

# Title 132P WAC

## COMMUNITY COLLEGES—YAKIMA VALLEY COMMUNITY COLLEGE

### Chapters

- 132P-08 Practice and procedure.
- 132P-20 Drug policy.
- 132P-24 Criminal trespass.
- 132P-33 Student rights and responsibilities.
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- 132P-116 Yakima Valley Community College parking and traffic regulations.
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### DISPOSITION OF CHAPTERS FORMERLY CODIFIED IN THIS TITLE

#### Chapter 132P-04

#### BOARD OF TRUSTEES—BYLAWS

- 132P-04-001 Promulgation. [Promulgation, filed 9/20/67; Emergency, filed 8/3/67.] Repealed by Order 72-1, filed 12/7/72.
- 132P-04-010 Office. [Article I, filed 9/20/67; Emergency Article I, filed 8/3/67.] Repealed by Order 72-1, filed 12/7/72. Later promulgation, see WAC 132P-104-010.
- 132P-04-020 Meetings. [Article II, filed 9/20/67; Emergency Article II, filed 8/3/67.] Repealed by Order 72-1, filed 12/7/72. Later promulgation, see WAC 132P-104-011.
- 132P-04-030 Executive sessions. [Article III, filed 9/20/67; Emergency Article III, filed 8/3/67.] Repealed by Order 72-1, filed 12/7/72. Later promulgation, see WAC 132P-104-012.
- 132P-04-040 Order of agenda. [Article IV, filed 9/20/67; Emergency Article IV, filed 8/3/67.] Repealed by Order 72-1, filed 12/7/72. Later promulgation, see WAC 132P-104-020.
- 132P-04-050 Records of board action. [Article V, filed 9/20/67; Emergency Article V, filed 8/3/67.] Repealed by Order 72-1, filed 12/7/72. Later promulgation, see WAC 132P-104-030.
- 132P-04-060 Parliamentary procedure. [Article VI, filed 9/20/67; Emergency Article VI, filed 8/3/67.] Repealed by Order 72-1, filed 12/7/72. Later promulgation, see WAC 132P-104-031.
- 132P-04-070 Adoption or revision of policies. [Article VII, filed 9/20/67; Emergency Article VII, filed 8/3/67.] Repealed by Order 72-1, filed 12/7/72. Later promulgation, see WAC 132P-104-032.
- 132P-04-080 Officers of the board. [Article VIII, filed 9/20/67; Emergency Article VIII, filed 8/3/67.] Repealed by Order 72-1, filed 12/7/72. Later promulgation, see WAC 132P-104-040.
- 132P-04-090 Committees. [Article IX, filed 9/20/67; Emergency Article IX, filed 8/3/67.] Repealed by Order 72-1, filed 12/7/72. Later promulgation, see WAC 132P-104-045.
- 132P-04-100 Fiscal year. [Article X, filed 9/20/67; Emergency Article X, filed 8/3/67.] Repealed by Order 72-1, filed 12/7/72. Later promulgation, see WAC 132P-104-050.

- 132P-04-110 Official seal. [Article XI, filed 9/20/67; Emergency Article XI, filed 8/3/67.] Repealed by Order 72-1, filed 12/7/72. Later promulgation, see WAC 132P-104-060.
- 132P-04-120 Changes to bylaws. [Article XII, filed 9/20/67; Emergency Article XII, filed 8/3/67.] Repealed by Order 72-1, filed 12/7/72. Later promulgation, see WAC 132P-104-070.

#### Chapter 132P-12

#### CLASSIFIED PERSONNEL

- 132P-12-003 Purpose. [Order 3-68, § 132P-12-003, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-006 Positions covered by the rules. [Order 3-68, § 132P-12-006, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-009 Adoption of rules. [Order 3-68, § 132P-12-009, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-012 Amendment of rules. [Order 3-68, § 132P-12-012, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-015 Definition of terms. [Order 3-68, § 132P-12-015, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-018 Organization. [Order 3-68, § 132P-12-018, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-021 Compensation. [Order 3-68, § 132P-12-021, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-024 Election of officers. [Order 3-68, § 132P-12-024, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-027 Meetings. [Order 3-68, § 132P-12-027, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-030 Powers and duties. [Order 3-68, § 132P-12-030, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-036 Powers and duties. [Order 3-68, § 132P-12-036, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-039 Content. [Order 3-68, § 132P-12-039, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-042 Amendment. [Order 3-68, § 132P-12-042, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-045 Allocation. [Order 3-68, § 132P-12-045, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-

	80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.		Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
132P-12-048	Interpretation of specifications. [Order 3-68, § 132P-12-048, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.	132P-12-165	Absence without authorized leave. [Order 3-68, § 132P-12-165, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
132P-12-051	Use in allocation. [Order 3-68, § 132P-12-051, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.	132P-12-168	Selection by examination. [Order 3-68, § 132P-12-168, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
132P-12-054	Use in examination. [Order 3-68, § 132P-12-054, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.	132P-12-171	Content of announcements. [Order 3-68, § 132P-12-171, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
132P-12-057	Statements of general qualifications. [Order 3-68, § 132P-12-057, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.	132P-12-175	Distribution of announcements. [Order 3-68, § 132P-12-175, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
132P-12-060	Authority. [Order 3-68, § 132P-12-060, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.	132P-12-177	Open competitive examinations. [Order 3-68, § 132P-12-177, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
132P-12-063	Use of class titles. [Order 3-68, § 132P-12-063, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.	132P-12-180	Promotional examinations. [Order 3-68, § 132P-12-180, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
132P-12-066	General policies. [Order 3-68, § 132P-12-066, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.	132P-12-183	Forms of application. [Order 3-68, § 132P-12-183, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
132P-12-069	Content. [Order 3-68, § 132P-12-069, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.	132P-12-186	Freedom from bias. [Order 3-68, § 132P-12-186, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
132P-12-072	Amendment. [Order 3-68, § 132P-12-072, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.	132P-12-189	Admission to examination. [Order 3-68, § 132P-12-189, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
132P-12-075	Payroll certification. [Order 3-68, § 132P-12-075, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.	132P-12-192	Disqualification of applicants. [Order 3-68, § 132P-12-192, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
132P-12-078	Hours of work. [Order 3-68, § 132P-12-078, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.	132P-12-195	Original examinations. [Order 3-68, § 132P-12-195, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
132P-12-084	Rest periods. [Order 3-68, § 132P-12-084, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.	132P-12-198	Promotional examinations. [Order 3-68, § 132P-12-198, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
132P-12-087	Holidays. [Order 3-68, § 132P-12-087, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.	132P-12-201	Noncompetitive examinations. [Order 3-68, § 132P-12-201, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
132P-12-096	Annual leave. [Order 3-68, § 132P-12-096, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.	132P-12-204	Open-continuous examinations. [Order 3-68, § 132P-12-204, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
132P-12-120	Sick leave. [Order 3-68, § 132P-12-120, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.	132P-12-207	Conduct of examinations. [Order 3-68, § 132P-12-207, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
132P-12-144	Military training leave with pay. [Order 3-68, § 132P-12-144, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.	132P-12-210	Anonymity of applicants. [Order 3-68, § 132P-12-210, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
132P-12-147	Military leave without pay. [Order 3-68, § 132P-12-147, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.	132P-12-213	Rating of examinations. [Order 3-68, § 132P-12-213, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
132P-12-150	Leave for civil duty. [Order 3-68, § 132P-12-150, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.	132P-12-216	Veteran's preference. [Order 3-68, § 132P-12-216, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
132P-12-153	Leave of absence without pay. [Order 3-68, § 132P-12-153, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80,	132P-12-219	Notification of examination results. [Order 3-68, § 132P-12-219, filed 5/15/68.] Repealed by 80-11-049 (Order 20-

- 80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-221 Medical examination. [Order 3-68, § 132P-12-221, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-224 Establishment and maintenance. [Order 3-68, § 132P-12-224, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-227 Organizational units. [Order 3-68, § 132P-12-227, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-230 Merits lists. [Order 3-68, § 132P-12-230, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-233 Layoff lists. [Order 3-68, § 132P-12-233, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-236 Unranked lists. [Order 3-68, § 132P-12-236, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-239 Duration of eligible lists. [Order 3-68, § 132P-12-239, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-242 Registers—Generally. [Order 3-68, § 132P-12-242, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-245 Registers—Departmental reduction in force—Duration. [Order 3-68, § 132P-12-245, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-248 Registers—Classified service-wide reduction in force—Duration. [Order 3-68, § 132P-12-248, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-251 Registers—Intradepartmental promotion—Duration. [Order 3-68, § 132P-12-251, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-254 Registers—Interdepartmental promotion—Duration. [Order 3-68, § 132P-12-254, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-257 Registers—Departmental unranked reinstatement—Duration. [Order 3-68, § 132P-12-257, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-260 Registers—Classified service-wide unranked reinstatement—Duration. [Order 3-68, § 132P-12-260, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-263 Registers—Unranked transfer—Duration. [Order 3-68, § 132P-12-263, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-266 Registers—Open-competitive—Duration. [Order 3-68, § 132P-12-266, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-269 Removal of names from eligible lists. [Order 3-68, § 132P-12-269, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-272 Comparable lists. [Order 3-68, § 132P-12-272, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-275 Availability of eligibles. [Order 3-68, § 132P-12-275, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-278 Request for employees. [Order 3-68, § 132P-12-278, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-281 Method of certification. [Order 3-68, § 132P-12-281, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-284 Ranked lists. [Order 3-68, § 132P-12-284, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-287 Related lists. [Order 3-68, § 132P-12-287, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-290 Urgency certification. [Order 3-68, § 132P-12-290, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-293 Selection. [Order 3-68, § 132P-12-293, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-296 Probationary appointments. [Order 3-68, § 132P-12-296, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-299 Provisional appointments. [Order 3-68, § 132P-12-299, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-302 In-training appointments. [Order 3-68, § 132P-12-302, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-305 Transfer. [Order 3-68, § 132P-12-305, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-308 Demotion. [Order 3-68, § 132P-12-308, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-311 Purpose. [Order 3-68, § 132P-12-311, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-314 Duration. [Order 3-68, § 132P-12-314, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-317 Removal during probationary period. [Order 3-68, § 132P-12-317, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-320 Demotion during probationary period. [Order 3-68, § 132P-12-320, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-323 Separation. [Order 3-68, § 132P-12-323, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-326 Resignation. [Order 3-68, § 132P-12-326, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-329 Reduction in force—Layoff. [Order 3-68, § 132P-12-329, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80,

