of trustees of Western Washington University is granted authority under Title 28B of the Revised Code of Washington to establish regulations to govern pedestrian and vehicular traffic and parking on the campus of the university. The administration of the parking regulations is the responsibility of the parking manager. Moving violations are the responsibility of the director of public safety.

(1) All regulations in this chapter and all motor vehicle and other traffic laws of the state of Washington will apply on the campus.

(2) The traffic code of the city of Bellingham will apply on city streets which cross the campus.

(3) The parking manager is authorized to:

(a) Issue and/or sell parking permits to employees, students, guests, visitors, and others when necessary, and to provide special parking for the physically disabled.

(b) Impose and/or suspend traffic and parking regulations and restrictions when appropriate to the mission of the university.

(c) Erect signs, barricades, and other structures to designate and mark the various parking or no parking areas

on campus; and to paint marks and other directions on the streets and roadways for the regulation of traffic and parking.

(d) Establish procedures, including time schedules and deadlines, to govern the purchase of annual, academic year, and quarterly permits, and to assign the limited parking spaces.

(4) The authority conferred upon the parking manager under this chapter may be delegated by the parking manager to other personnel within the transportation and parking department under guidelines established by business and financial affairs.

(5) The university reserves the right to change or close, either temporarily or permanently, any campus parking area. Notice of change will be provided whenever practical.

[Statutory Authority: RCW 28B.10.560, 85-14-098 (Resolution No. 85-05), § 516-12-420, filed 7/2/85. Statutory Authority: RCW 28B.35.120(11), 83-14-014 (Order 6-02-83, Motion No. 6-02-83), § 516-12-420, filed 6/28/83, effective 9/19/83.]

**WAC 516-12-430 General regulations.** (1) The registered owner(s) and [the] operator of a vehicle or the person to whom a permit is issued involved in a violation of these regulations will be jointly and severally responsible for the violation.

(2) All vehicles, attended or unattended, must display a valid Western Washington University parking permit when parked on the campus unless parked in a metered parking space (with meter payment), a time-limited space, or a visitor's space (with a visitor's permit).

(3) Policy on assignments to parking lots will be established by the parking manager.

(4) If a parking permit holder cannot locate a parking space in the assigned lot, he/she may park in the nearest visitor area and then must call the parking services office. Motorcycle permit holders will go to the next nearest motorcycle lot.

(5) The university reserves the right to refuse parking privileges to anyone who has

- (a) Had a permit revoked.
- (b) Falsified a parking application or registration.
- (c) Counterfeited or altered an area designator or permit.
- (d) Failed to pay outstanding citations.
- (e) Been identified as a habitual offender.
- (f) Been found to be in possession of or using a lost or stolen permit.

(6) The speed limit on campus is 10 mph or as posted. Vehicles must be operated in a careful and prudent manner at all times and must be operated in compliance with established speed limits. Drivers of vehicles must obey all regulatory signs and comply with directions given by members of the transportation and parking department and officers of the public safety department in the control and regulation of parking and traffic.

(7) The operator of a vehicle must yield the right-of-way to pedestrians crossing streets and roadways within the campus, and at intersections or clearly marked crosswalks or city streets which cross the campus. Pedestrians must not cross any street or roadway except at an intersection or clearly marked crosswalk. Pedestrians must utilize sidewalks where provided on streets and roadways. If no sidewalk is provided, pedestrians will utilize the extreme left-hand side

and move to their left and clear of the roadway or street upon meeting an oncoming vehicle.

(8) Vehicles owned by or assigned on a permanent basis to administrative units on campus and bearing "E," "B" or "M" license plates or a university insignia may be parked in "G" or "C" lots for brief periods while the driver is on university business. Long-term parking is not permitted, nor is any parking allowed in reserved spaces except when a space is designated for that specific vehicle. University vehicles may be parked in metered spaces provided that meter regulations are observed. Violations incurred will be the responsibility of the driver. All operators of these or other state vehicles will abide by all traffic and parking regulations.

(9) No person may utilize any vehicle parked on campus as a living unit without specific approval from the parking manager. Violators will be cited and/or towed.

(10) Vehicles are to be maintained in operating condition at all times on university property. Repairs will not be made on campus unless authorization has been received in advance from the parking manager. A vehicle which appears to be abandoned, with or without current Western Washington University registration or license plates, may be impounded after an attempt is made to locate and notify the owner of the impending action.

(11) The university rents space to individuals who wish to park on campus and who are issued a parking permit. The university assumes no responsibility or liability under any circumstances for vehicles or bicycles parked on campus nor does it assume any personal liability in connection with its parking program. No bailment of any sort is created by the issuance of a permit.

(12) The person who obtains a permit is responsible for assuring that the vehicle, regardless of who drives it, is parked in conformance with these regulations.

[Statutory Authority: RCW 28B.35.120(11). 92-06-068 (Order 92-01), § 516-12-430, filed 3/3/92, effective 3/31/92. Statutory Authority: RCW 28B.35.120(12). 90-17-032, § 516-12-430, filed 8/9/90, effective 9/9/90. Statutory Authority: RCW 28B.10.560. 85-14-098 (Resolution No. 85-05), § 516-12-430, filed 7/2/85. Statutory Authority: RCW 28B.35.120(11). 83-14-014 (Order 6-02-83, Motion No. 6-02-83), § 516-12-430, filed 6/28/83, effective 9/19/83.]

**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 516-12-440 Parking areas.** (1) Parking is prohibited in any area not specifically marked as a parking space, designated by a sign, wheelstop, white/painted lines, and/or white traffic buttons.

(2) Vehicles will not be parked in any parking area without a parking permit for that area except as provided in WAC 516-12-430(2).

(3) Parking in a time-limited space is limited to the time posted or assigned.

(4) Visitors will park only where assigned by permit or in metered visitor areas with meter payment.

(5) Vehicles displaying valid permits for other parking areas on campus may not park in metered visitor lots except as provided in WAC 516-12-430(4).

(6) Metered lots are reserved for visitors and should not be used by members of the campus community. "Feeding" meters is prohibited.

(7) Motorcycles and moped-type vehicles will be parked in designated "M" (motorcycle) lots only and will not use space assigned to automobiles or bicycles.

(8) Automobiles will not park in areas assigned to motorcycles.

(9) Bicycles must be parked in bicycle racks where provided. (Chapter 516-13 WAC.)

(10) Personal notes left on vehicles describing reasons for parking without a proper and valid permit or for parking in an unauthorized manner will not be accepted.

(11) Spaces designated for specific use are restricted to assigned vehicles.

(12) Resident student "R" lots are restricted to permit holders 24 hours per day.

(13) All parking spaces are defined by signs, painted surface lines, traffic "buttons," and/or wheelstops. All other areas are no parking zones. Using more than one space when parking is prohibited.

(14) The fact that other vehicles are parked improperly does not constitute a valid excuse. Should an individual parked in violation of any regulation not receive a citation, it does not indicate that such parking is authorized, that the regulation is no longer in effect, or that a future ticket is invalid.

(15) The fact that one vehicle is parked in such a manner as to occupy more than one parking space is not an acceptable excuse for another operator to do the same.

[Statutory Authority: RCW 28B.35.120(12). 90-17-032, § 516-12-440, filed 8/9/90, effective 9/9/90. Statutory Authority: RCW 28B.10.560. 85-14-098 (Resolution No. 85-05), § 516-12-440, filed 7/2/85. Statutory Authority: RCW 28B.35.120(11). 83-14-014 (Order 6-02-83, Motion No. 6-02-83), § 516-12-440, filed 6/28/83, effective 9/19/83.]

**WAC 516-12-450 Permits.** (1) Except as otherwise provided in this chapter, permits may be issued only to students, employees, and other members of the university community. Persons wishing to obtain parking permits are required to complete a registration form provided by the transportation and parking department and pay the fee. Ownership of the parking permit remains with the university. Individuals are not allowed to transfer ownership. All permits reported lost or stolen should be returned to the parking services office immediately upon recovery. Possession or use of a lost or stolen permit or a forged permit will result in a fine and loss of parking privileges. Report the loss or theft of a parking permit to the parking services office immediately.

(2) A valid permit means an unexpired parking permit authorized by the parking manager, properly registered and displayed on the vehicle.

(3) Hanging parking permits are to be displayed from the rear-view mirror according to instructions on the permit. Other types of permits are to be displayed according to instructions provided by parking services personnel. A parking permit is not considered valid unless it is correctly displayed on the vehicle.

(4) Motorcycle permits will be permanently attached to the top of the taillight. If taillight does not conform to

current federal law, permits must be attached so as to be easily seen from the rear of the vehicle.

(5) The theft or loss of a parking permit should be reported immediately upon discovery.

A stolen permit will be replaced the first time at no cost providing a theft report has been filed with the public safety department. The second time the replacement fee will be \$10.00; the third time \$20.00; and thereafter at the original cost of the highest priced permit plus \$5.00.

A lost permit will be replaced the first time for \$5.00; the second time \$10.00; the third time \$20.00; and thereafter at the original cost of the highest priced permit plus \$5.00.

Recovered lost or stolen permits should be returned to the parking services office immediately.

(6) To enhance the business and operation of the university "all lots" decals or official business permits may be issued by the parking manager. Requests for all lots decals require annual written justification and the signature of the dean, director, or chairperson of the department with which the person is associated. Requests may also require the approval of the transportation and parking advisory committee. Issuance requires purchase of a "G" parking permit and permits will be in effect the same period of time. These permits are valid for brief periods of time only when on university business and are not valid in metered lots, specifically reserved spaces, or small capacity lots.

(7) Persons with a temporary or permanent physical disability who require special parking consideration must furnish to the parking manager a physician's certification of the request on forms provided by the parking services office. (This certification does not apply to persons whose vehicles bear a state-issued handicapped license or permit.)

(8) All permits are the property of the university and may be recalled by the parking manager under the following circumstances:

(a) When the purpose for which they were issued changes or ceases to exist.

(b) Falsification of an application or registration for parking.

(c) Violations of the regulations in this chapter.

(d) Counterfeiting or altering a permit.

(e) Failure to comply with a judgment of the parking appeals board.

(f) Failure to pay outstanding citations.

(9) Annual, academic, and quarterly parking space assignments for each year beginning September 15 and ending September 14 will be available according to a schedule determined and publicized by the parking manager.

(a) Annual permits are valid for 12 months: September 15 through September 14.

(b) Academic permits are valid for 9 months: September 15 through June 14.

(c) Quarterly permits are valid from the first day of the quarter for which issued until the first day of the succeeding quarter.

(d) Those persons desiring to consecutively renew a quarterly permit for winter, spring, and summer quarters to the same parking lot as assigned for fall quarter may do so during the two weeks prior to finals week each quarter. All spaces not renewed will go on open sale finals week of each quarter. Permits may not be renewed for fall quarter.

(10) Special permits may include, but are not limited to: Guest, service/vendor, temporary assignment, visitor, and loading permits authorized by the parking manager.

(11) Faculty, staff, or students who have purchased a hanging parking permit but forget to place it on the vehicle they are driving to campus and those who have not purchased a permit must obtain a temporary permit from the parking services office or the visitor information center at the cost of a daily visitor permit. Temporary permits are issued for the lot assigned or, if no permit has been purchased, for available spaces, not for visitor lots.

(12) Faculty, staff, or students who purchase an annual, academic, or quarterly parking permit may use the permit on any vehicle but may not transfer ownership of the permit. The individual to whom a permit is issued is responsible for parking violations by any vehicle bearing the permit.

[Statutory Authority: RCW 28B.10.560, 85-14-098 (Resolution No. 85-05), § 516-12-450, filed 7/2/85. Statutory Authority: RCW 28B.35.120(11), 83-14-014 (Order 6-02-83; Motion No. 6-02-83), § 516-12-450, filed 6/28/83, effective 9/19/83.]

**WAC 516-12-460 Fees.** (1) Fee schedules will be submitted by the president or his designee to the board of trustees for approval by motion and will thereafter be posted in the public area of the parking services office.

(2) Cost of permits will be prorated throughout the year according to type and date purchased and will be posted in the parking services office.

(3) Refunds may be made based on the valid time remaining upon application by the permit holder or upon revocation of the permit by the parking manager. Unpaid citation fines will be deducted from any refund.

(a) The permit holder must return the permit to the parking services office before a refund will be authorized or a payroll deduction be terminated.

(b) A service charge will be assessed for any permit returned during the first ten days of fall quarter.

(c) A service charge will be assessed for quarterly permits returned during the first ten days of the quarter for which valid.

(d) No refund will be made for any permit during the last two weeks of the period for which issued.

(4) A service charge will be assessed for:

(a) Change of permit when a lot transfer is requested by the permit holder and approved by the parking manager.

(b) Replacement of permits unless old permit is returned in identifiable condition.

(5) Full-time employees have the option of paying for parking through payroll deduction.

(6) Prorated fees will be charged for part-time permits and a visitor parking fee will be charged.

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

(8) For fees regarding lost or stolen permits, see WAC 516-12-450(5).

(9) Permit holders who forget their permit or any driver without a permit must purchase a temporary permit at current visitor fees.

[Statutory Authority: RCW 28B.10.560, 85-14-098 (Resolution No. 85-05), § 516-12-460, filed 7/2/85. Statutory Authority: RCW 28B.35.120(11), 83-14-014 (Order 6-02-83; Motion No. 6-02-83), § 516-12-460, filed 6/28/83, effective 9/19/83.]

**WAC 516-12-470 Enforcement.** (1) General

(a) A vehicle which is parked in a manner which endangers or potentially endangers members of the university community or their property, state property, and/or prevents a person having a valid permit from parking in their designated parking area, will be impounded on the first violation.

(b) Upon receiving a third parking citation with two previous unpaid parking citations outstanding for more than seventy-two hours, a vehicle is subject to impound.

(c) A student with unpaid parking citations may not be allowed to have a copy of his/her transcript released by the registrar's office.

(d) Parking permits will not be issued until all outstanding citations are paid.

(e) After identifying the registered owner of any vehicle without a parking permit or a permit number which has one or more unpaid citations, the parking services office will contact the owner in writing that payment is required. If payment for outstanding citations is not made by the date required, the matter will be referred to the appropriate collection agent and/or civil court for resolution.

(f) The operator and owner(s) of a vehicle which is involved in a violation of the university's parking regulations are jointly and severally responsible for the violation. The person to whom a permit is issued is responsible for all citations issued to that permit number.

(g) These enforcement measures are cumulative and resort to one or more will not waive or impair the university's right to use any other enforcement measure.

(h) The fine and penalty for illegal possession of a lost or stolen permit will be a fine equal to the original value of the highest priced period plus \$5.00 and revocation of parking privileges for a period of one year.

(2) When regulations are in effect

(a) Except as stated in b and c of this section, the regulations in this chapter will be enforced throughout the calendar year from 7 a.m. to 5 p.m. but will not be enforced on Saturdays, Sundays, and official university holidays unless otherwise posted. For purposes of this section, intersessions are not considered a university holiday.

(b) A vehicle which is parked in a manner which endangers or potentially endangers members of the university or their property or state property will be impounded on the first violation regardless of when the violation occurs.

(c) Intersession regulations will be determined and published by the parking manager as required.