**Title 132P**

**Title 132P WAC: Yakima Valley College**

	Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.	132P-12-450	Employment of more than one member of a family. [Order 3-68, § 132P-12-450, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
132P-12-332	Dismissal. [Order 3-68, § 132P-12-332, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.	132P-12-453	False statements—Fraud. [Order 3-68, § 132P-12-453, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
132P-12-335	Abandonment of position. [Order 3-68, § 132P-12-335, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.	132P-12-456	Bribery. [Order 3-68, § 132P-12-456, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
132P-12-338	Disciplinary action. [Order 3-68, § 132P-12-338, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.	132P-12-459	Interference by officials. [Order 3-68, § 132P-12-459, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
132P-12-341	Suspension. [Order 3-68, § 132P-12-341, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.	132P-12-462	Penalties. [Order 3-68, § 132P-12-462, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
132P-12-344	Demotion. [Order 3-68, § 132P-12-344, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.	132P-12-465	Discrimination. [Order 3-68, § 132P-12-465, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
132P-12-347	Reprimand. [Order 3-68, § 132P-12-347, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.	132P-12-468	Personnel records. [Order 3-68, § 132P-12-468, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
132P-12-350	Who may appeal. [Order 3-68, § 132P-12-350, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.	132P-12-471	Roster. [Order 3-68, § 132P-12-471, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
132P-12-353	Procedures for hearing appeals. [Order 3-68, § 132P-12-353, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.	132P-12-474	Reports to the personnel director. [Order 3-68, § 132P-12-474, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
132P-12-356	Employee representation. [Order 3-68, § 132P-12-356, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.	132P-12-477	Public records. [Order 3-68, § 132P-12-477, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
132P-12-359	Grievances. [Order 3-68, § 132P-12-359, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.	132P-12-480	Conflict with federal requirements. [Order 3-68, § 132P-12-480, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
132P-12-425	Questions and inquiries. [Order 3-68, § 132P-12-425, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.	132P-12-483	Severability clause. [Order 3-68, § 132P-12-483, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
132P-12-428	Service ratings. [Order 3-68, § 132P-12-428, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.		
132P-12-431	Education and training. [Order 3-68, § 132P-12-431, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.	<b>Chapter 132P-16</b> <b>NEGOTIATIONS BY CERTIFIED PERSONNEL</b>	
132P-12-434	Outside course work. [Order 3-68, § 132P-12-434, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.	132P-16-003	Purpose. [Order 1-68, § 132P-16-003, filed 4/1/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
132P-12-437	Classes during working hours—Compensation—Authorization. [Order 3-68, § 132P-12-437, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.	132P-16-006	Request for election—Canvass of certificated employees by independent and neutral person or association. [Order 1-68, § 132P-16-006, filed 4/1/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
132P-12-440	Special training programs. [Order 3-68, § 132P-12-440, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.	132P-16-009	Notice of election—Organizations to be included on ballot—Time for filing. [Order 1-68, § 132P-16-009, filed 4/1/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
132P-12-444	Political activity. [Order 3-68, § 132P-12-444, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.	132P-16-012	Contents of notice of election—Designation of chief election officer—Duties. [Order 1-68, § 132P-16-012, filed 4/1/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
132P-12-447	Outside employment. [Order 3-68, § 132P-12-447, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.	132P-16-015	List of certificated employees—Posting of list. [Order 1-68, § 132P-16-015, filed 4/1/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
		132P-16-016	Election inspectors—Duties—Right to challenge voter—Improper conduct. [Order 1-68, § 132P-16-016, filed

	4/1/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.	132P-28-020	Definitions. [Order 72-3, § 132P-28-020, filed 5/14/73; Order 71-1, § 132P-28-020, filed 2/1/71.] Repealed by 81-24-046 (Resolution No. 81-5), filed 11/30/81. Statutory Authority: RCW 28B.50.140.
132P-16-018	Ballots. [Order 1-68, § 132P-16-018, filed 4/1/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.	132P-28-030	Composition of review committee. [Order 72-3, § 132P-28-030, filed 5/14/73; Order 71-1, § 132P-28-030, filed 2/1/71.] Repealed by 81-24-046 (Resolution No. 81-5), filed 11/30/81. Statutory Authority: RCW 28B.50.140.
132P-16-021	Record of vote—Signature—Challenge. [Order 1-68, § 132P-16-021, filed 4/1/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.	132P-28-040	Review committee action. [Order 72-3, § 132P-28-040, filed 5/14/73; Order 71-1, § 132P-28-040, filed 2/1/71.] Repealed by 81-24-046 (Resolution No. 81-5), filed 11/30/81. Statutory Authority: RCW 28B.50.140.
132P-16-024	Incorrectly marked ballot. [Order 1-68, § 132P-16-024, filed 4/1/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.	132P-28-050	Dismissal for sufficient cause. [Order 72-3, § 132P-28-050, filed 5/14/73; Order 71-1, § 132P-28-050, filed 2/1/71.] Repealed by 81-24-046 (Resolution No. 81-5), filed 11/30/81. Statutory Authority: RCW 28B.50.140.
132P-16-027	Privacy for voter—Equipment. [Order 1-68, § 132P-16-027, filed 4/1/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.	132P-28-055	Dismissal for cause. [Order 72-3, § 132P-28-055, filed 5/14/73; Order 71-1, § 132P-28-055, filed 2/1/71.] Repealed by 81-24-046 (Resolution No. 81-5), filed 11/30/81. Statutory Authority: RCW 28B.50.140.
132P-16-030	Folding ballot—Ballot box. [Order 1-68, § 132P-16-030, filed 4/1/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.	132P-28-060	Nonrenewal of tenured faculty contracts. [Order 71-1, § 132P-28-060, filed 2/1/71.] Repealed by Order 72-3, filed 5/14/73.
132P-16-033	Challenged ballot—Procedure. [Order 1-68, § 132P-16-033, filed 4/1/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.	132P-28-070	Review committee recommendations. [Order 72-3, § 132P-28-070, filed 5/14/73; Order 71-1, § 132P-28-070, filed 2/1/71.] Repealed by 81-24-046 (Resolution No. 81-5), filed 11/30/81. Statutory Authority: RCW 28B.50.140.
132P-16-036	Employees present entitled to vote—Sealing ballot box—Unused ballots. [Order 1-68, § 132P-16-036, filed 4/1/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.	132P-28-080	Tenure considerations. [Order 72-3, § 132P-28-080, filed 5/14/73; Order 71-1, § 132P-28-080, filed 2/1/71.] Repealed by 81-24-046 (Resolution No. 81-5), filed 11/30/81. Statutory Authority: RCW 28B.50.140.
132P-16-039	Election inspectors duties after voting has terminated. [Order 1-68, § 132P-16-039, filed 4/1/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.	<b>Chapter 132P-32</b> <b>RULES OF CONDUCT</b> <b>AND PROCEDURES OF ENFORCEMENT</b>	
132P-16-042	Disposition of challenged ballots—Tally sheets—Investigation by chief election officer. [Order 1-68, § 132P-16-042, filed 4/1/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.	132P-32-010	Purpose. [Order 70-4, § 132P-32-010, filed 8/28/70.] Repealed by 82-01-079 (Resolution No. 81-4), filed 12/21/81. Statutory Authority: RCW 285.50.140 [28B.50.140].
132P-16-045	Counting of ballots—Procedure—Certification of results of election—Retention of ballots—Signed voting lists. [Order 1-68, § 132P-16-045, filed 4/1/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.	132P-32-020	Definitions. [Order 70-4, § 132P-32-020, filed 8/28/70.] Repealed by 82-01-079 (Resolution No. 81-4), filed 12/21/81. Statutory Authority: RCW 285.50.140 [28B.50.140].
132P-16-046	Electioneering within the polls forbidden. [Order 1-68, § 132P-16-046, filed 4/1/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.	132P-32-030	Jurisdiction. [Order 70-4, § 132P-32-030, filed 8/28/70.] Repealed by 82-01-079 (Resolution No. 81-4), filed 12/21/81. Statutory Authority: RCW 285.50.140 [28B.50.140].
132P-16-048	Contest of election—Time for filing objections—Investigation of objections. [Order 1-68, § 132P-16-048, filed 4/1/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.	132P-32-040	Prohibited conduct. [Order 70-4, § 132P-32-040, filed 8/28/70.] Repealed by 82-01-079 (Resolution No. 81-4), filed 12/21/81. Statutory Authority: RCW 285.50.140 [28B.50.140].
132P-16-051	Persons eligible to vote—Definition "certificated employee." [Order 1-68, § 132P-16-051, filed 4/1/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.	132P-32-045	Outside speakers. [Order 70-4, § 132P-32-045, filed 8/28/70.] Repealed by 82-01-079 (Resolution No. 81-4), filed 12/21/81. Statutory Authority: RCW 285.50.140 [28B.50.140].
132P-16-054	Election determined by majority of valid votes cast—Run-off election. [Order 1-68, § 132P-16-054, filed 4/1/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.	132P-32-050	Distribution of materials. [Order 70-4, § 132P-32-050, filed 8/28/70.] Repealed by 82-01-079 (Resolution No. 81-4), filed 12/21/81. Statutory Authority: RCW 285.50.140 [28B.50.140].
132P-16-055	Time lapse for new election. [Order 1-68, § 132P-16-055, filed 4/1/68.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.	132P-32-055	Identification. [Order 70-4, § 132P-32-055, filed 8/28/70.] Repealed by 82-01-079 (Resolution No. 81-4), filed 12/21/81. Statutory Authority: RCW 285.50.140 [28B.50.140].
	<b>Chapter 132P-28</b> <b>TENURE POLICY</b>	132P-32-060	Initiation of disciplinary action. [Order 70-4, § 132P-32-060, filed 8/28/70.] Repealed by 82-01-079 (Resolution No. 81-4), filed 12/21/81. Statutory Authority: RCW 285.50.140 [28B.50.140].
132P-28-010	Purpose. [Order 72-3, § 132P-28-010, filed 5/14/73; Order 71-1, § 132P-28-010, filed 2/1/71.] Repealed by 81-24-046 (Resolution No. 81-5), filed 11/30/81. Statutory Authority: RCW 28B.50.140.	132P-32-070	Proceedings before the disciplinary committee. [Order 70-4, § 132P-32-070, filed 8/28/70.] Repealed by 82-01-079 (Resolution No. 81-4), filed 12/21/81. Statutory Authority: RCW 285.50.140 [28B.50.140].
		132P-32-080	Composition of disciplinary committee. [Order 70-4, § 132P-32-080, filed 8/28/70.] Repealed by 82-01-079 (Resolution No. 81-4), filed 12/21/81. Statutory Authority: RCW 285.50.140 [28B.50.140].