(3) Night parking

(a) The hours of night parking are 5 p.m. to 7 a.m.

(b) During the hours of night parking all lots except "R" (campus resident) lots and reserved spaces in any lot are open to parking unless otherwise designated by the parking manager.

(c) "R" parking lots are restricted to "R" permit holders at all times.

(4) Citations. A vehicle which is in violation of the university's parking regulations will be issued a citation, and fines will be assessed for violations of these regulations according to the following schedule:

(a) \$5.00 violations:

- (i) Occupying more than one space;
- (ii) Parking at an expired meter;
- (iii) Improper display of permit;

(iv) Overtime parking.

(b) \$10.00 violations:

- (i) No valid permit displayed;
- (ii) Parking in prohibited area (except handicapped spaces);

(iii) Parking on grass or landscaped area;

(iv) Parking out of assigned area;

(v) Parking in a no parking zone;

(vi) Parking in a reserved area;

(vii) Parking in a driveway or walkway.

(c) \$15.00 violation: Blocking traffic.

(d) \$25.00 violations:

- (i) Parking in a designated handicapped space;
- (ii) Parking within ten feet of a fire hydrant or in a fire lane;

(e) \$100.00 violation. Display of lost, stolen or forged permit.

(f) Citations will remain in effect for a period of five years.

(5) Continued violations. A vehicle which remains in violation of any regulations may receive additional citations for every four hours of the violation.

(6) Impoundment:

(a) All violators are subject to having their vehicles impounded at their own risk and expense.

(i) Upon receiving a third parking citation with two previous unpaid citations outstanding for more than 72 hours.

(ii) When the vehicle is parked in such a manner as to endanger the university community; or

(iii) The vehicle is parked so as to deprive a permit holder of his/her parking space; or

(iv) When a vehicle is left under circumstances which indicate it has been abandoned; or

(v) When a vehicle displays a permit that has been forged or reported lost or stolen;

(vi) At any time their vehicles are parked on campus when parking privileges have been revoked.

(b) The operator/owner of the vehicle must provide positive personal identification and proof of ownership of the vehicle and pay all outstanding citations at the parking services office (or public safety office when parking services office is closed) before a vehicle release form is completed.

(i) The release form is issued to the vehicle operator/owner who must then present it in person at the towing company and pay all towing charges including any storage fees incurred;

(ii) A towing fee is charged if the driver of the tow truck has performed any labor prior to the operator/owner returning to the vehicle before the impound is completed.

(7) It is prohibited to park:

- (a) Without a valid permit;
- (b) Double parked;
- (c) In reserved spaces without a proper permit;
- (d) In no parking areas;
- (e) In a handicapped space without a proper permit;
- (f) In fire lanes, service roads, fire exits or within 10 feet of a fire hydrant;
- (g) In loading zones unless actually loading (time is limited);
- (h) In service entrances, construction sites, spaces reserved for maintenance vehicles, handicapped access areas, dumpster access;

(i) On lawns, sidewalks, crosswalks, parking lot drive-ways, straddling painted lines or buttons, or angle parking where prohibited;

(j) Exceeding time in time-limited or metered spaces;

(k) In areas where permit is not valid;

(l) Over or adjacent to yellow lines or curbs;

(m) Against the flow of traffic;

(n) In areas or spaces closed by barricades or other control devices.

[Statutory Authority: RCW 28B.35.120(12). 90-17-032, § 516-12-470, filed 8/9/90, effective 9/9/90. Statutory Authority: RCW 28B.35.120(11). 87-18-001 (Resolution No. 6-04-87), § 516-12-470, filed 8/20/87. Statutory Authority: RCW 28B.10.560. 85-14-098 (Resolution No. 85-05), § 516-12-470, filed 7/2/85. Statutory Authority: RCW 28B.35.120(11). 83-14-014 (Order 6-02-83, Motion No. 6-02-83), § 516-12-470, filed 6/28/83, effective 9/19/83.]

**WAC 516-12-480 Appeals.** Any person who alleges being unjustly ticketed and who wishes to appeal a citation shall report to the parking services office within seven days from the date of the citation and complete an appeal form.

(1) The right to a hearing is forfeited seven days from the date of the citation.

(2) Any person dissatisfied with the decision of the parking manager or designee on appeal of a citation may request a hearing before the parking appeals board. (Chapter 516-14 WAC.)

[Statutory Authority: RCW 28B.35.120(11). 83-14-014 (Order 6-02-83, Motion No. 6-02-83), § 516-12-480, filed 6/28/83, effective 9/19/83.]

## Chapter 516-13 WAC BICYCLE TRAFFIC AND PARKING REGULATIONS

### WAC

516-13-010	Purpose.
516-13-020	Parking regulations.
516-13-030	Impounding of bicycles.
516-13-060	Motorized bicycles.
516-13-070	Registration.
516-13-080	Operation.
516-13-090	Enforcement.

### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

516-13-040	Unauthorized use. [Order 3085, § 516-13-040, filed 8/9/71.] Repealed by Order 75-4, filed 8/11/75.
516-13-050	Areas—Horns. [Order 3085, § 516-13-050, filed 8/9/71.] Repealed by Order 75-4, filed 8/11/75.

**WAC 516-13-010 Purpose.** The primary aim of these regulations shall be to prevent the unsafe use and/or unsafe parking of bicycles on the campus of Western Washington University.

[Statutory Authority: RCW 28B.35.120(11). 83-14-014 (Order 6-02-83, Motion No. 6-02-83), § 516-13-010, filed 6/28/83, effective 9/19/83; Order 75-4, § 516-13-010, filed 8/11/75; Order 3085, § 516-13-010, filed 8/9/71.]

**WAC 516-13-020 Parking regulations.** (1) All state of Washington bicycle regulations are applicable on the campus.

(2) All city of Bellingham bicycle regulations are applicable on the campus.

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(3) Bicycles are to be parked in bicycle racks where provided or in parking areas specifically designated or marked as a bicycle parking area. No person shall park a bicycle in the public areas of buildings, on a path, sidewalk, walkway, or in such a manner as to block a building exit or entrance.

(4) Bicycles are not to be chained to a designated work of art (identifiable by a plaque).

(5) Improperly parked bicycles are subject to impoundment.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-13-020, filed 4/27/90, effective 5/1/90. Statutory Authority: RCW 28B.35.120(11). 83-14-014 (Order 6-02-83, Motion No. 6-02-83), § 516-13-020, filed 6/28/83, effective 9/19/83; Order 75-4, § 516-13-020, filed 8/11/75; Order 3085, § 516-13-020, filed 8/9/71.]

**WAC 516-13-030 Impounding of bicycles.** (1) Bicycles may be impounded for illegal parking.

(2) Bicycles will be released upon presentation of proof of ownership and payment of a \$3.00 fee if claimed within seven days. Bicycles unclaimed after seven days will be released to the Bellingham police department. If the owner of an impounded bicycle can be identified they will be notified immediately after impound.

[Statutory Authority: RCW 28B.35.120(11). 83-14-014 (Order 6-02-83, Motion No. 6-02-83), § 516-13-030, filed 6/28/83, effective 9/19/83; Order 75-4, § 516-13-030, filed 8/11/75; Order 3085, § 516-13-030, filed 8/9/71.]

**WAC 516-13-060 Motorized bicycles.** Motorized bicycles are, for the purpose of this regulation, considered to be motorcycles and are subject to all traffic rules and regulations controlling motorcycles.

[Order 75-4, § 516-13-060, filed 8/11/75; Order 3085, § 516-13-060, filed 8/9/71.]

**WAC 516-13-070 Registration.** Owners of bicycles operated on the Western Washington University campus are encouraged to register their bicycles with the university public safety department. Registration is free and will facilitate identification of stolen or impounded bicycles.

[Statutory Authority: RCW 28B.35.120(11). 83-14-014 (Order 6-02-83, Motion No. 6-02-83), § 516-13-070, filed 6/28/83, effective 9/19/83.]

**WAC 516-13-080 Operation.** (1) Pedestrians have the right-of-way on all sidewalks, pathways, and plaza areas on campus. Bicyclists will use due caution when riding bicycles on campus.

(2) It is prohibited for bicycles to be ridden in areas specifically designated as permanent and/or temporary dismount zones during the ten minutes prior to and until the hour from 8:00 a.m. to 5:00 p.m. during regular class days or at other times when so posted.

[Statutory Authority: RCW 28B.35.120(11). 92-06-068 (Order 92-01), § 516-13-080, filed 3/3/92, effective 3/31/92; 83-14-014 (Order 6-02-83, Motion No. 6-02-83), § 516-13-080, filed 6/28/83, effective 9/19/83.]

**WAC 516-13-090 Enforcement.** A bicycle rider who refuses to abide by these regulations will be asked to leave the campus. A person who refuses to obey the request is subject to being cited for criminal trespass under the provi-

sions of chapter 9A.52 RCW. Enforcement described in this chapter does not preclude other established university disciplinary procedures.

[Statutory Authority: RCW 28B.35.120(11). 92-06-068 (Order 92-01), § 516-12-430, filed 3/3/92, effective 3/31/92.]

### Chapter 516-14 WAC

#### APPEALS FROM PARKING VIOLATIONS

##### WAC

516-14-200 Policy and procedure.

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

- 516-14-010 Establishment of parking appeals board and appointment of members. [Order 75-9, § 516-14-010, filed 9/12/75; Order 3085, § 516-14-010, filed 8/9/71.] Repealed by 83-14-014 (Order 6-02-83, Motion No. 6-02-83), filed 6/28/83, effective 9/19/83. Statutory Authority: RCW 28B.35.120(11).
- 516-14-020 Jurisdiction of the college parking appeals board. [Order 75-9, § 516-14-020, filed 9/12/75; Order 3085, § 516-14-020, filed 8/9/71.] Repealed by 83-14-014 (Order 6-02-83, Motion No. 6-02-83), filed 6/28/83, effective 9/19/83. Statutory Authority: RCW 28B.35.120(11).
- 516-14-030 Procedure—Summons and service thereof. [Order 75-9, § 516-14-030, filed 9/12/75; Order 3085, § 516-14-030, filed 8/9/71.] Repealed by 83-14-014 (Order 6-02-83, Motion No. 6-02-83), filed 6/28/83, effective 9/19/83. Statutory Authority: RCW 28B.35.120(11).
- 516-14-040 Procedure—Election to forfeit or contest. [Order 75-9, § 516-14-040, filed 9/12/75; Order 3085, § 516-14-040, filed 8/9/71.] Repealed by 83-14-014 (Order 6-02-83, Motion No. 6-02-83), filed 6/28/83, effective 9/19/83. Statutory Authority: RCW 28B.35.120(11).
- 516-14-050 Procedure—Complaint. [Order 75-9, § 516-14-050, filed 9/12/75; Order 3085, § 516-14-050, filed 8/9/71.] Repealed by 83-14-014 (Order 6-02-83, Motion No. 6-02-83), filed 6/28/83, effective 9/19/83. Statutory Authority: RCW 28B.35.120(11).
- 516-14-060 Procedure—Pleas at hearing. [Order 75-9, § 516-14-060, filed 9/12/75; Order 3085, § 516-14-060, filed 8/9/71.] Repealed by 83-14-014 (Order 6-02-83, Motion No. 6-02-83), filed 6/28/83, effective 9/19/83. Statutory Authority: RCW 28B.35.120(11).
- 516-14-070 Procedure—Oath or solemn affirmation. [Order 75-9, § 516-14-070, filed 9/12/75; Order 3085, § 516-14-070, filed 8/9/71.] Repealed by 83-14-014 (Order 6-02-83, Motion No. 6-02-83), filed 6/28/83, effective 9/19/83. Statutory Authority: RCW 28B.35.120(11).
- 516-14-080 Procedure—Rules of evidence. [Order 75-9, § 516-14-080, filed 9/12/75; Order 3085, § 516-14-080, filed 8/9/71.] Repealed by 83-14-014 (Order 6-02-83, Motion No. 6-02-83), filed 6/28/83, effective 9/19/83. Statutory Authority: RCW 28B.35.120(11).
- 516-14-090 Procedure—Examination of witnesses. [Order 75-9, § 516-14-090, filed 9/12/75; Order 3085, § 516-14-090, filed 8/9/71.] Repealed by 83-14-014 (Order 6-02-83, Motion No. 6-02-83), filed 6/28/83, effective 9/19/83. Statutory Authority: RCW 28B.35.120(11).
- 516-14-100 Procedure—Judgment. [Order 75-9, § 516-14-100, filed 9/12/75; Order 3085, § 516-14-100, filed 8/9/71.] Repealed by 83-14-014 (Order 6-02-83, Motion No. 6-02-83), filed 6/28/83, effective 9/19/83. Statutory Authority: RCW 28B.35.120(11).
- 516-14-110 Enforcement of judgments of the college parking appeals board. [Order 75-9, § 516-14-110, filed 9/12/75; Order 3085, § 516-14-110, filed 8/9/71.] Repealed by 83-14-014 (Order 6-02-83, Motion No. 6-02-83), filed 6/28/83, effective 9/19/83. Statutory Authority: RCW 28B.35.120(11).

**WAC 516-14-200 Policy and procedure.** A parking appeals board has been established composed of one administrator, one faculty member, and one staff member, to be appointed by the administrators, faculty, and staff respectively, and four students to be appointed by the associated students. Each will be appointed for a one-year term. The board will choose its own chairperson from its members.

(1) The board will meet throughout the academic year dependent upon the volume of appeals.

(2) The parking appeals board has jurisdiction to hear and decide only those cases involving alleged violations of Western Washington University's parking regulations, chapters 516-12 and 516-13 WAC.

(3) Moving violations, violations of the motor vehicle and other traffic laws of the state of Washington, and traffic code of the city of Bellingham are referred to the Bellingham police department and district justice court.

(4) The parking appeals board may adopt its own bylaws. However, these bylaws may not conflict with the WAC or the policies and procedures of related offices except by recommendation in writing, and subsequent approval of the office involved, through established university channels. The board shall be considered autonomous to the the university governance system as to its judgment of appeals only. The board chairperson shall prepare an annual report for informational purposes to be submitted to the vice-president of business and financial affairs by May 31 each year.

(a) Payment of a parking fine shall not constitute a waiver of the right to a hearing with regard to the underlying violation.

(b) Those receiving a university parking citation may appeal the citation by completing an official appeal form available at the parking services office. The form must be completed within seven days of the issuance of the citation or the citation will be considered valid. (WAC 516-12-480)

(c) The appeal form must include a full explanation of the basis for the appeal. The only proper basis for an appeal is a contention that the cited regulations were not violated.

(d) The parking manager (or designee) will review the appeal and may recommend dismissal of the citation. If dismissal is not recommended, the appeal will be sent to the board for adjudication. The parking manager has the authority to waive completion of the appeal form.

(d) Should a personal appearance before the board be desired, it should be indicated on the form, otherwise the citation will be adjudicated on the basis of the written submission only.

(e) If a personal appearance is requested, and the appellant cannot appear on the date scheduled, the appellant must notify the transportation and parking department in writing at least 24 hours before the scheduled time and request a new date. Only one such rescheduling is permitted. If the appellant does not appear at a scheduled hearing without notification, the appeal will be adjudicated on the basis of the written appeal only.

(f) The parking appeals board operates according to the rights of due process of law. If desired, the appellant has the right to be represented by counsel, the right to cross-

examine witnesses, and the right to an open and impartial hearing.

(g) The transportation and parking department has the right to be represented at hearings and to cross-examine witnesses.

(h) The appeals board may examine witnesses for either side.

(i) At the conclusion of a hearing, and in an open meeting, the board will specify the charge(s) against the alleged violator, pronounce a judgment of guilty or not guilty as to each charge, and include a rationale for each judgment. The board has the authority to deny the appeal, void or refund the citation fine(s) in part or in full, and/or refund the towing charge(s) in part or in full, according to the pronounced judgement of guilty or not guilty.

(j) The decision of the appeals board will be in writing and will be final.

(k) Failure to comply with a decision of the parking appeals board constitutes a ground for revocation of campus parking privileges. Any unpaid fine will be deducted from any refund due as a result of revocation of parking privileges or a judgment of the board.

(l) A written record of the judgment, rationale, and fine imposed, if any, shall be furnished the transportation and parking department by the parking appeals board chairperson. These records will then be maintained by the transportation and parking department.

(m) Within the Revised Code of Washington, the alleged violator may appeal the decision of the appeals board to the state district court within ten days after written notice of the final decision has been given.

[Statutory Authority: RCW 28B.35.120(11). 83-14-014 (Order 6-02-83, Motion No. 6-02-83), § 516-14-200, filed 6/28/83, effective 9/19/83.]

### Chapter 516-15 WAC SKATEBOARDS

#### WAC

516-15-010	Definitions.
516-15-020	Purpose.
516-15-030	Authority.
516-15-040	Regulation of skateboards.
516-15-050	Enforcement.

**WAC 516-15-010 Definitions.** As used in this chapter, the following word means:

"Skateboard." A toy consisting of an oblong or rectangular board, made of wood, plastic, metal or components thereof, with a pair of small wheels at each end, ridden, as down an incline, usually in a standing position. It may or may not be motorized.

[Statutory Authority: RCW 28B.35.120. 87-21-080 (Resolution No. 87-02), § 516-15-010, filed 10/21/87.]

**WAC 516-15-020 Purpose.** The purpose of these regulations is:

(1) To protect and control pedestrian traffic and traffic of persons using skateboards.

(2) To protect from physical damage and more than ordinary wear the wooden and concrete benches, brick and paved walkways, stairs, steps, loading ramps, plazas, and

ramps for the disabled, caused by use of skateboards on such areas.

[Statutory Authority: RCW 28B.35.120. 87-21-080 (Resolution No. 87-02), § 516-15-020, filed 10/21/87.]

**WAC 516-15-030 Authority.** The board of trustees of Western Washington University is granted authority under Title 28B RCW to exercise full control of the university and its property of various kinds, and is authorized to promulgate rules and regulations to carry out its duties. The administration of these regulations is the responsibility of the president and the vice president for business and financial affairs. Enforcement is the responsibility of the director of public safety and, if the alleged violator is a student, additionally, the vice president and dean for student affairs.

[Statutory Authority: RCW 28B.35.120. 87-21-080 (Resolution No. 87-02), § 516-15-030, filed 10/21/87.]

**WAC 516-15-040 Regulation of skateboards.** Skateboards may not be used on the campus except in areas as may be designated for such use by the vice president for business and financial affairs.

[Statutory Authority: RCW 28B.35.120. 87-21-080 (Resolution No. 87-02), § 516-15-040, filed 10/21/87.]

**WAC 516-15-050 Enforcement.** A skateboard user who refuses to abide by these regulations will be asked to leave the campus. Refusal to obey will subject the person to being cited for trespass under the provisions of chapter 9A.52 RCW.

If the user is a student, the student will be asked to remove the skateboard from use on campus. If the student refuses, a proceeding may be initiated under chapter 516-22 WAC, the student rights and responsibilities code.

[Statutory Authority: RCW 28B.35.120. 87-21-080 (Resolution No. 87-02), § 516-15-050, filed 10/21/87.]

### Chapter 516-22 WAC STUDENT RIGHTS AND RESPONSIBILITIES CODE

#### WAC

516-22-005	Preamble.
516-22-010	Disruptive behavior.
516-22-015	Repeated incidents of academic dishonesty.
516-22-020	Forgery, alteration or destruction of documents.
516-22-025	Fraudulent admissions credentials.
516-22-030	Interference with freedom of expression.
516-22-035	Alcohol/drug policy violations.
516-22-040	Harassment of peers.
516-22-100	Judicial structure.
516-22-120	Initiation of informal proceedings.
516-22-124	Appeal to the judicial board.
516-22-130	Appeal hearing procedures.
516-22-134	Disruption of the judicial process.
516-22-138	Certain sanctions defined.
516-22-142	Record of proceedings.
516-22-146	Right to hearing.
516-22-150	Interim suspension permitted.
516-22-210	Committee on student rights and responsibilities.



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

- 516-22-200 Alternative judicial proceeding. [Statutory Authority: RCW 28B.35.120(11). 82-11-063 (Order 5-6-82, Resolution No. 5-6-82), § 516-22-200, filed 5/14/82. Formerly WAC 516-20-181.] Repealed by 89-11-039 (Order 89-01), filed 5/15/89. Statutory Authority: RCW 28B.35.120(12).
- 516-22-250 Fairhaven College jurisdiction. [Statutory Authority: RCW 28B.35.120(11). 82-11-063 (Order 5-6-82, Resolution No. 5-6-82), § 516-22-250, filed 5/14/82. Formerly WAC 516-20-215.] Repealed by 89-11-039 (Order 89-01), filed 5/15/89. Statutory Authority: RCW 28B.35.120(12).

**WAC 516-22-005 Preamble.** Western Washington University students enjoy the basic rights of all members of society. At the same time, students have an obligation to fulfill the responsibilities incumbent upon all citizens, as well as the responsibilities of their particular roles within the academic community. The student is expected to respect university rules and federal, state and local laws. Those who are charged with a violation are assured of a fair judicial process and when found in violation, assured of appropriate discipline.

This chapter advises students of their rights and responsibilities while enrolled at Western Washington University.

[Statutory Authority: RCW 28B.35.120(11). 82-11-063 (Order 5-6-82, Resolution No. 5-6-82), § 516-22-005, filed 5/14/82. Formerly WAC 516-20-005.]

**WAC 516-22-010 Disruptive behavior.** The educational mission of Western Washington University requires the freedom to teach, conduct research and administer the university. A student shall be subject to disciplinary action if he/she engages in any behavior which interferes with the rights of others or which materially or substantially obstructs or disrupts teaching, research or administrative functions.

Sanctions available to the university through its judicial structure are disciplinary probation, disciplinary suspension or disciplinary expulsion.

[Statutory Authority: RCW 28B.35.120(11). 82-11-063 (Order 5-6-82, Resolution No. 5-6-82), § 516-22-010, filed 5/14/82.]

**WAC 516-22-015 Repeated incidents of academic dishonesty.** Maintaining academic honesty is the joint responsibility of students and the faculty. Two or more incidents of academic dishonesty reported to the office of the provost (ref. "academic dishonesty policy") shall make the student subject to disciplinary action.

Sanctions for repeated incidents of academic dishonesty are disciplinary probation, disciplinary suspension or disciplinary expulsion.

[Statutory Authority: RCW 28B.35.120(11). 82-11-063 (Order 5-6-82, Resolution No. 5-6-82), § 516-22-015, filed 5/14/82.]

**WAC 516-22-020 Forgery, alteration or destruction of documents.** Maintaining accurate and credible records and documents is necessary for the university to fulfill its educational mission and to assure the welfare of its students. Any student who alters, forges or destroys any official university document or record shall be subject to disciplinary action.

(1992 Ed.)

Sanctions available to the university through its judicial structure are disciplinary probation, disciplinary suspension or disciplinary expulsion.

[Statutory Authority: RCW 28B.35.120(11). 82-11-063 (Order 5-6-82, Resolution No. 5-6-82), § 516-22-020, filed 5/14/82.]

**WAC 516-22-025 Fraudulent admissions credentials.** The integrity of Western Washington University's admissions process requires receipt of full, honest documents as requested by the admissions office. Submission of fraudulent admissions or residency credentials shall subject a student to disciplinary action at any time such act is discovered.

A student violating this section may not be granted transfer credits earned at a former institution if at the time of application to Western Washington University he/she did not provide official transcripts of all work at such institutions. Additional sanctions available through the university judicial structure are disciplinary probation, disciplinary suspension or disciplinary expulsion.

[Statutory Authority: RCW 28B.35.120(11). 82-11-063 (Order 5-6-82, Resolution No. 5-6-82), § 516-22-025, filed 5/14/82.]

**WAC 516-22-030 Interference with freedom of expression.** The rights of freedom of speech, petition and assembly are fundamental to the democratic process. The United States Constitution guarantees these freedoms to all members of the Western Washington University community.

The university recognizes its obligation to protect students' freedom of expression while at the same time minimizing the impact of visual pollution and physical damage to university property. The university shall provide sufficient bulletin boards and shall permit other methods for disseminating information such as leaflets, handbills, posters and banners according to guidelines available through the Viking Union Administrative Office. All printed material may be subject to removal if the content is defamatory.

Any person may speak on the Western Washington University campus when invited to do so by a member of the university community. Use of university building spaces is subject to space and scheduling policies and procedures. The appearance of an invited speaker does not constitute an endorsement of the speaker's views by the university's faculty, administration, students or board of trustees. Public address or audio amplification equipment normally may be used only in the Viking Union Plaza and athletic fields subject to space and scheduling policies and procedures. Use of such equipment in other areas of the campus must be authorized by the vice-president for student affairs or the vice-president's designee. The essence of the right to speak is the freedom of the speaker to make his/her statement. Both the speaker and the audience are entitled to proceed without being subjected to physical interference or violence.

Students deliberately engaging in acts of violence, threats of violence or in other conduct which interferes with the rights of others or which materially or substantially disrupts the exchange of ideas on campus are subject to disciplinary action or prosecution under law. Sanctions available through the university judicial structure are disciplinary probation, disciplinary suspension or disciplinary expulsion.

[Title 516 WAC—p 17]

[Statutory Authority: RCW 28B.35.120(11). 82-11-063 (Order 5-6-82, Resolution No. 5-6-82), § 516-22-030, filed 5/14/82. Formerly WAC 516-20-020.]

**WAC 516-22-035 Alcohol/drug policy violations.**

Substance abuse by members of the university community impacts the quality of the educational experience of all students. Two or more violations of alcohol/drug policies or a single substantive violation including, but not limited to, the sale of illegal substances or violence to others while under the influence of alcohol/drugs, shall make the student subject to disciplinary action.

Sanctions available to the university through its judicial structure are disciplinary probation, disciplinary suspension, or disciplinary expulsion.

[Statutory Authority: RCW 28B.35.120(12). 89-11-039 (Order 89-01), § 516-22-035, filed 5/15/89.]

**WAC 516-22-040 Harassment of peers.**

A quality educational experience can only occur in an environment free of harassment and exploitation. A student shall be subject to disciplinary action if he/she engages in harassing behaviors including any act that creates an intimidating or hostile environment for another member of the university community including, but not limited to, those of a physical-threatening, sexual, religious, or racial nature.

Sanctions available to the university through its judicial structure are disciplinary probation, disciplinary suspension, or disciplinary expulsion.

[Statutory Authority: RCW 28B.35.120(12). 89-11-039 (Order 89-01), § 516-22-040, filed 5/15/89.]

**WAC 516-22-100 Judicial structure.**

The vice-president for student affairs is responsible for administration of this code. The vice-president shall assure that the university judicial board appointment process is initiated annually and shall assure that allegations of code violations and appeals are properly referred.

A conduct officer, who shall have authority to adjudicate and administer sanctions for violations of this code, shall be appointed from the student affairs division by the vice-president for student affairs.

A six member university judicial board shall be appointed prior to fall quarter: Two faculty (appointed by the vice-president for academic affairs), three students (appointed by the associated students board) and one member of the student affairs staff (appointed by the vice-president for student affairs). An alternate for each position shall be appointed at the same time by the same authority. All appointments shall be for one academic year. The judicial board shall have authority to adjudicate and administer sanctions for violations of this code.

Should the need arise during summer session, an ad hoc judicial board shall be appointed subject to the same make-up and procedures as the academic year judicial board.

[Statutory Authority: RCW 28B.35.120(11). 82-11-063 (Order 5-6-82, Resolution No. 5-6-82), § 516-22-100, filed 5/14/82. Formerly WAC 516-20-137.]

**WAC 516-22-120 Initiation of informal proceedings.**

Any student, faculty or staff member of the university

alleging a violation of this code shall deliver to the office of the vice-president for student affairs a written statement of the charges against the student. The vice-president shall ask the conduct officer to investigate the probity of the charge.

If in the conduct officer's judgment there is sufficient basis to consider the charge, the conduct officer shall meet with the student and those bringing the charges and shall weigh appropriate evidence. Within ten business days, the conduct officer shall notify the student in writing of his/her decision, including the sanction if a violation is judged to have occurred. Written notification shall include a statement of the student's right to appeal to the university judicial board.

[Statutory Authority: RCW 28B.35.120(11). 82-11-063 (Order 5-6-82, Resolution No. 5-6-82), § 516-22-120, filed 5/14/82.]

**WAC 516-22-124 Appeal to the judicial board.**

An accused student may appeal an adverse decision of the conduct officer to the university judicial board. The appeal must be made in writing to the vice-president for student affairs within ten business days of receiving the conduct officer's written decision. An extension of an additional ten business days will automatically be granted upon the student's request. The appeal letter must state the basis for the appeal. The vice-president shall notify the judicial board chairman of the appeal. No sanction may be invoked while an appeal is pending, except as provided in "interim suspension permitted," WAC 516-22-150.

[Statutory Authority: RCW 28B.35.120(11). 82-11-063 (Order 5-6-82, Resolution No. 5-6-82), § 516-22-124, filed 5/14/82. Formerly WAC 516-20-200.]

**WAC 516-22-130 Appeal hearing procedures.**

The judicial board chairman shall establish a hearing date and shall request the student making the appeal to appear.

(1) Notification of the hearing shall include:

- (a) Time, date and location of hearing
- (b) Provision of the "student rights and responsibilities code" which the student is alleged to have violated
- (c) Nature and date of the alleged violation
- (d) Copy of the code and name(s) of university resource(s) whose procedural advice can be sought
- (e) Statement of the student's right to be accompanied by a nonlawyer advocate of his/her choice, to call witnesses and to speak on his/her own behalf
- (f) Statement of the student's right to review written evidence prior to the hearing.

(2) Hearings shall be conducted in a manner which is informal and at the same time assures fundamental fairness of procedure. Hearings shall be open to the public unless the accused student requests a closed hearing.

(a) No student who is charged with an offense shall be asked to give information or to answer questions concerning an alleged violation of this code unless the student has received notification of a hearing in accordance with the notification provision above.

(b) The student may bring witnesses, speak in his/her own behalf and may be represented by a nonlawyer advocate of his/her own choice.