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- 132P-32-090 Conviction of a crime. [Order 70-4, § 132P-32-090, filed 8/28/70.] Repealed by 82-01-079 (Resolution No. 81-4), filed 12/21/81. Statutory Authority: RCW 285.50.140 [28B.50.140].
- 132P-32-100 Imposition of discipline. [Order 70-4, § 132P-32-100, filed 8/28/70.] Repealed by 82-01-079 (Resolution No. 81-4), filed 12/21/81. Statutory Authority: RCW 285.50.140 [28B.50.140].
- 132P-32-110 Appeal. [Order 70-4, § 132P-32-110, filed 8/28/70.] Repealed by 82-01-079 (Resolution No. 81-4), filed 12/21/81. Statutory Authority: RCW 285.50.140 [28B.50.140].
- 132P-32-120 Record of disciplinary action. [Order 70-4, § 132P-32-120, filed 8/28/70.] Repealed by 82-01-079 (Resolution No. 81-4), filed 12/21/81. Statutory Authority: RCW 285.50.140 [28B.50.140].
- 132P-32-130 General. [Order 70-4, § 132P-32-130, filed 8/28/70.] Repealed by 82-01-079 (Resolution No. 81-4), filed 12/21/81. Statutory Authority: RCW 285.50.140 [28B.50.140].

**Chapter 132P-84  
REDUCTION IN FORCE  
OF CLASSIFIED PERSONNEL**

- 132P-84-010 Purpose of the rules. [Order 71-9, § 132P-84-010, filed 10/15/71.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-84-020 Definitions. [Order 71-9, § 132P-84-020, filed 10/15/71.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-84-030 Initial procedures for reduction in force. [Order 71-9, § 132P-84-030, filed 10/15/71.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-84-040 Initial order of layoff. [Order 71-9, § 132P-84-040, filed 10/15/71.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-84-050 Options in lieu of layoff. [Order 71-9, § 132P-84-050, filed 10/15/71.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-84-060 Procedures for establishing order of layoff and notice requirements. [Order 71-9, § 132P-84-060, filed 10/15/71.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-84-070 Distribution of layoff notice. [Order 71-9, § 132P-84-070, filed 10/15/71.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-84-080 Reemployment rights of laid off employees. [Order 71-9, § 132P-84-080, filed 10/15/71.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.

**Chapter 132P-104  
BOARD OF TRUSTEES—BYLAWS**

- 132P-104-010 Offices. [Order 74-1, § 132P-104-010, filed 6/7/74; Order 72-1, § 132P-104-010, filed 12/7/72. Formerly WAC 132P-04-010.] Repealed by 80-06-044 (Order 80-1), filed 5/14/80 and 80-11-048 (Order 20-80, and Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-104-011 Meetings. [Statutory Authority: RCW 28B.50.070. 78-05-012 (Resolution No. 78-13), § 132P-104-011, filed 4/11/78; Order 77-2, § 132P-104-011, filed 11/1/77; Order 74-1, § 132P-104-011, filed 6/7/74; Order 72-1, § 132P-104-011, filed 12/7/72. Formerly WAC 132P-04-020.] Repealed by 80-06-044 (Order 80-1), filed 5/14/80 and 80-11-048 (Order 20-80, and Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-104-012 Executive sessions. [Order 72-1, § 132P-104-012, filed 12/7/72. Formerly WAC 132P-04-030.] Repealed by 80-

- 06-044 (Order 80-1), filed 5/14/80 and 80-11-048 (Order 20-80, and Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-104-020 Order of agenda. [Statutory Authority: RCW 28B.50.130. 79-07-012 (Order 79-1, Resolution No. 79-44), § 132P-104-020, filed 6/8/79; Order 72-1, § 132P-104-020, filed 12/7/72. Formerly WAC 132P-04-040.] Repealed by 80-06-044 (Order 80-1), filed 5/14/80 and 80-11-048 (Order 20-80, and Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-104-030 Records of board action. [Order 72-1, § 132P-104-030, filed 12/7/72. Formerly WAC 132P-04-050.] Repealed by 80-06-044 (Order 80-1), filed 5/14/80 and 80-11-048 (Order 20-80, and Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-104-031 Parliamentary procedure. [Order 72-1, § 132P-104-031, filed 12/7/72. Formerly WAC 132P-04-060.] Repealed by 80-06-044 (Order 80-1), filed 5/14/80 and 80-11-048 (Order 20-80, and Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-104-032 Adoption or revision of policies. [Order 72-1, § 132P-104-032, filed 12/7/72. Formerly WAC 132P-04-070.] Repealed by 80-06-044 (Order 80-1), filed 5/14/80 and 80-11-048 (Order 20-80, and Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-104-040 Officers of the board. [Order 72-1, § 132P-104-040, filed 12/7/72. Formerly WAC 132P-04-080.] Repealed by 80-06-044 (Order 80-1), filed 5/14/80 and 80-11-048 (Order 20-80, and Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-104-045 Committees. [Order 72-1, § 132P-104-045, filed 12/7/72. Formerly WAC 132P-04-090.] Repealed by 80-06-044 (Order 80-1), filed 5/14/80 and 80-11-048 (Order 20-80, and Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-104-050 Fiscal year. [Order 72-1, § 132P-104-050, filed 12/7/72. Formerly WAC 132P-04-100.] Repealed by 80-06-044 (Order 80-1), filed 5/14/80 and 80-11-048 (Order 20-80, and Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-104-060 Official seal. [Order 72-1, § 132P-104-060, filed 12/7/72. Formerly WAC 132P-04-110.] Repealed by 80-06-044 (Order 80-1), filed 5/14/80 and 80-11-048 (Order 20-80, and Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-104-070 Changes to bylaws. [Order 72-1, § 132P-104-070, filed 12/7/72. Formerly WAC 132P-04-120.] Repealed by 80-06-044 (Order 80-1), filed 5/14/80 and 80-11-048 (Order 20-80, and Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.

**Chapter 132P-120  
STUDENTS RIGHTS AND RESPONSIBILITIES**

- 132P-120-710 Employment opportunities. [Order 72-2, § 132P-120-710, filed 12/4/72.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-120-720 On-campus employment. [Order 72-2, § 132P-120-720, filed 12/4/72.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-120-730 Scholarships. [Order 72-2, § 132P-120-730, filed 12/4/72.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-120-810 Purpose. [Order 72-2, § 132P-120-810, filed 12/4/72.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-120-815 Issuance. [Order 72-2, § 132P-120-815, filed 12/4/72.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-120-816 Cost of cards. [Order 72-2, § 132P-120-816, filed 12/4/72.] Repealed by 80-11-049 (Order 20-80, Resolu-

- tion No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-120-820 Admission to events. [Order 72-2, § 132P-120-820, filed 12/4/72.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-120-825 Special events. [Order 72-2, § 132P-120-825, filed 12/4/72.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-120-830 Identification. [Order 72-2, § 132P-120-830, filed 12/4/72.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-120-910 Athletic eligibility. [Order 72-2, § 132P-120-910, filed 12/4/72.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.

**Chapter 132P-132  
COLLEGE CALENDAR**

- 132P-132-010 College year. [Order 72-2, § 132P-132-010, filed 12/4/72.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.

**Chapter 132P-144  
SPECIAL CHARGES**

- 132P-144-010 Purpose. [Order 72-2, § 132P-144-010, filed 12/4/72.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-144-020 Responsibility. [Order 72-2, § 132P-144-020, filed 12/4/72.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.

**Chapter 132P-168  
THE LIBRARY**

- 132P-168-010 The library. [Order 72-2, § 132P-168-010, filed 12/4/72.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.

**Chapter 132P-180  
COSTS AND SPECIAL FEES  
FOR CONTRACTED EDUCATIONAL SERVICES**

- 132P-180-010 Costs and special fees for contracted educational services. [Order 77-3, § 132P-180-010, filed 12/30/77.] Repealed by 80-11-049 (Order 20-80, Resolution No. 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.

**Chapter 132P-08 WAC  
PRACTICE AND PROCEDURE**

**WAC**

- 132P-08-001 Formal hearing policy.
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- 132P-08-360 Depositions upon interrogatories—Provisions of depo-  
sition rule.
- 132P-08-400 Hearing officers.
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- 132P-08-420 Duties of hearing officers.
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- 132P-08-460 Rules of evidence—Admissibility criteria.
- 132P-08-470 Tentative admission—Exclusion—Discontinuance—  
Objections.
- 132P-08-480 Form and content of decisions in contested cases.

**WAC 132P-08-001 Formal hearing policy.** In each instance that a formal hearing is required by institutional policy or chapter 28B.19 RCW, the provisions of WAC 132P-08-002 through 132P-08-999 shall be applicable.

[Order 76-2, § 132P-08-001, filed 12/6/76.]

**WAC 132P-08-005 Definitions.** As used herein, the term "agency" shall mean the board of trustees of Yakima Valley Community College or any duly appointed hearing officer or officers.

[Order 76-2, § 132P-08-005, filed 12/6/76.]

**WAC 132P-08-010 Appearance and practice before agency.** No person may appear in a representative capacity before the agency other than the following:

(1) Attorneys at law duly qualified and entitled to practice before the supreme court of the state of Washington.

(2) Attorneys at law duly qualified and entitled to practice before the highest court of record of any other state, if the attorneys at law of the state of Washington are permitted to appear in a representative capacity before administrative agencies of such other state, and if not otherwise prohibited by our state law.

(3) Persons otherwise qualified as possessing the requisite skill to appear and expertly represent others who have applied to the agency and have been duly authorized by the agency to appear in a representative capacity before the agency.

(4) A bona fide officer, partner, or full time employee of an individual firm, association, partnership, or corporation who appears for such individual firm, association, partnership or corporation.

[Order 76-2, § 132P-08-010, filed 12/6/76.]

**WAC 132P-08-080 Notice and opportunity for hearing in contested cases.** In any contested case, all parties shall be served with a notice at least ten days before the date set for the hearing. The notice shall be signed by the president of Yakima Valley Community College or his designee and shall state the time, place, and issues involved, as required by RCW 28B.19.120.

[Order 76-2, § 132P-08-080, filed 12/6/76.]

**WAC 132P-08-090 Service of process—By whom served.** The agency shall cause to be served all orders, notices and other papers issued by it, together with any other papers which it is required by law to serve. Every other paper shall be served by the party filing it.

[Order 76-2, § 132P-08-090, filed 12/6/76.]

**WAC 132P-08-100 Service of process—Upon whom served.** All papers served by either the agency or any party shall be served upon all counsel of record at the time of such filing and upon parties not represented by counsel or upon their agents designated by them or by law. Any counsel entering an appearance subsequent to the initiation of the proceeding shall notify all other counsel then of record and all parties not represented by counsel of such fact.

[Order 76-2, § 132P-08-100, filed 12/6/76.]

**WAC 132P-08-110 Service of process—Service upon parties.** The final order, and any other paper required to be served by the agency upon a party, shall be served upon such party or upon the agent designated by him or by law to receive service of such papers, and a copy shall be furnished to counsel of record.

[Order 76-2, § 132P-08-110, filed 12/6/76.]

**WAC 132P-08-120 Service of process—Method of service.** Service of papers shall be made personally or, unless otherwise provided by law, by first-class, registered, or certified mail; or by telegraph.

[Order 76-2, § 132P-08-120, filed 12/6/76.]

**WAC 132P-08-130 Service of process—When service complete.** Service upon parties shall be regarded as complete: By mail, upon deposit in the United States mail properly stamped and addressed; by telegraph, when deposited with a telegraph company properly addressed and with charges prepaid.

[Order 76-2, § 132P-08-130, filed 12/6/76.]

**WAC 132P-08-140 Service of process—Filing with agency.** Papers required to be filed with the agency shall be deemed filed upon actual receipt by the secretary of the agency at Yakima, Washington, accompanied by proof of service upon parties required to be served.

[Order 76-2, § 132P-08-140, filed 12/6/76.]

**WAC 132P-08-230 Depositions and interrogatories in contested cases—Right to take.** Except as may be otherwise provided, any party may take the testimony of any

person, including a party, by deposition upon oral examination or written interrogatories for use as evidence in the proceeding, except that leave must be obtained if notice of the taking is served by a proponent within twenty days after the filing of a complaint, application or petition. Depositions shall be taken only in accordance with this rule.

[Order 76-2, § 132P-08-230, filed 12/6/76.]

**WAC 132P-08-240 Depositions and interrogatories in contested cases—Scope.** Unless otherwise ordered, the deponent may be examined regarding any matter not privileged, which is relevant to the subject matter involved in the proceeding.

[Order 76-2, § 132P-08-240, filed 12/6/76.]

**WAC 132P-08-250 Depositions and interrogatories in contested cases—Officer before whom taken.** Within the United States or within a territory or insular possession subject to the dominion of the United States depositions shall be taken before an officer authorized to administer oaths by the laws of the state of Washington or of the place where the examination is held; within a foreign country, depositions shall be taken before a secretary of an embassy or legation, consul general, vice consul or consular agent of the United States, or a person designated by the agency or agreed upon by the parties by stipulation in writing filed with the agency. Except by stipulation, no deposition shall be taken before a person who is a party or the privy of a party, or a privy of any counsel of a party, or who is financially interested in the proceedings.

[Order 76-2, § 132P-08-250, filed 12/6/76.]

**WAC 132P-08-260 Depositions and interrogatories in contested cases—Authorization.** A party desiring to take the deposition of any person upon oral examination shall give reasonable notice of not less than three days in writing to the agency and all parties. The notice shall state the time and place for taking the deposition, the name and address of each person to be examined, if known, and if the name is not known, a general description sufficient to identify him or the particular class or group to which he belongs. On motion of a party upon whom the notice is served, the agency may for cause shown, enlarge or shorten the time. If the parties so stipulate in writing, depositions may be taken before any person, at any time or place, upon any notice, and in any manner and when so taken may be used as other depositions.

[Order 76-2, § 132P-08-260, filed 12/6/76.]

**WAC 132P-08-270 Depositions and interrogatories in contested cases—Protection of parties and deponents.** After notice is served for taking a deposition, upon its own motion or upon motion reasonably made by any party or by the person to be examined and upon notice and for good cause shown, the agency may make an order that the deposition shall not be taken, or that it may be taken only at some designated place other than that stated in the notice, or that it may be taken only on written interrogatories, or that certain matters shall not be inquired into, or that the scope of the examination shall be limited to certain matters, or that



the examination shall be limited to certain matters, or that the examination shall be held with no one present except the parties to the action and their officers or counsel, or that after being sealed, the deposition shall be opened only by order of the agency, or that business secrets or secret processes, developments, or research need not be disclosed, or that the parties shall simultaneously file specified documents or information enclosed in sealed envelopes to be opened as directed by the agency; or the agency may make any other order which justice requires to protect the party or witness from annoyance, embarrassment, or oppression. At any time during the taking of the deposition, on motion of any party or of the deponent and upon a showing that the examination is being conducted in bad faith or in such manner as unreasonably to annoy, embarrass, or oppress the deponent or party, the agency may order the officer conducting the examination to cease forthwith from taking the deposition, or may limit the scope and manner of the taking of the deposition as above provided. If the order made terminates the examination, it shall be resumed thereafter only upon the order of the agency. Upon demand of the objecting party or deponent, the taking of the deposition shall be suspended for the time necessary to make a motion for an order.