(c) An accused student has the right to know who has alleged the violation of this code, to review the written

evidence, and to ask questions directly of the person(s) making the allegation and those who present testimony.

(d) The judicial board chairman and the accused student may call any person to speak concerning the alleged violation. The board chairman may limit or exclude evidence which is irrelevant, immaterial or repetitious.

(e) Five members shall constitute a quorum of the judicial board. Actions by the board require support by a majority of those members present at the time of the hearing and during presentation of the testimony. A board member may be excused from listening to part of the testimony with the board's approval if the testimony is preserved by tape recording and the absence is due to extenuating circumstances. Any member of the board who considers himself/herself unable to render an impartial decision in a particular case shall excuse himself/herself from the board's deliberations in advance and may be replaced by an alternate.

(3) The judicial board chairman shall notify the accused student in writing of the disposition of the case and of his/her right to appeal.

[Statutory Authority: RCW 28B.35.120(11). 82-11-063 (Order 5-6-82, Resolution No. 5-6-82), § 516-22-130, filed 5/14/82.]

#### **WAC 516-22-134 Disruption of the judicial process.**

Student rights and responsibilities contained within this code are assured through the orderly functioning of the judicial process. The failure of a student formally charged with a violation of this code to appear before the conduct officer after receiving notice of a hearing shall make the student subject to disciplinary action. A student formally charged with a violation of this code may not excuse himself or herself from judicial proceedings by withdrawing from the university and shall be prohibited from enrolling for subsequent quarters until such time as he/she does appear for a hearing.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-22-134, filed 4/27/90, effective 5/1/90. Statutory Authority: RCW 28B.35.120(11). 82-11-063 (Order 5-6-82, Resolution No. 5-6-82), § 516-22-134, filed 5/14/82.]

#### **WAC 516-22-138 Certain sanctions defined.**

Among those sanctions which the conduct officer or judicial board may invoke are:

(1) Disciplinary probation - an official warning which is maintained in the student's conduct file for seven years. Should the student be found in violation of the code again, the disciplinary probation status may result in a more serious sanction for the second violation.

(2) Disciplinary suspension - termination of a student's enrollment for a period of time or until certain specified conditions have been met.

(3) Disciplinary expulsion - permanent termination of a student's enrollment with no option for later reenrollment.

Conditions congruent with the nature of the charge can be added to these sanctions, included but not limited to: Restitution for damages, attendance at educational programs, university community service, restriction of access to designated areas of campus. Failure to comply with sanctioned conditions can result in further action under the provisions of the code.

[Statutory Authority: RCW 28B.35.120(12). 89-11-039 (Order 89-01), § 516-22-138, filed 5/15/89. Statutory Authority: RCW 28B.35.120(11). 82-11-063 (Order 5-6-82, Resolution No. 5-6-82), § 516-22-138, filed 5/14/82.]

**WAC 516-22-142 Record of proceedings.** Records prepared by the conduct officer or judicial board shall be maintained in a conduct file in the office of the vice-president for student affairs for six years. All records shall be destroyed at the end of the period, which commences upon adjournment of the conduct hearing. If an accused student has been found not in violation of this code, no record of either the charges or the proceedings will be entered into the conduct file.

The university shall not make the records of judicial proceedings or sanctions available to any member of the public except upon written consent of the student involved. Certain exceptions are authorized under the "student records policy," chapter 516-26 WAC.

[Statutory Authority: RCW 28B.35.120(11). 82-11-063 (Order 5-6-82, Resolution No. 5-6-82), § 516-22-142, filed 5/14/82. Formerly WAC 516-20-195.]

**WAC 516-22-146 Right to hearing.** Included with the notification of the judicial board's decision shall be a statement that the student has a right to a hearing pursuant to RCW 34.05.485 and chapter 516-108 WAC.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-22-146, filed 4/27/90, effective 5/1/90. Statutory Authority: RCW 28B.35.120(11). 82-11-063 (Order 5-6-82, Resolution No. 5-6-82), § 516-22-146, filed 5/14/82.]

**WAC 516-22-150 Interim suspension permitted.** In order to prevent danger to individuals, substantial destruction of property or significant disruption of teaching, research or administrative functions, the vice-president for student affairs or his or her designee may temporarily suspend a student for stated cause subject to such limitation as the vice-president shall deem appropriate.

In all cases, the student is entitled to a hearing before the appropriate conduct officer or board as soon as such hearing can be held, but not to exceed five school days after the beginning date of interim suspension unless the student should request an extension. During the interim suspension period, the student shall be allowed on university property only to the extent deemed permissible by the vice-president for student affairs.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-22-150, filed 4/27/90, effective 5/1/90. Statutory Authority: RCW 28B.35.120(11). 82-11-063 (Order 5-6-82, Resolution No. 5-6-82), § 516-22-150, filed 5/14/82. Formerly WAC 516-20-182.]

**WAC 516-22-210 Committee on student rights and responsibilities.** There is established a committee on student rights and responsibilities to be composed of five students: Three appointed by the associated students board of directors including at least one graduate student, and two appointed by university residence's interhall council; one member of the student affairs staff appointed by the vice-president for student affairs; one faculty member appointed by the faculty senate; the university conduct officer; one

member of the university security staff appointed by the director of public safety; and one member of the university residences' staff.

(1) The primary purpose of the committee on student rights and responsibilities shall be to evaluate the university's "student rights and responsibilities code." The committee may provide interpretations or may recommend changes in policy concerning student rights and responsibilities.

(2) The committee shall act as appellate group for decisions by the vice-president for student affairs to withhold certain records from students; shall act as appellate group in accordance with WAC 516-26-060 if informal proceedings fail to resolve complaints of students; and shall provide the review and revision mechanism for recommending changes in the "student records policy," chapter 516-26 WAC.

[Statutory Authority: RCW 28B.35.120(12), 89-11-039 (Order 89-01), § 516-22-210, filed 5/15/89. Statutory Authority: RCW 28B.35.120(11), 82-11-063 (Order 5-6-82, Resolution No. 5-6-82), § 516-22-210, filed 5/14/82. Formerly WAC 516-20-210.]

### Chapter 516-24 WAC GENERAL CONDUCT

#### WAC

516-24-001	Conduct of campus guests and visitors.
516-24-050	Community relations.
516-24-060	Alumni relations.
516-24-110	Vendor solicitation.
516-24-115	Business office—Cashier.
516-24-130	Demonstrations.

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

516-24-120	Official daily bulletin. [Order 72-10, § 516-24-120, filed 11/17/72.] Repealed by 90-10-042, filed 4/27/90, effective 5/1/90. Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW.
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**WAC 516-24-001 Conduct of campus guests and visitors.** (1) The rules and regulations prescribed in this Title 516 WAC shall be observed by guests and visitors while on the campus, or other university property.

(2) Guests and visitors on campus or other university property who willfully refuse to obey an order of a uniformed campus security officer or other law enforcement officer to desist from conduct prohibited by such rules and regulations may be ejected from the premises. Refusal to obey such an order will subject the person to arrest under the provisions of the Criminal Trespass Act, in addition to such other sanctions as may be applicable.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-24-001, filed 4/27/90, effective 5/1/90; Order 72-10, § 516-24-001, filed 11/17/72.]

**WAC 516-24-050 Community relations.** The public information office serves as an information service center for the university, responsible for supplying information and answering queries about the university from news media, individuals and organizations external to the university.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-24-050, filed 4/27/90, effective 5/1/90; Order 72-10, § 516-24-050, filed 11/17/72.]

**WAC 516-24-060 Alumni relations.** The alumni relations office shall be the office through which the university chiefly communicates with its graduates, and shall be responsible for maintenance of current files concerning alumni information. Alumni mailing lists maintained by the alumni relations office shall be confidential property of the university and the alumni association and shall not generally be provided to any other agency. Requests for lists for purposes of conducting legitimate educational research shall be subject to the review and approval of the alumni relations office and the office of the president.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-24-060, filed 4/27/90, effective 5/1/90; Order 72-10, § 516-24-060, filed 11/17/72.]

**WAC 516-24-110 Vendor solicitation.** Door-to-door on-campus solicitation by vendors is prohibited. All unsolicited sales contacts shall be restricted to the office of the division of purchases. Unauthorized solicitation or selling in the residence halls should be immediately reported to a member of the residence hall staff.

[Order 72-10, § 516-24-110, filed 11/17/72.]

**WAC 516-24-115 Business office—Cashier.** The cashier's office of the Western Washington University business office shall be open for business during the hours posted by the university director of fiscal services. Personal checks may be cashed by staff and faculty at the cashier's window, subject to such limitations as may be imposed by the director of fiscal services. No two-party, state, or WWU checks shall be cashed. Any N.S.F. checks cashed by the cashier will be referred to the appropriate department head and subsequent check cashing privileges cancelled.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-24-115, filed 4/27/90, effective 5/1/90; Order 72-10, § 516-24-115, filed 11/17/72.]

**WAC 516-24-130 Demonstrations.** The value of active participation in political and social issues is recognized by Western Washington University as enhancing the education of the individual and contributing to the betterment of American society. The rights of free speech, petition and assembly are fundamental to the democratic process guaranteed under the Constitution of the United States and will be promoted and respected at all times.

The university further recognizes that it has an obligation to maintain on campus an atmosphere that allows the institution to perform the fundamental task of providing an opportunity for all members of the community to pursue knowledge through accepted academic processes.

To achieve these objectives it is essential that demonstrations be orderly and conducted in a manner that allows the college to function toward its established goals. Any student or group of students shall not, by their conduct, disrupt, disturb or interfere with:

- (1) Classroom activities and other educational pursuits;
- (2) Recognized university activities including, but not limited to, ceremonies, meetings, office functions or residence hall activities;
- (3) Pedestrian and vehicular traffic;
- (4) Preservation and protection of university property and personal property of individuals.

Any person persisting in such conduct after being requested to cease by university authorities, shall be subject to disciplinary proceedings. Such disciplinary proceedings shall be by the appropriate campus justice committee, subject to final review, hearing, and decision by the president and the board of trustees.

Where necessary for the preservation of order and to enforce the law, the president of the university or his or her designee is authorized to call upon law enforcement officers for assistance.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-24-130, filed 4/27/90, effective 5/1/90; Order 72-10, § 516-24-130, filed 11/17/72.]

**Chapter 516-26 WAC  
STUDENT RECORDS**

**WAC**

516-26-010	Purpose.
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516-26-095	Destruction of student records.
516-26-100	Notification of rights under this chapter.

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

516-26-065	Student records committee. [Order 76-4, § 516-26-065, filed 8/20/76.] Repealed by 79-06-019 (Order 79-05, Resolution No. 79-05), filed 5/14/79. Statutory Authority: RCW 28B.35.120(11).
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**WAC 516-26-010 Purpose.** The purpose of this chapter is to implement 20 U.S.C. Sec. 1232g, the Family Educational Rights and Privacy Act of 1974, by establishing rules and procedures to insure that information contained in student records is accurate and is handled in a responsible manner by the university and its employees.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-26-010, filed 4/27/90, effective 5/1/90. Statutory

Authority: RCW 28B.35.120(11), 79-06-019 (Order 79-05, Resolution No. 79-05), § 516-26-010, filed 5/14/79; Order 76-4, § 516-26-010, filed 8/20/76.]

**WAC 516-26-020 Definitions.** For purposes of this chapter the following terms shall have the indicated meanings:

(1) "Student" shall mean any person who is or has been officially registered at and attending Western Washington University and with respect to whom the university maintains education records or personally identifiable information.

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

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

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

(ii) If the personnel of the university's department of safety and security do not have access to education records under WAC 516-26-080, the records and documents of the department which are kept apart from records described in WAC 516-26-020 (2)(a), are maintained solely for law enforcement purposes, and are not made available to persons other than law enforcement officials of the same jurisdiction;

(iii) Records made and maintained by the university in the normal course of business which relate exclusively to a person's capacity as an employee and are not available for any other purpose except that records relating to an individual in attendance at the university who is employed as a result of his or her status as a student are education records and not excepted; or

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

(3) "Personally identifiable information" shall refer to data or information which includes either (a) the name of a student, the student's parent, or other family member, (b) the address of the student, (c) the address of the student's family, (d) a personal identifier, such as the student's social security number or student number, (e) a list of personal characteristics which would make it possible to identify the student with reasonable certainty, or (f) other information which would make it possible to identify the student with reasonable certainty.

(4) "Vice-president for student affairs" shall refer to the vice-president for student affairs or his designee.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-26-020, filed 4/27/90, effective 5/1/90. Statutory

Authority: RCW 28B.35.120(11). 79-06-019 (Order 79-05, Resolution No. 79-05), § 516-26-020, filed 5/14/79; Order 76-4, § 516-26-020, filed 8/20/76.]

**WAC 516-26-030 Access to records.** (1) Except as provided in WAC 516-26-035, each student at Western Washington University shall have access to his or her education records. The right of access shall include the right to inspect, review, and obtain copies of education records.

(2) The vice-president for student affairs shall prepare a list of the types of student education records which are maintained by Western Washington University.

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

(4) The vice-president for student affairs shall provide students of the university with an opportunity for reasonable access to education records, provided that the vice-president for student affairs shall be responsible for taking appropriate measures to safeguard and insure the security and privacy of the institution's records while being inspected by students.

(5) The vice-president for student affairs will inform in writing a student who has requested access to his or her education records of the nature of any records which are being withheld from the student on the basis of the exceptions set forth in WAC 516-26-035. A student may challenge a decision by the vice-president for student affairs to withhold certain of the student's records by filing an appeal with the student rights and responsibilities committee.

(6) This section shall not prohibit the university registrar from providing a student with a copy of the student's academic transcript without prior clearance from the vice-president for student affairs.

[Statutory Authority: RCW 28B.35.120(11). 79-06-019 (Order 79-05, Resolution No. 79-05), § 516-26-030, filed 5/14/79; Order 76-4, § 516-26-030, filed 8/20/76.]

**WAC 516-26-035 Access to records—Limitations on access.** (1) Western Washington University shall not make available to a student the following types of materials:

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

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

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

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

(2) A student, or a person applying for admission to the university, may waive his or her right of access to the type of confidential records referred to in subsection (1)(c) of this section, provided that such a waiver shall apply only if the student is, upon request, notified of the names of all persons making confidential recommendations, and such recommen-

ations are used solely for the specific purpose for which the waiver has been granted. Such a waiver may not be required as a condition for admission to, receipt of financial aid from, or receipt of other services or benefits from the university.

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

[Statutory Authority: RCW 28B.35.120(11). 79-06-019 (Order 79-05, Resolution No. 79-05), § 516-26-035, filed 5/14/79; Order 76-4, § 516-26-035, filed 8/20/76.]

**WAC 516-26-040 Right to copy records.** (1) The vice-president for student affairs shall, at the request of a student, provide the student with copies of the student's education records. The fees for providing such copies shall not exceed the actual cost to the university of providing the copies.

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

[Statutory Authority: RCW 28B.35.120(11). 79-06-019 (Order 79-05, Resolution No. 79-05), § 516-26-040, filed 5/14/79; Order 76-4, § 516-26-040, filed 8/20/76.]

**WAC 516-26-045 Request for explanation or interpretation of record.** The vice-president for student affairs shall respond to reasonable requests for explanations or interpretations of the contents of student education records.