[Order 76-2, § 132P-08-270, filed 12/6/76.]

**WAC 132P-08-280 Depositions and interrogatories in contested cases—Oral examination and cross-examination.** Examination and cross-examination shall proceed as at an oral hearing. In lieu of participating in the oral examination, any party served with notice of taking a deposition may transmit written cross interrogatories to the officer who, without first disclosing them to any person, and after the direct testimony is complete, shall propound them seriatim to the deponent and record or cause the answers to be recorded verbatim.

[Order 76-2, § 132P-08-280, filed 12/6/76.]

**WAC 132P-08-290 Depositions and interrogatories in contested cases—Recordation.** The officer before whom the deposition is to be taken shall put the witness on oath and shall personally or by someone acting under his direction and in his presence, record the testimony by typewriter directly or by transcription from stenographic notes, wire or record recorders, which record shall separately and consecutively number each interrogatory. Objections to the notice, qualifications of the officer taking the deposition, or to the manner of taking it, or to the evidence presented or to the conduct of the officer, or of any party, shall be noted by the officer upon the deposition. All objections by any party not so made are waived.

[Order 76-2, § 132P-08-290, filed 12/6/76.]

**WAC 132P-08-300 Depositions and interrogatories in contested cases—Signing attestation and return.** (1) When the testimony is fully transcribed the deposition shall be submitted to the witness for examination and shall be read to or by him, unless such examination and reading are waived by the witness and by the parties. Any changes in form or substance which the witness desires to make shall be

entered upon the deposition by the officer with a statement of the reasons given by the witness for making them. The deposition shall then be signed by the witness, unless the parties by stipulation waive the signing or the witness is ill or cannot be found or refuses to sign. If the deposition is not signed by the witness, the officer shall sign it and state on the record the fact of the waiver or of the illness or absence of the witness or the fact of the refusal to sign together with the reason, if any, given therefor; and the deposition may then be used as fully as though signed, unless on a motion to suppress the agency holds that the reasons given for the refusal to sign require rejection of the deposition in whole or in part.

(2) The officer shall certify on the deposition that the witness was duly sworn by him and that the deposition is a true record of the testimony given by the witness. He shall then securely seal the deposition in an envelope endorsed with the title of proceeding and marked "Deposition of (here insert name of witness)" and shall promptly send it by registered or certified mail to the agency for filing. The party taking the deposition shall give prompt notice of its filing to all other parties. Upon payment of reasonable charges therefor, the officer shall furnish a copy of the deposition to any party or to the deponent.

[Order 76-2, § 132P-08-300, filed 12/6/76.]

**WAC 132P-08-310 Depositions and interrogatories in contested cases—Use and effect.** Subject to rulings by the agency upon objections a deposition taken and filed as provided in this rule will not become a part of the record in the proceeding until received in evidence by the agency upon its own motion or the motion of any party. Except by agreement of the parties or ruling of the agency, a deposition will be received only in its entirety. A party does not make a party, or the privy of a party, or any hostile witness his witness by taking his deposition. Any party may rebut any relevant evidence contained in a deposition whether introduced by him or any other party.

[Order 76-2, § 132P-08-310, filed 12/6/76.]

**WAC 132P-08-320 Depositions and interrogatories in contested cases—Fees of officers and deponents.** Deponents whose depositions are taken and the officers taking the same shall be entitled to the same fees as are paid for like services in the superior courts of the state of Washington, which fees shall be paid by the party at whose instance the depositions are taken.

[Order 76-2, § 132P-08-320, filed 12/6/76.]

**WAC 132P-08-330 Depositions upon interrogatories—Submission of interrogatories.** Where the deposition is taken upon written interrogatories, the party offering the testimony shall separately and consecutively number each interrogatory and file and serve them with a notice stating the name and address of the person who is to answer them and the name or descriptive title and address of the officer before whom they are to be taken. Within ten days thereafter a party so served may serve cross-interrogatories upon the party proposing to take the deposition. Within five days

thereafter, the latter may serve redirect interrogatories upon the party who served cross-interrogatories.

[Order 76-2, § 132P-08-330, filed 12/6/76.]

**WAC 132P-08-340 Depositions upon interrogatories—Interrogation.** Where the interrogatories are forwarded to an officer authorized to administer oaths as provided in WAC 132P-08-250 the officer taking the same after duly swearing the deponent, shall read to him seriatim, one interrogatory at a time and cause the same and the answer thereto to be recorded before the succeeding interrogatory is asked. No one except the deponent, the officer and the court reporter or stenographer recording and transcribing it shall be present during the interrogation.

[Order 76-2, § 132P-08-340, filed 12/6/76.]

**WAC 132P-08-350 Depositions upon interrogatories—Attestation and return.** The officer before whom interrogatories are verified or answered shall:

(1) Certify under his official signature and seal that the deponent was duly sworn by him, that the interrogatories and answers are a true record of the deponent's testimony that no one except deponent, the officer and the stenographer were present during the taking, and that neither he nor the stenographer, to his knowledge, is a party, privy to a party, or interested in the event of the proceedings, and

(2) Promptly send by registered or certified mail the original copy of the deposition and exhibits with his attestation to the agency, one copy to the counsel who submitted the interrogatories and another copy to the deponent.

[Order 76-2, § 132P-08-350, filed 12/6/76.]

**WAC 132P-08-360 Depositions upon interrogatories—Provisions of deposition rule.** In all other respects, depositions upon interrogatories shall be governed by the previous deposition rule.

[Order 76-2, § 132P-08-360, filed 12/6/76.]

**WAC 132P-08-400 Hearing officers.** In each instance that a formal hearing is required by institutional policy or chapter 28B.19 RCW, and upon receipt of a request for a formal hearing filed in accordance with chapter 28B.19 RCW, the chairman, vice chairman, or another member of the board of trustees, on the basis of longevity and in the preceding order, may appoint one or more hearing officers, not to exceed three for any one hearing, to preside over, conduct and make proposals for decisions, including findings of fact and conclusions of law, in each instance, and shall afford an opportunity for a formal hearing after not less than ten days notice and provide such individual requesting formal hearing with notice of the hearing in accordance with the provisions of chapter 28B.19 RCW.

[Order 76-2, § 132P-08-400, filed 12/6/76.]

**WAC 132P-08-410 Hearing procedures.** Each hearing shall be conducted in the manner provided for in these rules and in chapter 28B.19 RCW.

[Order 76-2, § 132P-08-410, filed 12/6/76.]

**WAC 132P-08-420 Duties of hearing officers.** (1)

All hearing officers appointed in accordance with WAC 132P-08-400 shall conduct hearings in the same manner and shall have the same authority as provided in hearings by the board of trustees as set forth in these rules and in chapter 28B.19 RCW: *Provided*, That hearing officers shall only make proposals for decisions.

(2) The proposals for decisions and findings of fact and conclusions of law shall be forthwith served upon the parties and transmitted to the board of trustees, together with a record of the proceeding. Within ten days of service of such proposal for decision, any party adversely affected may file exceptions, and thereafter all parties may present written argument to the board of trustees, which shall consider the whole record or such portions as may be cited by the parties. The board of trustees in its discretion may allow oral argument before taking final action on the matter after it has received the proposal for decision from the hearing officer. The board may limit the length of oral or written argument and impose reasonable limitations regarding the time and place for the presentation of the written or oral argument. After a review of the matter, and giving reasonable consideration to the proposal for decision by the hearing officer or officers, the board of trustees shall announce its decision and the final action to be taken.

[Order 76-2, § 132P-08-420, filed 12/6/76.]

**WAC 132P-08-430 Stipulations and admissions of record.** The existence or nonexistence of a material fact, as made or agreed in a stipulation or in an admission of record, will be conclusively presumed against any party bound thereby, and no other evidence with respect thereto will be received upon behalf of such party, provided:

(1) Upon whom binding. Such a stipulation or admission is binding upon the parties by whom it is made, their privies and upon all other parties to the proceeding who do not expressly and unequivocally deny the existence or nonexistence of the material fact so admitted or stipulated upon the making thereof, if made on the record at a prehearing conference, oral hearing, oral argument or by a writing filed and served upon all parties within five days after a copy of such stipulation or admission has been served upon them;

(2) Withdrawal. Any party bound by a stipulation or admission of record at any time prior to final decision may be permitted to withdraw the same in whole or in part by showing to the satisfaction of the agency that such stipulation or admission was made inadvertently or under a bona fide mistake of fact contrary to the true fact and that its withdrawal at the time proposed will not unjustly prejudice the rights of other parties to the proceeding.

[Order 76-2, § 132P-08-430, filed 12/6/76.]

**WAC 132P-08-440 Definition of issues before hearing.** In all proceedings the issues to be adjudicated shall be made initially as precise as possible, in order that the agency may proceed promptly to conduct the hearings on relevant and material matter only.

[Order 76-2, § 132P-08-440, filed 12/6/76.]