[Order 76-4, § 516-26-045, filed 8/20/76.]

**WAC 516-26-050 Challenges—To content of records—To release of records—Or to denial of access to records.** (1) Any student who believes that inaccurate, misleading, or otherwise inappropriate data is contained within his or her education records shall be permitted to have included within the record a written explanation by the student concerning the content of the records.

(2) A student shall have the right, in accordance with the procedures set forth in WAC 516-26-055 and 516-26-060, to:

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

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

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

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

(3) A student shall not be permitted under this chapter to challenge the validity of grades given in academic courses, except on the grounds that, as a result of clerical

error, the student's records fail to accurately reflect the grades actually assigned by an instructor.

[Statutory Authority: RCW 28B.35.120(11). 79-06-019 (Order 79-05, Resolution No. 79-05), § 516-26-050, filed 5/14/79; Order 76-4, § 516-26-050, filed 8/20/76.]

**WAC 516-26-055 Challenges—Informal proceedings.** A student wishing to exercise the rights set forth in WAC 516-26-050(2) shall first discuss with the vice-president for student affairs the nature of the corrective action sought by the student.

[Order 76-4, § 516-26-055, filed 8/20/76.]

**WAC 516-26-060 Challenges—Hearing before student rights and responsibilities committee.** (1) If informal proceedings fail to resolve the complaint of a student, the student may file with the vice-president for student affairs a written request for a hearing before the student rights and responsibilities committee of the university.

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

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

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

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

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

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

[Statutory Authority: RCW 28B.35.120(11). 79-06-019 (Order 79-05, Resolution No. 79-05), § 516-26-060, filed 5/14/79; Order 76-4, § 516-26-060, filed 8/20/76.]

**WAC 516-26-070 Release of personally identifiable information or education records.** Except as provided in WAC 516-26-080, 516-26-085, or 516-26-090, the university shall not permit access to or the release of a student's education records or personally identifiable information contained therein to any person without the written consent of the student.

[Statutory Authority: RCW 28B.35.120(11). 79-06-019 (Order 79-05, Resolution No. 79-05), § 516-26-070, filed 5/14/79; Order 76-4, § 516-26-070, filed 8/20/76.]

**WAC 516-26-075 Release of personally identifiable information or education records—Nature of consent required.** Where the consent of a student is required under WAC 516-26-070 for the release of education records or personally identifiable materials contained therein, the student's consent shall be in writing, shall be signed and dated by the student, and shall include a specification of the records to be released, the reasons for such release, and the names of the parties to whom the records may be released.

[Order 76-4, § 516-26-075, filed 8/20/76.]

**WAC 516-26-080 Release of personally identifiable information or education records—Exceptions to consent requirement.** (1) The university may permit the access to or release of a student's education records or personally identifiable information contained therein without the written consent of the student to the following parties:

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

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

(c) Agencies or organizations requesting information in connection with a student's application for, or receipt of, financial aid;

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

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

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

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

released in a personally identifiable form to any other party without the written consent of the student involved.

(3) The university shall maintain a record, kept with the education records of each student, indicating all parties, other than those parties specified in WAC 516-26-080 (1)(a), which have requested or obtained access to the student's education records, and indicating the legitimate interest that each such party has in obtaining the records or information contained therein. This record of access shall be available only to the student, to the employees of the university responsible for maintaining the records, and to the parties identified under WAC 516-26-080 (1)(a) and (c).

[Statutory Authority: RCW 28B.35.120(11). 79-06-019 (Order 79-05, Resolution No. 79-05), § 516-26-080, filed 5/14/79; Order 76-4, § 516-26-080, filed 8/20/76.]

**WAC 516-26-085 Release of information in emergencies.** (1) The vice-president for student affairs or his designee may, without the consent of a student, release the student's education records or personally identifiable information contained therein to appropriate parties in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

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

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

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

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

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

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

[Statutory Authority: RCW 28B.35.120(11). 79-06-019 (Order 79-05, Resolution No. 79-05), § 516-26-085, filed 5/14/79; Order 76-4, § 516-26-085, filed 8/20/76.]

**WAC 516-26-090 Directory information.** (1) The university may release "directory information" concerning a student to the public unless the student requests in writing of the vice-president for student affairs that the student's directory information not be released except as provided in WAC 516-26-070, 516-26-075, 516-26-080 or 516-26-085.

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

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C

RCW. 90-10-042, § 516-26-090, filed 4/27/90, effective 5/1/90. Statutory Authority: RCW 28B.35.120(11). 79-06-019 (Order 79-05, Resolution No. 79-05), § 516-26-090, filed 5/14/79; Order 76-4, § 516-26-090, filed 8/20/76.]

**WAC 516-26-095 Destruction of student records.**

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

[Statutory Authority: RCW 28B.35.120(11). 79-06-019 (Order 79-05, Resolution No. 79-05), § 516-26-095, filed 5/14/79; Order 76-4, § 516-26-095, filed 8/20/76.]

**WAC 516-26-100 Notification of rights under this chapter.** The university shall annually notify students currently in attendance of their rights under this chapter and the Family Educational Rights and Privacy Act.

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

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

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

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

(4) File a complaint with the United States Department of Education under 34 C.F.R. 99.64 concerning alleged failures by the university to comply with the requirements of the act;

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

(6) Obtain a copy of the regulations in this chapter (chapter 516-26 WAC).

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

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-26-100, filed 4/27/90, effective 5/1/90. Statutory Authority: RCW 28B.35.120(11). 79-06-019 (Order 79-05, Resolution No. 79-05), § 516-26-100, filed 5/14/79; Order 76-4, § 516-26-100, filed 8/20/76.]

**Chapter 516-28 WAC**

**STANDARDS AND PROCEDURES FOR INVOLUNTARY ADMINISTRATIVE WITHDRAWAL OF STUDENTS AT WESTERN WASHINGTON UNIVERSITY FOR BEHAVIOR FROM MENTAL DISORDERS**

**WAC**

516-28-010

516-28-015

516-28-020

516-28-025

516-28-030

516-28-035

Preamble.

Standards for withdrawal.

Referral for evaluation.

Interim withdrawal.

Notice of interim withdrawal.

Assistance in proceeding.



516-28-040	Informal hearing.
516-28-045	Informal hearing guidelines.
516-28-050	Deviations from established procedures.
516-28-060	Relationship to student rights and responsibilities code.
516-28-065	Reinstatement.

**WAC 516-28-010 Preamble.** Western Washington University students enjoy the basic rights of all members of society. At the same time the student is expected to respect university rules and federal, state, and local laws. Those students who because of mental disorders are unable to do so and who represent a serious threat to themselves or others and therefore may need to be administratively withdrawn from attendance at Western Washington University are assured of a fair judicial process; at the same time, other students, faculty, and staff at Western Washington University are assured of relief from disruption of the mission of the university caused by those with behavioral problems stemming from mental disorders. This chapter advises students of their rights and responsibilities regarding behavior arising from mental disorders while enrolled at Western Washington University, and of the process the university will take if involuntary administrative withdrawal is indicated.

[Statutory Authority: RCW 28B.35.120(12). 89-11-039 (Order 89-01), § 516-28-010, filed 5/15/89.]

**WAC 516-28-015 Standards for withdrawal.** A student will be subject to involuntary administrative withdrawal from Western Washington University if it is determined that the student is suffering from a mental disorder (as defined in the American Psychiatric Association Diagnostic and Statistical Manual), and, as a result of the mental disorder (1) engages, or threatens to engage, in behavior which poses a danger of causing physical harm to self or others; or (2) engages, or threatens to engage, in behavior which would cause significant property damage, or directly and substantially impedes the lawful activities of others. These standards do not preclude removal from Western Washington University in accordance with provisions of other laws, rules, or regulations.

[Statutory Authority: RCW 28B.35.120(12). 89-11-039 (Order 89-01), § 516-28-015, filed 5/15/89.]

**WAC 516-28-020 Referral for evaluation.** The vice-president for student affairs may refer a student for evaluation by a licensed psychiatrist or psychologist chosen by but not affiliated with the university, if:

(1) He/she believes that the student may meet the criteria set forth in WAC 516-28-015; or

(2) A student subject to disciplinary charges wishes to introduce relevant evidence of any mental disorder. Results of this evaluation shall be forwarded to the vice-president for student affairs.

Students referred for evaluation shall be so informed in writing, either by personal delivery or certified mail, and shall be given a copy of this code. The evaluation must be completed within five business days from receipt of the referral letter, unless a written extension is given by the vice-president for student affairs or his/her designee. Students may be accompanied by a licensed psychologist or psychiatrist of their choice, who may observe but not

participate in the evaluation process. Legal representation at the evaluation will not be permitted.

Any pending disciplinary action may be withheld until the evaluation is completed, at the discretion of the vice-president for student affairs.

A student who fails to complete the evaluation in accordance with these standards and procedures may be withdrawn on an interim basis, or referred for disciplinary action, or both.

[Statutory Authority: RCW 28B.35.120(12). 89-11-039 (Order 89-01), § 516-28-020, filed 5/15/89.]

**WAC 516-28-025 Interim withdrawal.** An interim administrative withdrawal may be implemented immediately if a student fails to complete an evaluation as provided above, or if the vice-president for student affairs determines that a student may be suffering from a mental disorder, and the student's behavior poses an imminent danger of:

(1) Causing serious physical harm to the student or others; or

(2) Causing significant property damage, or directly and substantially impeding the lawful activities of others.

[Statutory Authority: RCW 28B.35.120(12). 89-11-039 (Order 89-01), § 516-28-025, filed 5/15/89.]

**WAC 516-28-030 Notice of interim withdrawal.** A student subject to an interim withdrawal shall be given written notice of the withdrawal either by personal delivery or by certified mail, and shall be given a copy of this code. The student will also be given an opportunity to appear personally before the vice-president for student affairs or his/her designee, within two business days from the effective date of the interim withdrawal, in order to review the following issues only:

(1) The reliability of the information concerning the student's behavior;

(2) Whether or not the student's behavior poses a danger of causing imminent serious physical harm to the student or others, causing significant property damage, or directly and substantially impedes the lawful activities of others;

(3) Whether or not the student has completed an evaluation, in accordance with these standards and procedures; and

(4) For what purposes and under what conditions the student may enter the campus pending completion of the informal hearing process.

If, after the meeting between the vice-president for student affairs or his/her designee and the student, the vice-president for student affairs or his/her designee maintains the same position as to the student's need for an evaluation by a mental health professional, such evaluation should take place within two business days after the student submits a request for an appointment with the mental health professional.

[Statutory Authority: RCW 28B.35.120(12). 89-11-039 (Order 89-01), § 516-28-030, filed 5/15/89.]

**WAC 516-28-035 Assistance in proceeding.** A student subject to interim withdrawal may be assisted in the proceeding specified in WAC 516-28-030 by a family

member and a licensed psychologist or psychiatrist or a member of the faculty or staff of the university. Furthermore, the student may be accompanied by legal counsel, whose role will be limited to providing legal advice to the student. Students will be expected to speak for themselves whenever possible.

[Statutory Authority: RCW 28B.35.120(12). 89-11-039 (Order 89-01), § 516-28-035, filed 5/15/89.]

**WAC 516-28-040 Informal hearing.** An informal hearing will be held within seven business days after the student has been evaluated by the appropriate mental health professional. The student will remain withdrawn on an interim basis pending completion of the informal hearing, but will be allowed to enter the campus to attend the hearing, or for other necessary purposes as preauthorized by the vice-president for student affairs.

[Statutory Authority: RCW 28B.35.120(12). 89-11-039 (Order 89-01), § 516-28-040, filed 5/15/89.]

**WAC 516-28-045 Informal hearing guidelines.** Students subject to an involuntary withdrawal shall be accorded an informal hearing before the vice-president for student affairs or his/her designee, utilizing the following guidelines:

(1) Students will be informed to the time, date, and location of the informal hearing in writing, either by personal delivery or certified mail, at least two business days in advance.

(2) The case file shall include an evaluation prepared by the mental health professional and the names of prospective witnesses. This file will be available for inspection by the student in the office of the vice-president for student affairs during normal business hours. This file will be available at least two business days prior to the informal hearing.

(3) The informal hearing shall be conversational and nonadversarial. Formal rules of evidence will not apply. The vice-president for student affairs or his/her designee shall exercise active control over the proceedings to avoid needless consumption of time and to achieve the orderly completion of the hearing. Any person who disrupts the hearing may be excluded.

(4) The student may choose to be assisted by a family member, a licensed psychiatrist or psychologist, or by a member of the faculty or staff of the university. Furthermore, the student may be accompanied by legal counsel, who is limited to providing legal advice to the student.

(5) Whenever possible, the student will be expected to respond to questions asked by the vice-president for student affairs or his/her designee. A student who refuses to answer on grounds of Fifth Amendment privilege may be informed that the vice-president for student affairs or his/her designee may draw a negative inference from the refusal which might result in dismissal from the institution in accordance with these standards and procedures.

(6) Those assisting the student, except for legal counsel, will be given reasonable time to ask relevant questions of any individual appearing at the informal hearing, as well as to present relevant evidence.

(7) The informal hearing may be conducted in the absence of a student who fails to appear after proper notice.

(8) A university official and/or a licensed psychiatrist or psychologist who prepared the evaluation report may be expected to appear at the informal hearing, and to respond to relevant questions or present evidence upon request of any party involved, if the vice-president for student affairs or his/her designee determines that such participation is essential to the resolution of the case.

(9) The informal hearing shall be tape-recorded and kept with the pertinent case file in the confidential records of the vice-president for student affairs for six years, following which the records will be destroyed. During this period, the records will be accessible only upon approval of the vice-president for student affairs and then only for compelling reasons.

(10) A written decision shall be rendered by the vice-president for student affairs or his/her designee within five business days after the completion of the informal hearing. The written decision, which will be personally delivered or sent by certified mail, shall contain a statement of reasons for any determination leading to involuntary withdrawal. The student will also be advised as to when a petition for reinstatement would be considered, along with any conditions of reinstatement.

(11) The decision of the vice-president for student affairs or his/her designee shall be final and not subject to appeal within the institution.

[Statutory Authority: RCW 28B.35.120(12). 89-11-039 (Order 89-01), § 516-28-045, filed 5/15/89.]

**WAC 516-28-050 Deviations from established procedures.** Deviations from these procedures will not invalidate a decision or proceeding unless significant prejudice to a student may result.

[Statutory Authority: RCW 28B.35.120(12). 89-11-039 (Order 89-01), § 516-28-050, filed 5/15/89.]

**WAC 516-28-060 Relationship to student rights and responsibilities code.** A student accused of engaging in conduct subject to disciplinary action pursuant to chapter 516-22 WAC may be diverted from that disciplinary process and withdrawn according to these standards and procedures if the student, as a result of mental disorder (1) lacks the capacity to respond to pending disciplinary charges or (2) did not know the nature of wrongfulness of the conduct at the time of the offense.

Students otherwise subject to disciplinary charges who wish to introduce relevant evidence of any mental disorder must so inform the vice-president for student affairs in writing at least two business days prior to any disciplinary hearing under chapter 516-22 WAC. If the vice-president for student affairs determines that the evidence may have merit, the case shall then be resolved in accordance with this chapter. If the vice-president for student affairs determines that the student does not meet the criteria set forth in this chapter, the case will be returned to the disciplinary process. The determination by the vice-president for student affairs shall be made within five days after the student's written submittal. Evidence of any mental disorder may not be admitted into evidence or considered by the hearing panel in any disciplinary proceeding under chapter 516-22 WAC.

[Statutory Authority: RCW 28B.35.120(12), 89-11-039 (Order 89-01), § 516-28-060, filed 5/15/89.]

**WAC 516-28-065 Reinstatement.** Should the above process result in a decision that the student is capable of attending classes at Western Washington University, the vice-president for student affairs or his/her designee shall take equitable measures to mitigate the effects of the withdrawal upon the student.

[Statutory Authority: RCW 28B.35.120(12), 89-11-039 (Order 89-01), § 516-28-065, filed 5/15/89.]

**Chapter 516-31 WAC**

**STATE ENVIRONMENTAL POLICY ACT—RULE**

**WAC**

516-31-010 Implementation of State Environmental Policy Act.

**WAC 516-31-010 Implementation of State Environmental Policy Act.** (1) It shall be the policy of Western Washington University that all actions taken by the university shall comply with the provisions of chapter 43.21C RCW (the State Environmental Policy Act) and chapter 197-11 WAC, as presently enacted or hereafter amended.

(2) The president of Western Washington University shall be responsible for administering and implementing this policy. The president shall designate the university personnel who will be responsible for carrying out the duties and functions of the university as set forth or incorporated herein.

[Statutory Authority: RCW 28B.35.120(12) and chapter 43.21C RCW, 90-15-026, § 516-31-010, filed 7/13/90, effective 7/17/90; Order 76-8, § 516-31-010, filed 12/14/76.]

**Chapter 516-34 WAC**

**LEASING OF UNIVERSITY PROPERTY FOR BUSINESS PURPOSES**

**WAC**

- 516-34-010 Request to lease university property.
- 516-34-020 Consideration of request and initial proposal.
- 516-34-030 Preliminary evaluation by board of trustees.
- 516-34-040 Public notice of intention to lease.
- 516-34-050 Submission of final proposals.
- 516-34-060 Consideration and evaluation of final proposal(s).
- 516-34-070 Notice of rejection.

**WAC 516-34-010 Request to lease university property.** Any individual desiring to provide a particular service to the Western Washington University community from a leased location on the campus of Western Washington University shall submit to the vice-president for business and financial affairs of the university an initial written proposal for the provision of that service and a request to lease university property.

[Statutory Authority: RCW 28B.35.120(11), 87-01-110 (Order 12-03-86), § 516-34-010, filed 12/24/86; Order 73-13, § 516-34-010, filed 8/8/73.]

**WAC 516-34-020 Consideration of request and initial proposal.** (1) The vice-president for business and financial affairs or his/her designee shall in consultation with

the appropriate administrative office(s) and/or councils make a determination of need based on the following factors:

(a) Whether there is a need for the proposed service on the campus of Western Washington University;

(b) Whether the proposed service is compatible with the goals and objectives of the university;

(c) Whether the proposed service can be provided within the context of existing campus resources or programs, thus rendering a new lease unnecessary;

(d) Whether the requested lease is acceptable within the framework of the university land use plan;

(e) Whether the requested lease should be granted;

(f) Which, if any, of the university property should be leased in connection with the proposed service.

(2) Upon completion of the above evaluation and determination, the office of the vice-president for business and financial affairs shall submit a written statement of findings with regard to the above factors to the university president. A determination shall thereupon be made as to whether the initial proposal and/or request for lease should be denied or should be presented to the board of trustees for consideration.

(a) If the determination is made that a particular initial proposal and/or request for lease should not be granted, the office of the vice-president for business and financial affairs shall give written notice of denial to the individual presenting the proposal and request for lease, and shall include within this notice the reasons for such denial.

[Statutory Authority: RCW 28B.35.120(11), 87-01-110 (Order 12-03-86), § 516-34-020, filed 12/24/86; Order 73-13, § 516-34-020, filed 8/8/73.]

**WAC 516-34-030 Preliminary evaluation by board of trustees.** The board of trustees shall consider and evaluate each initial proposal for services and request for lease referred to the board. The board of trustees may either deny or give preliminary approval in whole or in part to each such initial proposal for services or request for lease.

[Order 73-13, § 516-34-030, filed 8/8/73.]

**WAC 516-34-040 Public notice of intention to lease.**

Whenever the board of trustees gives preliminary approval to an initial proposal for services and request for lease, the university shall forthwith give reasonable and timely notice to members of the public and to interested parties indicating that the university will consider leasing a particular area of university property in connection with the provision of a particular service to the university community. Said notice shall specify a time limit for submission of proposals by members of the public relating to said provision of services and lease.

[Statutory Authority: RCW 28B.35.120(11), 87-01-110 (Order 12-03-86), § 516-34-040, filed 12/24/86; Order 73-13, § 516-34-040, filed 8/8/73.]

**WAC 516-34-050 Submission of final proposals.**

Within the time limit specified in the public notice given by the university, any individual interested in leasing the particular area of university property specified in the notice for the purpose of providing the particular service specified in the notice shall submit a proposal to the university setting forth in detail the means and methods by which that individ-

ual would utilize the leased property and provide the desired service to the university community.

[Statutory Authority: RCW 28B.35.120(11), 87-01-110 (Order 12-03-86), § 516-34-050, filed 12/24/86; Order 73-13, § 516-34-050, filed 8/8/73.]

**WAC 516-34-060 Consideration and evaluation of final proposal(s).** (1) The university shall carefully examine and evaluate all proposals for lease of university property and provision of services. The factors considered by the university in evaluating such proposals shall include but not be limited to the following:

(a) The capabilities, qualifications, and experience of each person, firm, corporation, or organization who would be involved in the execution of the proposal;

(b) The financial stability of each person, firm, corporation, or organization owning and/or operating the proposed service facility;

(c) The educational, academic and financial value of each proposal to the university;

(d) Whether the proposal indicates that there will be full compliance at all times with the applicable requirements of the university's affirmative action program;

(e) The overall projected ability of each proposal to provide the desired service.

(2) Upon completion of the evaluation, the university shall determine which, if any, of the submitted proposals is in the best interests of the university. The university shall have authority to reject all proposals as being unsatisfactory.

[Statutory Authority: RCW 28B.35.120(11), 87-01-110 (Order 12-03-86), § 516-34-060, filed 12/24/86; Order 73-13, § 516-34-060, filed 8/8/73.]

**WAC 516-34-070 Notice of rejection.** The university shall give prompt notice in writing to all individuals submitting final proposals as to final disposition of award and clearly specify the reasons.

[Statutory Authority: RCW 28B.35.120(11), 87-01-110 (Order 12-03-86), § 516-34-070, filed 12/24/86; Order 73-13, § 516-34-070, filed 8/8/73.]

## Chapter 516-36 WAC

### USE OF UNIVERSITY FACILITIES—SCHEDULING

#### WAC

516-36-001	Use of university facilities by off-campus persons or groups—Requests.
516-36-020	Use of university facilities by off-campus persons or groups—Evaluation of request for use.
516-36-030	Use of university facilities by off-campus persons or groups—Assessment of fees.
516-36-040	Use of facilities by persons or groups affiliated with the university—Authority to develop policies.

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

516-36-005	Office of space and schedules. [Order 72-10, § 516-36-005, filed 11/17/72.] Repealed by Order 75-10, filed 11/10/75.
516-36-010	Auditoria. [Order 72-10, § 516-36-010, filed 11/17/72.] Repealed by Order 75-10, filed 11/10/75.

**WAC 516-36-001 Use of university facilities by off-campus persons or groups—Requests.** Any person who is not affiliated with the university and who desires to use

university facilities on a temporary basis for purposes other than assigned university activities shall submit a request for use of university facilities to the president or his designee.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW, 90-10-042, § 516-36-001, filed 4/27/90, effective 5/1/90; Order 75-10, § 516-36-001, filed 11/10/75; Order 72-10, § 516-36-001, filed 11/17/72.]

**WAC 516-36-020 Use of university facilities by off-campus persons or groups—Evaluation of request for use.** (1) The president, or the president's designee, shall have the authority to accept or reject, in whole or in part, a request submitted pursuant to WAC 516-36-001.

(2) In evaluating a request submitted pursuant to WAC 516-36-001, the president shall consider the following factors:

(a) Whether the facilities requested are to be used in connection with a regularly scheduled university program.

(b) Whether the intended use of the university's facilities is compatible with the educational mission and objectives of the university.

(c) Whether the intended use might cause a disruption of the university's relationship with the local community by conflicting with services provided by private enterprise within the Bellingham area.

(d) The capabilities, qualifications, experience, and financial stability of the individual, organization, or group submitting the request.

(3) Whenever the president (or the president's designee) rejects, either in whole or in part, a request for use of university facilities, the reasons for such rejection shall be stated in writing.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW, 90-10-042, § 516-36-020, filed 4/27/90, effective 5/1/90; Order 75-10, § 516-36-020, filed 11/10/75.]

**WAC 516-36-030 Use of university facilities by off-campus persons or groups—Assessment of fees.** (1) The president, or the president's designee, shall have authority to establish a schedule of fees to govern the use of university facilities by persons who are not affiliated with the university, and to alter or modify the fee schedule whenever such action is deemed to be necessary or appropriate or in the best interests of the university. The fee for each campus facility shall be sufficient to insure the recovery by the university of all direct and indirect costs associated with the use of the facility, including all direct and indirect costs of goods or services furnished by the university in connection with the use of the facility.

(2) The president, or the president's designee, may waive all or part of the normal fee for use of a particular facility by persons not affiliated with the university under the following circumstances:

(a) Members of the university community will receive a substantial benefit from the intended use of the facility and no person or group will derive profit from the intended use of the facility; or

(b) The group requesting the use of the university's facility is an agency of the state of Washington.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-36-030, filed 4/27/90, effective 5/1/90; Order 75-10, § 516-36-030, filed 11/10/75.]

**WAC 516-36-040 Use of facilities by persons or groups affiliated with the university—Authority to develop policies.** The president, or the president's designee, shall have authority to develop and implement policies relating to the use of university facilities by persons or groups affiliated with the university.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-36-040, filed 4/27/90, effective 5/1/90; Order 75-10, § 516-36-040, filed 11/10/75.]

### Chapter 516-37 WAC

## USE OF UNIVERSITY FACILITIES—LIBRARY AND MEDIA SERVICES

### WAC

516-37-001	Use of library facilities by noncampus related persons.
516-37-005	Library hours.
516-37-010	Library hours—Library—Bulletin board posting.
516-37-011	Library hours—Library—Handbills.
516-37-020	Library loan policy—On-campus borrowers.
516-37-030	Library loan policy—Library—Briefcase inspection.
516-37-100	Media services.

**WAC 516-37-001 Use of library facilities by noncampus related persons.** General policy is to extend the use of Wilson Library resources and facilities freely to noncampus persons who wish to make use of Wilson Library resources for some scholarly, book or study-related need. However, to the extent it is feasible such individuals are encouraged to use public and school library materials and facilities when the latter will serve their ends equally well. Such use of library facilities by noncampus related persons does not extend to borrowing privileges, except materials may be loaned to persons in the following categories upon such terms as the director of libraries or his or her designee shall approve:

- (1) Faculty of other universities are accorded borrowing privileges pursuant to reciprocal agreements.
- (2) Persons who obtain an annually renewable community card for an annual fee.
- (3) Persons who join the Western Washington University Alumni Association.
- (4) Cooperating teachers, upon request.
- (5) Individuals approved by the director of libraries or his or her designee, such as visiting scholars, research-oriented members of the local community, faculty from neighboring colleges, city officials, local teachers who may be issued a short-term "courtesy card."

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-37-001, filed 4/27/90, effective 5/1/90; Order 72-10, § 516-37-001, filed 11/17/72.]

**WAC 516-37-005 Library hours.** During the periods when classes are in session, the library hours shall be posted on the exterior wall or door of the library. Wilson Library may be open for limited service on holidays when demand

for library facilities can be expected from the university community. Hours may be adjusted without notice to meet special conditions.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-37-005, filed 4/27/90, effective 5/1/90; Order 72-10, § 516-37-005, filed 11/17/72.]

**WAC 516-37-010 Library hours—Library—Bulletin board posting.** All posting in Wilson Library is permitted only on the regularly designated bulletin boards. Responsibility and supervision of all bulletin boards in the library is assigned to the reference department. All posters or materials requested to be displayed by students are expected to carry the ASB stamp and to be dated. Posters that do not carry the ASB stamp or that are requested to be displayed by faculty or nonstudent groups may be approved in the discretion of the assistant director of libraries or his or her designee. University posters are approved at the library reference desk.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-37-010, filed 4/27/90, effective 5/1/90; Order 72-10, § 516-37-010, filed 11/17/72.]

**WAC 516-37-011 Library hours—Library—Handbills.** No handbills or other literature may be passed out in the library.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-37-011, filed 4/27/90, effective 5/1/90; Order 72-10, § 516-37-011, filed 11/17/72.]

**WAC 516-37-020 Library loan policy—On-campus borrowers.** General circulation books and periodicals may be loaned to students, faculty, teaching assistants, department assistants and other on-campus borrowers for periods specified by the director of the library and in accordance with the library rules. The director shall establish and post in the circulation department a schedule of charges for late returns or damaged or lost materials. Undergraduates may borrow general circulation books, with no restrictions on number, for the relevant loan period obtaining. These books may be renewed as often as requested unless they are reserved for other patrons. Periodicals are not generally loaned to undergraduate students.

Graduate students may borrow general circulation books for a period of one quarter, subject to library rules. Periodicals are not generally loaned to graduate students.

Faculty may borrow general circulation books for a period of one year, subject to library rules. All books are due on May 1 each year except that books charged or renewed in spring quarter do not become due until May 1, of the following year.

Teaching assistants or departmental assistants may borrow books under general circulation loan regulations applicable to graduate students, provided that, teaching assistants, graduate assistants, departmental assistants or research assistants (but not graduate students as such) who hold a card signed by the graduate dean designating their status may borrow periodicals on the same basis as faculty.

[Order 72-10, § 516-37-020, filed 11/17/72.]

**WAC 516-37-030 Library loan policy—Library—Briefcase inspection.** The circulation system is designed to provide control of the collection in order to insure its maximum availability to the users of the library. In order to make certain that the circulation system is fully functional, all briefcases and other carriers shall be inspected upon the user's leaving the library. Persons choosing not to have their briefcases or other carriers inspected may leave them upon entry at the designated places provided.

[Order 72-10, § 516-37-030, filed 11/17/72.]

**WAC 516-37-100 Media services.** Media services provides media support for the university, primarily for classroom instruction. Support is provided in two ways: Production of medial materials and distribution/utilization of media. Services include audio-visual, video, graphics, and media engineering.

Media services provides training opportunities for students in graphics, television production and distribution, and audio-visual support. This training occurs through regular student employment and internships in collaboration with academic departments. Department staff also contribute to formal instruction in regular university courses.

There is no charge for services in direct support of classroom instruction other than for materials. For some services there are charges to other units of the university. Equipment may not be borrowed for non-university purposes.