**WAC 132P-08-450 Continuances.** Any party who desires a continuance shall, immediately upon receipt of notice of a hearing, or as soon thereafter as facts requiring such continuance come to his knowledge, notify the agency of said desire, stating in detail the reasons why such continuance is necessary. The agency, in passing upon a request for continuance, shall consider whether such request was promptly and timely made. For good cause shown, the agency may grant such a continuance and may at any time order a continuance upon its motion. During a hearing, if it appears in the public interest or in the interest of justice that further testimony or argument should be received, the agency may in its discretion continue the hearing and fix the date for introduction of additional evidence or presentation of argument. Such oral notice shall constitute final notice of such continued hearing.

[Order 76-2, § 132P-08-450, filed 12/6/76.]

**WAC 132P-08-460 Rules of evidence—Admissibility criteria.** Subject to the other provisions of these rules, all relevant evidence is admissible which, in the opinion of the agency is the best evidence reasonably obtainable, having due regard for its necessity, availability and trustworthiness. In passing upon the admissibility of evidence, the agency shall give consideration to, but shall not be bound to follow, the rules of evidence governing civil proceedings, in matters not involving trial by jury, in the superior court of the state of Washington.

[Order 76-2, § 132P-08-460, filed 12/6/76.]

**WAC 132P-08-470 Tentative admission—Exclusion—Discontinuance—Objections.** When objection is made to the admissibility of evidence, such evidence may be received subject to a later ruling. The agency may, in its discretion, either with or without objection, exclude inadmissible evidence or order cumulative evidence discontinued. Parties objecting to the introduction of evidence shall state the precise grounds of such objection at the time such evidence is offered.

[Order 76-2, § 132P-08-470, filed 12/6/76.]

**WAC 132P-08-480 Form and content of decisions in contested cases.** Every decision and order, whether proposed, initial, or final, shall:

- (1) Be correctly captioned as to name of agency and name of proceeding;
- (2) Designate all parties and counsel to the proceeding;
- (3) Include a concise statement of the nature and background of the proceeding;
- (4) Be accompanied by appropriate numbered findings of fact and conclusions of law;
- (5) Whenever practical, the conclusions of law shall include the reason or reasons for the particular order or remedy afforded;
- (6) Wherever practical, the conclusions and/or order shall be referenced to specific provisions of the law and/or regulations appropriate thereto, together with reasons and precedents relied upon to support the same.

[Order 76-2, § 132P-08-480, filed 12/6/76.]

## Chapter 132P-20 WAC DRUG POLICY

### WAC

132P-20-010	Introduction—Responsibility of college.
132P-20-020	Educational responsibility regarding drugs.
132P-20-030	Programs regarding drugs.
132P-20-040	Drug policy—Requested procedure.
132P-20-050	Drug policy—Violation—Disciplinary action.
132P-20-060	Violation of drug laws—College involvement—Hearing committee.
132P-20-070	Violation of drug laws—Action by college.
132P-20-080	Violation of drug laws—Suspension of student.
132P-20-090	Hearing committee—Members—Appeal.
132P-20-100	Violation of drug laws—Nonstudent.
132P-20-110	Constitutional rights of individuals.

**WAC 132P-20-010 Introduction—Responsibility of college.** The board of trustees, students, faculty, and administration of Community College No. 16 believe the primary responsibility of a college to be the creation of a scholarly environment in which the interchange between students, faculty, and administrators will produce the fullest opportunities for the maturation of every individual involved.

[Order 2-68, § 132P-20-010, filed 4/10/68.]

**WAC 132P-20-020 Educational responsibility regarding drugs.** Believing that no areas of search into human values and problems are to be restricted, the college recognizes as part of its educational responsibility the necessity of providing for frank, honest, and thorough discussions of the role of drugs in modern society.

[Order 2-68, § 132P-20-020, filed 4/10/68.]

**WAC 132P-20-030 Programs regarding drugs.** It shall be the responsibility of the students, faculty, and administration of Yakima Valley College to provide programs consistent with a thorough and honest discussion of the issue.

[Order 2-68, § 132P-20-030, filed 4/10/68.]

**WAC 132P-20-040 Drug policy—Requested procedure.** In order to implement the above policy, the following techniques are requested procedures in which this may be accomplished:

- (1) Conduct a voluntary workshop for faculty and student leaders. This would be a background for future meetings and classroom discussions.
- (2) Provide in the library materials in sufficient quantities on the subject of drugs and drug abuses. These materials should be current and readily available. Prepare a complete bibliography on the subjects.
- (3) Provide necessary background and materials for discussion of drugs and drug abuse in all psychology and health education sections. At least one class period each quarter should be reserved for this subject.
- (4) Conduct at least one program each quarter on drugs and drug abuses; which shall be held in the college auditorium. This would be held during the noon hour.
- (5) Conduct an evening session on drugs and drug abuses; which shall be held in the college auditorium for interested students and members of the community.

(6) Present a new student orientation program on drugs and drug abuse each quarter. The program will be directed toward college rules and regulations and federal and state laws on the subject. The program is to be given by the president.

[Order 2-68, § 132P-20-040, filed 4/10/68.]

**WAC 132P-20-050 Drug policy—Violation—Disciplinary action.** The college does not in any way condone the medically uncontrolled use of hallucinogens and other drugs by students. In view of existing legal restrictions and scientific evidence concerning the effects of these drugs; if a student possesses, manufactures, sells, uses, or causes someone else to use these drugs on college property, property of the Yakima Valley corporate board, or property under the supervision and control of the college, he becomes subject to the immediate disciplinary action by the college.

[Order 2-68, § 132P-20-050, filed 4/10/68.]

**WAC 132P-20-060 Violation of drug laws—College involvement—Hearing committee.** Where college regulations do not apply, and when a student is charged with violation of public or criminal law regarding drugs, the college may become involved only at the student's request. In no case should college involvement include acceptance of disciplinary responsibility in lieu of criminal action. The hearing committee may reexamine students convicted by civil authority where the welfare of other students might be jeopardized. Only the hearing committee has the authority to call for such reexamination.

[Order 2-68, § 132P-20-060, filed 4/10/68.]

**WAC 132P-20-070 Violation of drug laws—Action by college.** In the event that a student is charged by legal authorities in connection with alleged violation of statutory provisions regarding drug abuse, the college will not initiate any specific action against this student until after a plea of guilty or a conviction is secured in a court and the student is sentenced.

[Order 2-68, § 132P-20-070, filed 4/10/68.]

**WAC 132P-20-080 Violation of drug laws—Suspension of student.** Any student of Yakima Valley College, convicted or who has entered a plea of guilty to a gross misdemeanor or felony resulting from a violation of drug or narcotic laws while in attendance, shall be automatically suspended. This action may be appealed to the hearing committee, but only at the initiative of the suspended individual.

[Order 2-68, § 132P-20-080, filed 4/10/68.]

**WAC 132P-20-090 Hearing committee—Members—Appeal.** The procedure for dealing with an individual case shall be as follows: The student will appear before the hearing committee consisting of four elected or appointed students, three faculty members, and the director of student personnel. The latter will serve as chairman of this group. The method of appointing or electing students shall be determined by the student executive council; the faculty

members shall be selected by the faculty senate. Throughout the hearing the convicted student will be granted due process and right of appeal to the college president, to the board of trustees of College District No. 16, and finally to the state board of community college education.

[Order 2-68, § 132P-20-090, filed 4/10/68.]

**WAC 132P-20-100 Violation of drug laws—Nonstudent.** Any nonstudent associated with Yakima Valley College violating WAC 132P-20-080 shall not be subject to the application of the hearing committee procedure because of his nonstudent classification; however, if found guilty of a violation set forth in WAC 132P-20-080, shall be subject to a like procedure before the proper college authorities and shall be subject to the degree equal, but not restricted to, that treatment prescribed for any student or students found to be in violation of this policy.

[Order 2-68, § 132P-20-100, filed 4/10/68.]

**WAC 132P-20-110 Constitutional rights of individuals.** Underlying all of these procedures will be the college recognition of a concern for the constitutional rights of all individuals.

[Order 2-68, § 132P-20-110, filed 4/10/68.]

## Chapter 132P-24 WAC CRIMINAL TRESPASS

### WAC

132P-24-010	Purpose.
132P-24-020	Definition.
132P-24-030	Hours.
132P-24-040	Roof tops.
132P-24-050	Obstructions of entrances or hallways.
132P-24-060	Hallways.
132P-24-070	Offices.
132P-24-080	Penalty.
132P-24-090	Notice.
132P-24-100	Emergency.

**WAC 132P-24-010 Purpose.** The board of trustees of Community College District No. 16 adopt the following rules to implement the criminal trespass law of the state of Washington.

[Order 4-69, § 132P-24-010, filed 9/4/69; Emergency Order 3-69, § 132P-24-010, filed 8/1/69; Emergency Order 1-69, § 132P-24-010, filed 5/2/69.]

**WAC 132P-24-020 Definition.** The term "building" as used in these rules shall mean any building or structure situated on the campus of Yakima Valley College or used by and which is under the control and supervision of Yakima Valley College District No. 16.

[Order 4-69, § 132P-24-020, filed 9/4/69; Emergency Order 3-69, § 132P-24-020, filed 8/1/69; Emergency Order 1-69, § 132P-24-020, filed 5/2/69.]