Media services may, at commercially competitive rates or for value received, sell services to noncampus clients pursuant to provisions of chapter 28B.63 RCW, "Commercial activities by institutions of higher education," as it exists now or may hereafter be amended.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-37-100, filed 4/27/90, effective 5/1/90; Order 72-10, § 516-37-100, filed 11/17/72.]

## Chapter 516-38 WAC ACCESS TO CAMPUS SERVICES

### WAC

516-38-050	Computer center.
516-38-051	Computer use.
516-38-052	Computer use—Procedures.
516-38-053	Computer use—Confidentiality.
516-38-110	Speech clinic.
516-38-115	Career planning and placement center.
516-38-116	Career planning and placement center—Placement credentials—Fees.
516-38-117	Recruitment activities.
516-38-118	Job notification.
516-38-119	Reciprocal services.

**WAC 516-38-050 Computer center.** The computer center of Western Washington University serves the instructional, research, and administrative computing needs of the campus.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-38-050, filed 4/27/90, effective 5/1/90; Order 72-10, § 516-38-050, filed 11/17/72.]

**WAC 516-38-051 Computer use.** First priority for computer use shall be given the scholarly pursuits of the university's students and staff in research and instructional processes. The computer center may, at commercially competitive rates or for value received, sell services to noncampus clientele when, in the opinion of the director of the computer center,

(1) The sale will not in any way jeopardize, dilute or compromise the center's service to campus clientele, and

(2) Similar services are not available elsewhere in the community, and

(3) The service involves an appropriate, sensible, and nontrivial use of the computer relating to some university program or goal.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-38-051, filed 4/27/90, effective 5/1/90; Order 72-10, § 516-38-051, filed 11/17/72.]

**WAC 516-38-052 Computer use—Procedures.** Application forms for computer services are available at the computer center. Large projects shall be brought to the center's attention at the earliest possible time in the planning stage.

The specified times of availability of center facilities will be determined by the director and posted in a conspicuous location in the computer center. The times of availability may vary from time to time as necessary, and shall provide for an orderly progression of data processing by which the academic, administrative, and instructional requirements receive processing and such schedules may be developed and projected to provide maximum utilization of the many areas of the data processing facility for the students, faculty and administration.

[Order 72-10, § 516-38-052, filed 11/17/72.]

**WAC 516-38-053 Computer use—Confidentiality.** Application for computer services by any individual or agency customer shall be deemed a representation that such customer has established and is following procedures which protect the right of individuals to the privacy and confidentiality of records concerning them, regardless of whether or not such records are mechanized. Customers shall be responsible for providing such control procedures and mechanisms as are necessary to protect the confidentiality of any particular data base.

[Order 72-10, § 516-38-053, filed 11/17/72.]

**WAC 516-38-110 Speech clinic.** The resources of the speech and audiology clinic of Western Washington University may be made available to persons in the region with hearing or speech defects. Applications for the use of such resources shall be made through the chairman of the department, or his or her designee, who may charge a fee for such service. The fee schedule shall be prominently posted in the office of the department.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-38-110, filed 4/27/90, effective 5/1/90; Order 72-10, § 516-38-110, filed 11/17/72.]

**WAC 516-38-115 Career planning and placement center.** The career planning and placement center provides (1) career planning services for undergraduates and (2) placement services for the following "eligible persons": Graduating seniors (who may establish placement credentials the quarter they become a senior), graduate degree or certificate candidates (including graduates of other institutions who may establish placement credentials upon earning thirty quarter credit hours toward advanced degree or certificate at Western) and alumni (who have received degrees or certificates from Western). Open lists of all employment opportunities and campus recruiting visits are maintained by the placement center for qualified students.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-38-115, filed 4/27/90, effective 5/1/90; Order 72-10, § 516-38-115, filed 11/17/72.]

**WAC 516-38-116 Career planning and placement center—Placement credentials—Fees.** Eligible persons may complete registration forms at the career planning and placement center establishing placement credentials to be placed in the center's placement credentials file. The center may charge fees for its services and its schedule of fees shall be prominently posted within the center. Placement center services may be denied any individual who fails to pay placement fees when due. The center shall not duplicate or mail incomplete credential files, individual recommendations or personal resumes. Credentials are confidential and may only be sent to legitimate prospective employers or transferred to other educational institutions for establishment there of placement credentials.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-38-116, filed 4/27/90, effective 5/1/90; Order 72-10, § 516-38-116, filed 11/17/72.]

**WAC 516-38-117 Recruitment activities.** (1) Employers, organizations interested in hiring graduating students or alumni, and recruiting personnel from college or university graduate schools may conduct recruitment activity on campus and shall be coordinated by the placement center subject to the following conditions:

(a) Employers shall not be eligible to recruit on campus unless they comply with all federal and state laws against discrimination.

(b) All interviewing arranged by the placement center shall be conducted in offices or space provided by the placement center.

(c) Recruiters for school districts, business and industrial firms and government agencies may be assigned individual rooms and eligible persons required to adhere to prearranged interview schedules.

(d) Recruiters for the military, Peace Corps and Vista may be assigned individual rooms and students may be interviewed on a "drop-in" basis.

(e) All company literature and brochures shall be displayed either within the interviewing room or on placement center literature tables.

(f) Poster boards and signs related to campus interviews may be posted on bulletin boards or other designated areas

upon the approval of the placement center, in compliance with university policy.

(2) All prospective employers shall be free to present their points of view, and all students shall be free to determine whether they desire to listen to their presentations.

(3) To be eligible to sign up for recruitment interviews, candidates must meet the qualifications stipulated by the prospective employer. First priority on sign-up schedules shall be given students currently enrolled and eligible for placement services (provided they have established complete placement credentials with the placement center) and second priority shall be given alumni eligible for placement services (provided they have established complete placement credentials with the placement center).

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-38-117, filed 4/27/90, effective 5/1/90; Order 72-10, § 516-38-117, filed 11/17/72.]

**WAC 516-38-118 Job notification.** Notification of positions listed with the placement center shall be available without screening, selecting or promoting, only to registered candidates who have updated and activated their credentials; graduates of other colleges or universities who have established reciprocity; and any bona fide employer who complies with federal and state laws against discrimination.

[Order 72-10, § 516-38-118, filed 11/17/72.]

**WAC 516-38-119 Reciprocal services.** Requests from Western's candidates for service from another institution must be made by the placement director. The credentials of such candidates must be updated and active.

[Order 72-10, § 516-38-119, filed 11/17/72.]

## Chapter 516-52 WAC HEALTH AND SAFETY

### WAC

516-52-001	Smoking on campus.
516-52-010	Control of dogs.
516-52-020	Firearms and dangerous weapons.

**WAC 516-52-001 Smoking on campus.** Smoking shall not be permitted in any building on campus except in:

(1) Clearly posted areas designated by the president or his designee; and

(2) Private enclosed inner faculty and administrative offices at the discretion of the individual in charge of each office.

[Statutory Authority: RCW 28B.35.120(12), 93-01-080, § 516-52-001, filed 12/14/92, effective 1/14/93. Statutory Authority: RCW 28B.35.120(11), 86-03-020 (Order 12-5-85), § 516-52-001, filed 1/8/86; Order 72-10, § 516-52-001, filed 11/17/72.]

**WAC 516-52-010 Control of dogs.** (1) Dogs are not permitted in university buildings except for seeing-eye dogs and dogs trained for assisting the hearing impaired under immediate control of their owners.

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

[Statutory Authority: RCW 28B.35.120(11), 86-03-020 (Order 12-5-85), § 516-52-010, filed 1/8/86; Order 72-10, § 516-52-010, filed 11/17/72.]

**WAC 516-52-020 Firearms and dangerous weapons.**

(1) Only such persons who are authorized to carry firearms or other weapons as duly appointed and commissioned law enforcement officers in the state of Washington, commissioned by agencies of the United States government, or authorized by contract with the university, shall possess firearms or other weapons issued for their possession by their respective law enforcement agencies or employers while on the campus or other university-controlled property, including, but not limited to, residence halls. No one may possess explosives unless licensed to do so for purposes of conducting university-authorized activities relating to building construction or demolition.

(2) Other than the law enforcement officers or other individuals referenced in subsection (1) of this section, members of the campus community and visitors who bring firearms or other weapons to campus must immediately place the firearms or weapons in the university-provided storage facility. The storage facility is located at the university public safety department and is accessible twenty-four hours per day.

(3) If any member of the campus community or visitor wishes to bring a weapon to the campus for display or demonstration purposes directly related to a class, seminar, or other educational activity, permission for such possession may be applied for at the university public safety department, which shall review any such proposal and may establish the conditions of the possession on campus.

[Statutory Authority: RCW 28B.35.120(12), 93-01-080, § 516-52-020, filed 12/14/92, effective 1/14/93; 90-17-031, § 516-52-020, filed 8/9/90, effective 9/1/90.]

**Chapter 516-56 WAC  
UNIVERSITY HOUSING AND DINING**

**WAC**

516-56-001	Housing and dining—General.
516-56-002	Applicability of housing and dining rules.
516-56-010	Applications for residence halls and university apartments.
516-56-011	Assignments to residence halls.
516-56-012	Assignments to university apartments.
516-56-020	Deposits.
516-56-021	Room and board payments.
516-56-022	Apartment rentals.
516-56-023	Charges for damages.
516-56-030	Entry into rooms or apartments.
516-56-040	Refunds.
516-56-050	Responsibility for personal property.
516-56-060	Eligibility for occupancy.
516-56-070	Housing regulations—General.
516-56-080	Consolidation of facilities.
516-56-090	Guests.

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

516-56-013	Assignments to married student apartments. [Order 72-10, § 516-56-013, filed 11/17/72.] Repealed by Order 74-3, filed 3/13/74.
516-56-100	Possession of alcoholic beverages. [Order 72-10, § 516-56-100, filed 11/17/72.] Repealed by Order 75-11, filed 9/10/75.

516-56-110 Off-campus housing—Listing. [Order 72-10, § 516-56-110, filed 11/17/72.] Repealed by Order 74-3, filed 3/13/74.

**WAC 516-56-001 Housing and dining—General.**

The objectives of the housing and dining areas maintained by Western Washington University are to provide comfortable, democratic, living conditions conducive to successful academic achievement and to participation in the activities of campus life.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-56-001, filed 4/27/90, effective 5/1/90; Order 72-10, § 516-56-001, filed 11/17/72.]

**WAC 516-56-002 Applicability of housing and dining rules.** The rules set forth in this chapter are applicable to and binding upon all persons utilizing WWU housing and dining facilities.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-56-002, filed 4/27/90, effective 5/1/90; Order 72-10, § 516-56-002, filed 11/17/72.]

**WAC 516-56-010 Applications for residence halls and university apartments.** All applications for space in housing must be made on the forms provided by the housing office. Applications for housing shall not be accepted unless the applicant is either (1) a new student who has been admitted to the university and has prepaid the advanced registration fee, or (2) a student presently enrolled at Western Washington University, or (3) a student who has previously been enrolled at Western Washington University, or (4) a member of faculty or staff.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-56-010, filed 4/27/90, effective 5/1/90; Order 74-3, § 516-56-010, filed 3/13/74; Order 72-10, § 516-56-010, filed 11/17/72.]

**WAC 516-56-011 Assignments to residence halls.**

In making assignments to residence halls, the following institutional goals will be considered:

- (1) Providing residence hall experience to freshmen;
- (2) Providing residence hall experience to a diverse student population.

Given those goals, students previously residing in the residence hall system shall have first choice in assignment of accommodations available, and students who have lived in the residence halls for the longest period shall be given priority in such assignments.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-56-011, filed 4/27/90, effective 5/1/90; Order 72-10, § 516-56-011, filed 11/17/72.]

**WAC 516-56-012 Assignments to university apartments.** The housing office shall determine which individual applicants for university housing will have priority in receiving assignments to university apartments by utilizing a priority point system based on the following criteria:

- (1) Students already living on campus shall be given priority points;



(2) Students already residing in a particular apartment shall be given priority points in terms of reassignment to that apartment;

(3) Priority points shall be awarded to students on the basis of their class level (e.g. graduate, senior, junior, sophomore, freshman);

(4) In determining assignments to four-person apartments, priority points will be given to applicant groups consisting of four students (as opposed to smaller groups). In determining assignments to two-person apartments, priority points will be given to applicant groups consisting of two persons.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-56-012, filed 4/27/90, effective 5/1/90; Order 74-3, § 516-56-012, filed 3/13/74; Order 72-10, § 516-56-012, filed 11/17/72.]

**WAC 516-56-020 Deposits.** Upon acceptance of an assignment to a housing unit each assignee shall pay a reservation and/or damage-cleaning deposit for the unit in an amount established by and posted in the office of the director of housing. Deadline for payment of the deposit is July 1 for fall quarter, and otherwise within two weeks after the assignment is made. The deposit will be refunded after termination of occupancy only if all charges for rent have been paid in full and there has been no unreasonable wear and tear of equipment in the housing unit.

[Order 72-10, § 516-56-020, filed 11/17/72.]

**WAC 516-56-021 Room and board payments.** Room and board contracts may be offered to students on either a quarterly basis or an academic year basis. Charges for room and board shall begin on the official opening date of the residence halls, as announced. Board only contracts may be sold to any student, faculty or staff member of Western Washington University.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-56-021, filed 4/27/90, effective 5/1/90; Order 72-10, § 516-56-021, filed 11/17/72.]

**WAC 516-56-022 Apartment rentals.** Apartments will be rented to students and staff on a quarterly or academic year basis. Rental of apartments for special conferences and seminars will be in accordance with the arrangements made by the housing office. Rent in all cases shall begin to accrue on the effective date of the contract.

[Order 74-3, § 516-56-022, filed 3/13/74; Order 72-10, § 516-56-022, filed 11/17/72.]

**WAC 516-56-023 Charges for damages.** Persons assigned to university housing are responsible for keeping the apartments and rooms, together with their contents, free from damage. The cost of any damage or extra custodial service shall be charged to those to whom the apartments or rooms are assigned. Damage shall include the cost of replacing any university equipment or furniture moved or taken from any building without written authorization of the housing office, and removal without such permission is prohibited. Bills for such damages shall be due upon demand.

(1992 Ed.)

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-56-023, filed 4/27/90, effective 5/1/90; Order 72-10, § 516-56-023, filed 11/17/72.]

**WAC 516-56-030 Entry into rooms or apartments.** The university respects the rights of the individual to his privacy. The university expressly reserves, however, the right of entry to any room or apartment (1) to make repairs (which shall include such right even in the absence of the tenant(s) when the repairs are requested by the tenant(s)), and (2) where there are reasonable grounds to believe that a condition exists which may threaten the health, safety or welfare of persons or property within the building.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-56-030, filed 4/27/90, effective 5/1/90; Order 72-10, § 516-56-030, filed 11/17/72.]

**WAC 516-56-040 Refunds.** (1) Rent for rooms, apartments or mobile homes is not refundable because of absence by the student regardless of reasons. If a student withdraws from a room, apartment, or mobile home prior to completion of his contract, the refund will be based upon a proration of his rent or room and board charges from the date of his withdrawal. No penalty for cancellation of contract shall be made if the student provides a suitable substitute who is acceptable to the director of housing. The substitute shall assume the remainder of the contract and such arrangement shall have been made on or before the day the student checks out.