**WAC 132P-24-030 Hours.** All buildings shall be closed to students and the public before and after regular school hours, which shall be determined by the president, except for those times and for those purposes approved by the president, or in his absence, his designee.

[Order 4-69, § 132P-24-030, filed 9/4/69; Emergency Order 3-69, § 132P-24-030, filed 8/1/69; Emergency Order 1-69, § 132P-24-030, filed 5/2/69.]

**WAC 132P-24-040 Roof tops.** No person or persons shall at any time go on the roof of any building without the express consent of the president, or in his absence, his designee.

[Order 4-69, § 132P-24-040, filed 9/4/69; Emergency Order 3-69, § 132P-24-040, filed 8/1/69; Emergency Order 1-69, § 132P-24-040, filed 5/2/69.]

**WAC 132P-24-050 Obstructions of entrances or hallways.** No person or persons shall obstruct the entrances or exits of any of the campus parking lots, or any building, or erect any barrier which would prevent the free ingress and free egress of people to and from the parking lots, buildings, or rooms situated within any building.

[Order 4-69, § 132P-24-050, filed 9/4/69; Emergency Order 3-69, § 132P-24-050, filed 8/1/69; Emergency Order 1-69, § 132P-24-050, filed 5/2/69.]

**WAC 132P-24-060 Hallways.** No person or persons shall in any way obstruct a corridor or hallway of any building in any manner which would in any way prevent the free movement of persons through any corridor or hallway.

[Order 4-69, § 132P-24-060, filed 9/4/69; Emergency Order 3-69, § 132P-24-060, filed 8/1/69; Emergency Order 1-69, § 132P-24-060, filed 5/2/69.]

**WAC 132P-24-070 Offices.** No person or persons shall be permitted inside the work counters or railings or barriers separating the administrative offices or work areas from the public and students without the express consent of the president or administrative officer in charge of said offices.

[Order 4-69, § 132P-24-070, filed 9/4/69; Emergency Order 3-69, § 132P-24-070, filed 8/1/69; Emergency Order 1-69, § 132P-24-070, filed 5/2/69.]

**WAC 132P-24-080 Penalty.** Any student or faculty member violating these rules may be subject to prosecution for criminal trespass and/or disciplinary proceedings as provided in the rules adopted by the board of trustees. Any person violating these rules may be subject to prosecution for criminal trespass.

[Order 4-69, § 132P-24-080, filed 9/4/69; Emergency Order 3-69, § 132P-24-080, filed 8/1/69; Emergency Order 1-69, § 132P-24-080, filed 5/2/69.]

**WAC 132P-24-090 Notice.** Any person or persons violating these rules shall be notified by the president or his duly authorized agent of the violation, and they shall be given a period of thirty minutes to comply with these rules, or be subject to these penalties provided in the preceding paragraph.

[Order 4-69, § 132P-24-090, filed 9/4/69; Emergency Order 3-69, § 132P-24-090, filed 8/1/69; Emergency Order 1-69, § 132P-24-090, filed 5/2/69.]

**WAC 132P-24-100 Emergency.** The board of trustees of Community College District No. 16 find the immediate adoption of the foregoing rules is necessary for the preservation of the public health, safety, and general welfare of the students and public, and that observance of the requirements of notice and opportunity to present views

on the proposed action would be contrary to the public interest.

[Order 4-69, § 132P-24-100, filed 9/4/69; Emergency Order 3-69, § 132P-24-100, filed 8/1/69; Emergency Order 1-69, § 132P-24-100, filed 5/2/69.]

## Chapter 132P-33 WAC

### STUDENT RIGHTS AND RESPONSIBILITIES

#### WAC

#### STUDENT RIGHTS AND RESPONSIBILITIES

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#### SUMMARY SUSPENSION RULES

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### STUDENT RIGHTS AND RESPONSIBILITIES

**WAC 132P-33-010 Preamble.** Yakima Valley Community College is dedicated not only to learning and the advancement of knowledge but also to the development of ethically sensitive and responsible persons. It seeks to achieve these goals through a sound educational program and policies concerning conduct that encourage independence and maturity while strengthening the spirit of mutual cooperation and responsibility shared by all members of the college community. Sharing goals held in common, the students, faculty, and staff of Yakima Valley Community College are joined in voluntary association in an educational community.

The student is, first of all, a member of the community at large, and as such, is entitled to the rights and responsibilities of any citizen of comparable age and maturity. In

addition, students, as members of the college are in the unique position of being citizens of two communities, subject to the regulations imposed by both and accountable to both.

Yakima Valley Community College expects that students will respect the laws of the greater society. As an agency of the state of Washington, the college must respect and adhere to the regulations established by local, state, and federal authorities. As an educational institution, it has the added responsibility for assisting students in gaining an understanding of the law and its function, and the responsibilities imposed upon each individual in a democratic society to respect and support the legal structure which protects the individual and the society. As a functioning organization, it also has the responsibility to develop a set of regulations to assure the orderly conduct of the affairs of the college.

Admission to the college carries with it the expectation that students will conduct themselves as responsible members of the college community, that they will comply with the rules and regulations of the college, maintain high standards of integrity and honesty, respect the rights, privileges and property of other members of the college community and will not interfere with legitimate college affairs.

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

[Statutory Authority: RCW 285.50.140 [28B.50.140]. 82-01-079 (Resolution No. 81-4), § 132P-33-010, filed 12/21/81.]

**WAC 132P-33-020 Definitions.** As used in this code of student rights and responsibilities the following words and phrases shall mean:

(1) "YVCC senate" means the representative governing body for students at Yakima Valley Community College recognized by the board of trustees.

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

(3) "Board" means the board of trustees of Community College District 16, state of Washington.

(4) "College" means Yakima Valley Community College located within Community College District 16, state of Washington.

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

(6) "College personnel" refers to any person employed by Community College District 16 on a full-time or part-time basis, except those who are faculty members.

(7) "Disciplinary action" means and includes suspension or any lesser sanction of any student by the dean of students, the student hearing committee, college president, or the board of trustees for the violation of any of the provisions of the code of student rights and responsibilities for which such sanctions may be imposed.

(a) The college president or designee shall have the authority to take any disciplinary action including the authority to suspend any student of the college for a period not to exceed ten academic calendar days.

(b) The college president or designee shall have the authority to take any disciplinary action including the authority to suspend any student of the college.

(8) "District" means Community College District 16, state of Washington.

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

(10) "President" means the duly appointed chief executive officer of Yakima Valley Community College, District 16, state of Washington, or in his/her absence, the acting chief executive officer.

(11) "Recognized student organization" means and includes any group or organization composed of students which is recognized formally by the student government of the college.

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

(13) "Student," unless otherwise qualified, means and includes any person who is enrolled for classes or formally in the process of applying for admission to the college.

[Statutory Authority: RCW 285.50.140 [28B.50.140]. 82-01-079 (Resolution No. 81-4), § 132P-33-020, filed 12/21/81.]

**WAC 132P-33-030 Jurisdiction.** (1) All rules herein adopted shall apply to every student whenever said student is present upon or in any college facility and whenever said student is present at or engaged in any college sponsored activity or function which is held on or in noncollege facilities not open to attendance by the general public.

(2) Persons aiding or abetting a student's breach of this code shall be subject to having their privilege removed as to remaining on college property or engaging in college-sponsored activities, and/or appropriate disciplinary action pursuant to HEPB rules or faculty and administrative rules and regulations of conduct. If the privilege to remain on campus is revoked, trespassers shall be subject to possible arrest and prosecution under the state criminal trespass law.

[Statutory Authority: RCW 285.50.140 [28B.50.140]. 82-01-079 (Resolution No. 81-4), § 132P-33-030, filed 12/21/81.]

**WAC 132P-33-040 Authority to prohibit trespass.**

(1) The college president is authorized in the instance of any event that the college president deems impedes the move-

ment of persons or vehicles or which the college president deems to disrupt or threatens to disrupt the ingress and/or egress of persons from college facilities, and the college president acting through the dean of students, or such other designated person shall have authority and power to:

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

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

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

(2) Any student who shall disobey a lawful order given by the campus president or designee pursuant to the requirements of subsection (1) of this section shall be subject to disciplinary action.

[Statutory Authority: RCW 285.50.140 [28B.50.140]. 82-01-079 (Resolution No. 81-4), § 132P-33-040, filed 12/21/81.]

#### **WAC 132P-33-050 Right to demand identification.**

(1) For the purpose of determining identity of a person as a student any faculty member or other college personnel authorized by the campus president may demand that any person on college facilities produce evidence of student enrollment at the college. Tender of the student identification card will satisfy this requirement.

(2) Refusal by a student to produce identification as required shall subject the student to disciplinary action.

[Statutory Authority: RCW 285.50.140 [28B.50.140]. 82-01-079 (Resolution No. 81-4), § 132P-33-050, filed 12/21/81.]