(2) Unused board is refunded whenever a student withdraws from the residence hall. Daily refund for board may also be made for days missed providing the student has been compelled to be away from Bellingham for five or more consecutive days because of extenuating circumstances. Refunds shall not be granted for board if the student's board is paid for by another department of the college during his absence.

(3) Appeals from the assessment of rent upon withdrawal may be made to the director of housing.

[Order 72-10, § 516-56-040, filed 11/17/72.]

**WAC 516-56-050 Responsibility for personal property.** The university assumes no responsibility for loss or damage to any resident's personal property. Students are expected to carry their own insurance on personal property.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-56-050, filed 4/27/90, effective 5/1/90; Order 72-10, § 516-56-050, filed 11/17/72.]

**WAC 516-56-060 Eligibility for occupancy.** All students in university housing must maintain a minimum of ten credit hours per quarter. Any student dropping below the required hours will be required to move unless exception for good cause is granted by the director of housing. Exception may be granted for tenants who wish to remain in their units between quarters or staff employed at Western Washington University. Tenants not meeting the above conditions shall be subject to immediate termination of occupancy as outlined in the housing contracts.

[Title 516 WAC—p 33]

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-56-060, filed 4/27/90, effective 5/1/90; Order 74-3, § 516-56-060, filed 3/13/74; Order 72-10, § 516-56-060, filed 11/17/72.]

516-60-016 Deadlines.  
516-60-017 Changes in registration and withdrawal.  
516-60-020 Admission general.  
516-60-030 Admission of nonmatriculated students.

**WAC 516-56-070 Housing regulations—General.** Occupants found in violation of any of the following regulations or the rules and regulations outlined in the "residential community" handbook and the "guide to students rights and responsibilities," copies of which are on file in the housing office, shall be given written notice to correct the violation. If correction is not made within ten days (or immediately if an emergency is held to exist), the tenant may be asked to vacate the property. Occupants evicted because of violation of the regulations or violation of the terms of their contract shall remain responsible for fulfilling their contracts unless released by the director of housing.

(1) The introduction or maintenance of pets, with the exception of small aquarium life, in any unit of college housing is prohibited except where a specific pet policy for a particular housing unit is approved by the advisory committee on housing and dining.

(2) Additions or alterations to a room or to any housing property are prohibited.

(3) Failure to pay charges when due shall (if unexcused by the director of housing) render the account delinquent. A charge equal to 10% of the amount due (not to exceed \$5.00) shall be assessed delinquent accounts. Delinquent accounts in excess of \$50.00 shall constitute grounds for cancellation of the contract and/or eviction.

Occupants may appeal to the appeal board established by the advisory committee on housing and dining from any adverse action taken by the university pursuant to the regulations referred to or set forth in this section.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-56-070, filed 4/27/90, effective 5/1/90; Order 74-3, § 516-56-070, filed 3/13/74; Order 72-10, § 516-56-070, filed 11/17/72.]

**WAC 516-56-080 Consolidation of facilities.** An occupant may be required to move from his assigned space if vacancies require consolidation of facilities.

[Order 72-10, § 516-56-080, filed 11/17/72.]

**WAC 516-56-090 Guests.** Overnight guests may stay in the residence halls on Friday and Saturday evenings, and during the week if their stay is in accordance with the policy established by the interhall council.

[Order 72-10, § 516-56-090, filed 11/17/72.]

## Chapter 516-60 WAC

### ADMISSION AND REGISTRATION PROCEDURES

#### WAC

516-60-001 Catalog.  
516-60-002 Changes in catalog.  
516-60-003 Finances.  
516-60-004 Refund of tuition and fees.  
516-60-005 Residency classification.  
516-60-006 Sanctions.  
516-60-007 Health history.  
516-60-015 Registration.

**WAC 516-60-001 Catalog.** All dates and procedures established by the board of trustees or president relating to admissions and registration shall be published annually in the appropriate university catalog and shall be considered contractual between the student and the university.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-60-001, filed 4/27/90, effective 5/1/90; Order 72-10, § 516-60-001, filed 11/17/72.]

**WAC 516-60-002 Changes in catalog.** The board of trustees reserves the right of the board of trustees or president to make changes in any of the provisions of the university's catalogs without prior notice. When changes are made they shall be filed in the appropriate university offices and placed with the appropriate catalog in the reference area of the library.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-60-002, filed 4/27/90, effective 5/1/90; Order 72-10, § 516-60-002, filed 11/17/72.]

**WAC 516-60-003 Finances.** Each applicant for admission to Western Washington University must pay the tuition and fees as established by the board of trustees or the president prior to the dates for payment as designated by the board of trustees or the president.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-60-003, filed 4/27/90, effective 5/1/90; Order 72-10, § 516-60-003, filed 11/17/72.]

**WAC 516-60-004 Refund of tuition and fees.** Each student who is admitted shall be required to confirm his or her intention to enroll by submitting a nonrefundable admission fee.

(1) Ordinarily, a student who withdraws prior to the sixth day of general instruction in a quarter will receive a full refund of tuition and services and activities fees.

(2) A refund of one-half of tuition and services and activities fees (less prepayment) is made to a student who withdraws on or after the sixth day of general instruction, subject to the provisions of subsection (4) of this section.

(3) Nonresident fees paid by a student who, subsequent to the first day of general instruction, is reclassified a resident student shall not be refunded, nor shall refunds be granted when reclassification is based upon a petition which is filed after registration.

(4) No refunds of tuition or fees shall in any case be made after the 30th day of general instruction except the period is extended for students who withdraw for medical reasons or who are called into the military service of the United States.

(5) For courses or programs that begin after the start of the regular quarter, a student may receive a full refund of fees if the student withdraws after the third day of instruction.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-60-004, filed 4/27/90, effective 5/1/90; Order 72-10, § 516-60-004, filed 11/17/72.]

**WAC 516-60-005 Residency classification.** Determination of residency status for fees and tuition purposes shall be made at the time of admission or readmission to Western Washington University. A student tentatively classified as a nonresident shall be notified of such classification. Should the student contest the classification, he may submit a petition to the director of admissions containing such information as the latter may require. If based on the evidence contained in this petition, the director denies the petition, the student shall be notified. Should the student desire a further review, the director shall reconsider the petition and consider it to be a request for a brief adjudicative hearing under WAC 516-108-050 and RCW 34.05.482 through 34.05.494.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-60-005, filed 4/27/90, effective 5/1/90; Order 72-10, § 516-60-005, filed 11/17/72.]

**WAC 516-60-006 Sanctions.** Admission to or registration with the university, conferring of degrees and issuance of academic transcripts may be withheld for failure to meet financial obligations to the university.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-60-006, filed 4/27/90, effective 5/1/90; Order 72-10, § 516-60-006, filed 11/17/72.]

**WAC 516-60-007 Health history.** Entering students are required to submit a personal medical history. Appropriate forms are sent to each student who accepts an offer of admission. A health examination form may be completed for those students who obtain a health examination prior to registration. Proof of immunization against tuberculosis must be included with the health history.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-60-007, filed 4/27/90, effective 5/1/90; Order 72-10, § 516-60-007, filed 11/17/72.]

**WAC 516-60-015 Registration.** Currently enrolled students and all other individuals desiring to enroll in Western Washington University shall do so on or before the preregistration or registration dates designated by the board of trustees or president, which shall be published in the appropriate university catalog. No registration or preregistration shall be accepted after the designated dates, provided that the registrar may, whenever possible, waive this requirement within the time designated by the board of trustees or president for late registration.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-60-015, filed 4/27/90, effective 5/1/90; Order 72-10, § 516-60-015, filed 11/17/72.]

**WAC 516-60-016 Deadlines.** All students registering with the university must meet those deadlines as established by the board of trustees or the president for registration.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-60-016, filed 4/27/90, effective 5/1/90; Order 72-10, § 516-60-016, filed 11/17/72.]

**WAC 516-60-017 Changes in registration and withdrawal.** Students who wish to change their registration or withdraw from a particular course or the university after having completed their registration must do so on or before the dates established for such changes or withdrawal by the board of trustees or president as set forth in the university's catalog. Students may not enter new classes after the first week of instruction. Students who leave the university without formally withdrawing shall receive failing grades. Any withdrawal after the sixth week of instruction will normally result in failing grades provided that the registrar may grant an exception where withdrawal is requested by the university, in cases of serious illness or call to extended active military duty or in other highly extenuating circumstances.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-60-017, filed 4/27/90, effective 5/1/90; Order 72-10, § 516-60-017, filed 11/17/72.]

**WAC 516-60-020 Admission general.** An applicant for admission shall be required to submit appropriate applications for admission and other required documents not later than the established deadlines. Failure to submit complete or accurate applications or credentials may result in denial of the application or in subsequent dismissal from the college.

[Order 72-10, § 516-60-020, filed 11/17/72.]

**WAC 516-60-030 Admission of nonmatriculated students.** A nonmatriculated student does not enroll in the university to follow the requirements for the bachelor's degree or any other program leading to a degree, credential, or certificate. A nonmatriculated student is one whose educational goals are limited and who has been granted permission by the director of admissions to enroll for credit in university courses. Such permission implies no commitment on the part of the university in regard to later admission as a matriculated student.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-60-030, filed 4/27/90, effective 5/1/90; Order 72-10, § 516-60-030, filed 11/17/72.]

## Chapter 516-108 WAC

### PRACTICE AND PROCEDURE

#### WAC

516-108-010	Adoption of model rules of procedure.
516-108-020	Appointment of presiding officers.
516-108-030	Method of recording.
516-108-040	Application for adjudicative proceeding.
516-108-050	Brief adjudicative procedures.
516-108-060	Discovery.

516-108-070	Procedure for closing parts of the hearings.
516-108-080	Recording devices.
516-108-090	Petitions for stay of effectiveness.

**WAC 516-108-010 Adoption of model rules of procedure.** The model rules of procedure adopted by the chief administrative law judge pursuant to RCW 34.05.250, as now or hereafter amended, are hereby adopted for use at this institution. Those rules may be found in chapter 10-08 WAC. Other procedural rules adopted in this title are supplementary to the model rules of procedure. In the case of a conflict between the model rules of procedure and procedural rules adopted in this title, the procedural rules adopted by this institution shall govern. Rules adopted at this institution prior to July 1, 1989, remain in full force and effect unless specifically repealed or amended.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-108-010, filed 4/27/90, effective 5/1/90.]

**WAC 516-108-020 Appointment of presiding officers.** The president or president's designee shall designate a presiding officer for an adjudicative proceeding. The presiding officer shall be an administrative law judge, a member in good standing of the Washington State Bar Association, a panel of individuals, the president or his or her designee, or any combination of the above. Where more than one individual is designated to be the presiding officer, one person shall be designated by the president or president's designee to make decisions concerning discovery, closure, means of recording adjudicative proceedings, and similar matters.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-108-020, filed 4/27/90, effective 5/1/90.]

**WAC 516-108-030 Method of recording.** Proceedings shall be recorded by a method determined by the presiding officer, among those available pursuant to the model rules of procedure in WAC 10-08-170.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-108-030, filed 4/27/90, effective 5/1/90.]

**WAC 516-108-040 Application for adjudicative proceeding.** An application for an adjudicative proceeding shall be in writing. Application forms are available at the following address:

President's Office  
Old Main 450, WWU  
516 High Street  
Bellingham, WA 98225

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

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-108-040, filed 4/27/90, effective 5/1/90.]

**WAC 516-108-050 Brief adjudicative procedures.**

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

- (1) Residency determinations made pursuant to RCW 28B.15.013, conducted by the admissions office;
- (2) Challenges to contents of education records;
- (3) Student conduct proceedings. The procedural rules in chapter 516-22 WAC apply to these proceedings;
- (4) Parking violations. The procedural rules in chapter 516-12 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 516-400 WAC.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-108-050, filed 4/27/90, effective 5/1/90.]

**WAC 516-108-060 Discovery.** Discovery in adjudicative proceedings may be permitted at the discretion of the presiding officer. In permitting discovery, the presiding officer shall make reference to the civil rules of procedure. The presiding officer shall have the power to control the frequency and nature of discovery permitted, and to order discovery conferences to discuss discovery issues.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-108-060, filed 4/27/90, effective 5/1/90.]

**WAC 516-108-070 Procedure for closing parts of the hearings.** A party may apply for a protective order to close part of a hearing. The party making the request should state the reasons for making the application to the presiding officer. If the other party opposes the request, a written response to the request shall be made within ten days of the request to the presiding officer. The presiding officer shall determine which, if any, parts of the proceeding shall be closed, and state the reasons therefor in writing within twenty days of receiving the request.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-108-070, filed 4/27/90, effective 5/1/90.]

**WAC 516-108-080 Recording devices.** No cameras or recording devices shall be allowed in those parts of proceedings which the presiding officer has determined shall be closed pursuant to WAC 516-108-010, except for the method of official recording selected by the institution.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-108-080, filed 4/27/90, effective 5/1/90.]

**WAC 516-108-090 Petitions for stay of effectiveness.** Disposition of a petition for stay of effectiveness of a final order shall be made by the official, officer, or body of officers, who entered the final order.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-108-090, filed 4/27/90, effective 5/1/90.]

**Chapter 516-133 WAC**  
**ORGANIZATION**

**WAC**  
 516-133-020 Organization—Operation—Information.

**WAC 516-133-020 Organization—Operation—Information.** (1) Organization. Western Washington University is established in Title 28B RCW as a public institution of higher education. The institution is governed by a seven-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:

Old Main 450, WWU  
 516 High Street  
 Bellingham, WA 98225

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

Shannon Point Marine Center  
 1900 Shannon Point Road  
 Anacortes, WA 98221

Center for Apparel Design &  
 Fashion Merchandising  
 217 Pine, Suite 600  
 Seattle, WA 98101

TESC-WWU Teachers' Education Program  
 The Evergreen State College  
 Olympia, WA 98505

WWU Seattle Urban Center  
 1801 Broadway, Room NP 101  
 Seattle, WA 98122

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

Registrar/Admissions Office  
 Old Main 200, WWU  
 516 High Street  
 Bellingham, WA 98225

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070 - 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-133-020, filed 4/27/90, effective 5/1/90.]

**Chapter 516-400 WAC**  
**LOSS OF ELIGIBILITY—STUDENT ATHLETIC**  
**PARTICIPATION**

**WAC**  
 516-400-010 Immediate suspension.

**WAC 516-400-010 Immediate suspension.** Student athletes found to have violated chapter 69.41 RCW (Legend

drugs—Prescription drugs) shall, upon conviction, be immediately suspended from participation in school-sponsored athletic events by the director of athletics. The period of loss of eligibility to participate will be determined by the director of athletics at the conclusion of a brief adjudicative hearing, to be commenced within twenty days of the suspension.

[Statutory Authority: RCW 28B.35.120(12), 34.05.220 (1)(b), 34.05.250, 28B.15.600, 42.17.310, 42.30.070- 42.30.075, chapters 69.41 and 43.21C RCW. 90-10-042, § 516-400-010, filed 4/27/90, effective 5/1/90.]