**WAC 132P-33-060 Freedom of access to higher education.** Students are free to pursue their educational goals; appropriate opportunities for learning in the classroom and on the campus shall be provided by the district. The college shall maintain an open-door policy, to the end that no student will be denied admission because of the location of the student's residence, or because of the student's educational background or ability; that, insofar as is practical in the judgment of the board, curriculum offerings shall be provided to meet the educational and training needs of the community generally and the students thereof; and that all students, regardless of their differing courses of study, will be considered, known and recognized equally as members of the student body: *Provided*, That the administrative officers of the college may deny admission to a prospective student or attendance to an enrolled student if, in their judgment, the student would not be competent to profit from the curriculum offerings of the community college, or would, by the student's presence or conduct, create a disruptive atmosphere within the community college inconsistent with the purposes of the institution.

[Statutory Authority: RCW 285.50.140 [28B.50.140]. 82-01-079 (Resolution No. 81-4), § 132P-33-060, filed 12/21/81.]

**WAC 132P-33-070 Freedom of expression.** Fundamental to the democratic process are the rights of free speech and peaceful assembly. Students and other members

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of the college community shall always be free to express their views or support causes by orderly means which do not disrupt the regular and essential operations of the college.

Concomitantly, while supporting the rights of students and other members of the college community, the college recognizes the responsibility to maintain an atmosphere on campus conducive to a sound educational endeavor.

Persons expressing their opinion may not interfere with vehicular or pedestrian traffic or interfere with or disrupt the processes of the college.

[Statutory Authority: RCW 285.50.140 [28B.50.140]. 82-01-079 (Resolution No. 81-4), § 132P-33-070, filed 12/21/81.]

**WAC 132P-33-080 Freedom of association and organization.** Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the college community. They are free to organize and join associations to promote any legal purpose, whether it be religious, political, educational, recreational, or social.

Student organizations must be granted a charter by the college student government before they may be officially recognized. Prior to becoming chartered, a student organization must submit to the student government a statement of purpose, criteria for membership, a statement of operating rules or procedures, and the name of a college employee who has agreed to serve as advisor. All student organizations must also submit to the student government a list of officers and keep that list updated when changes occur. In order to qualify for issuance of a charter, a student organization must be open to all students without respect to race, sex, creed, or national origin, except for religious qualifications which may be required by organizations whose aims are primarily sectarian, or for other reasonable justifications which are directly related to the purposes of the organization. Affiliation with a noncampus organization shall not be grounds for denial of charter provided that other conditions for charter issuance have been met.

[Statutory Authority: RCW 285.50.140 [28B.50.140]. 82-01-079 (Resolution No. 81-4), § 132P-33-080, filed 12/21/81.]

**WAC 132P-33-090 Student participation in college governance.** As members of the college community, students will be free, individually and collectively, to express their views on college policy, and on matters of general interest to the student body. The ASYVCC constitution and the college's administrative procedures provide clear channels for student participation in the formulation and application of institutional policies regarding academic and student affairs. Individuals affected by a policy shall have a representative voice in the formulation of that policy.

[Statutory Authority: RCW 285.50.140 [28B.50.140]. 82-01-079 (Resolution No. 81-4), § 132P-33-090, filed 12/21/81.]

**WAC 132P-33-100 Student records.** In compliance with the Family Educational Rights and Privacy Act, this policy has been created to insure continued confidentiality of student records at the college and govern the release of personally identifiable information contained within.

(1) **Education record.** Education records are defined as those records, files, and documents containing information

directly pertaining to a student. At Yakima Valley Community College these are:

(a) Records pertaining to admission, advisement, registration, grading and progress to a degree that are maintained by the registrar.

(b) Testing information used for advisement and counseling purposes by the counseling center.

(c) Information concerning payment of fees as maintained by the business office.

(d) Financial aid information as collected by the financial aid office.

(e) Information regarding students participating in student government or athletics that is maintained by the student programs office.

(2) **Access to education records.** Students who are or have attended the college have the right to examine or review their personal records, as defined above, by submitting to the registrar a written request indicating education records to which access is desired.

Note: Charges may be assessed for reproduced copies of education records.

(3) **Directory information.** The following information is considered "directory information" and thus may be disclosed without consent of the student, unless otherwise directed by the student, at any time, to the registrar in writing: The student's name, address, telephone number, date and place of birth, major field of study, eligibility for and participation in officially recognized activities, organizations, and sports, weight and height of members of athletic teams, dates of attendance, honor roll, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

(4) **Disclosure from education records.** In addition to directory information the college will, at its discretion, make disclosures from education records of students with the student's prior written consent or to the following listed parties:

(a) College officials including college administrative and clerical staff, faculty, and students where officially elected or appointed to the ASYVCC senate or employed by the college. Access or release of records to the above is permissible only when the information is required for advisement, counseling, record keeping, reporting, or other legitimate educational interest consonant with their specific duties and responsibilities.

(b) To officials of another school in which the student seeks or intends to enroll.

(c) To authorized federal, state, or local officials as required by law.

(d) In connection with financial aid for which the student has applied or received.

(e) To accrediting organization, or organizations conducting studies for or on behalf of the institution.

(f) To appropriate parties in a health or safety emergency.

(g) To parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1954, upon receipt of a written affidavit stating that the student is a dependent for income tax purposes. This, however, will not affect the other rights of the student.

In cases where consent of the student is required for release of education records, the student shall in writing, signed and dated by the student, specify: The records to be disclosed, the purpose or purposes of the disclosure, and the name of the party or parties to whom the disclosure can be made.

When personally identifiable information is released without prior consent of the student, other than directory information and information released to college officials or the student, the college official in charge of these records will record the names of the parties who have requested information from education records and the nature of the interest in that information.

Educational records released to third parties shall be accompanied by a statement indicating that the information cannot be subsequently released in a personally identifiable form to other parties without obtaining the consent of the student. The college is not precluded from permitting their party disclosures to other parties listed in subsection (4)(a) through (g) of this section.

(5) **Challenge of education records.** Students who believe that information contained in their education records is inaccurate, misleading or violates the privacy of other rights of the student may request in writing to the appropriate college official that the college amend their record(s). The college official(s) will make every effort to settle disputes through informal meetings and discussion with the student.

In instances where disputes regarding contents of education records cannot be resolved by the parties concerned, the college official involved shall advise the student of the right to a hearing through a written request to the registrar or dean of students. Should the registrar or dean of students deem that the education records in question are inaccurate or misleading, he or she can ask that the records be amended by the appropriate college official. If the education records are held to be accurate, the student shall be granted the opportunity to place within those records a personal statement commenting upon the information contained within.

Each eligible student is afforded the right to file a complaint concerning alleged failures by the college to comply with the requirements of the act. The address of the office designated to investigate, process, and review violations and complaints which are filed is:

The Family Educational Rights and  
Privacy Act Office (FERPA)  
Department of Health, Education, and Welfare  
330 Independence Avenue, SW  
Washington, DC 20201

Copies of the Federal Register pertaining to the Family Education Rights and Privacy Act may be obtained from:

Superintendent of Documents  
US Government Printing Office  
Washington, DC 20402

[Statutory Authority: RCW 285.50.140 [28B.50.140]. 82-01-079 (Resolution No. 81-4), § 132P-33-100, filed 12/21/81.]

**WAC 132P-33-110 Student publications.** The college recognizes the fact that student publications are a



valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and institutional authorities and of formulating opinion on various issues on the campus and in the college community at large. They may also serve as a means of journalistic and/or creative expression.

The college, as the publisher of student publications, must bear the legal responsibility for the contents of the publications.

Students shall have freedom to deal with any ideas and to express any opinions in the student publications without fear of their censorship. Editors and managers of student publications are protected from arbitrary suspension and removal. Only for proper and stated causes, as outlined in the statement of purpose or philosophy adopted for each student publication, should editors and managers be subject to removal and then by orderly and prescribed procedures.

At the same time, student editors and managers are charged with corollary responsibilities to be governed by the canons of responsible journalism, including the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.

[Statutory Authority: RCW 285.50.140 [28B.50.140]. 82-01-079 (Resolution No. 81-4), § 132P-33-110, filed 12/21/81.]

**WAC 132P-33-120 Student complaints.** Student complaints regarding academic employees (faculty) are governed by the negotiated policy agreement between the faculty and college board of trustees. Students with complaints about academic employees may contact the dean of students, director of student programs and activities, or division chairs for further information. Complaints regarding the staff and administrators shall be brought to the attention of the appropriate dean or the college president.

[Statutory Authority: RCW 285.50.140 [28B.50.140]. 82-01-079 (Resolution No. 81-4), § 132P-33-120, filed 12/21/81.]

**WAC 132P-33-130 Distribution and posting of materials.** The college encourages free expression. Use of college facilities as provided herein, however, does not accord users immunity from legal action.

Permission for posting of literature in the various restricted areas provided therefore, shall be obtained from the following college officials:

(1) The director of student programs for posting on the restricted posting areas of the HUB and those areas located on the campus outside of college buildings.

(2) Deans and directors for posting on the restricted posting areas provided in the appropriate college facility.

ASYVCC campaign rules govern special poster and sign locations for elections. Information on these special policies and regulations is available in the ASYVCC office.

Posting of posters, signs, and other publicity or promotional materials is permitted only in the locations specified above. All material sought to be posted in restricted posting areas must have the identity of its sponsorship appearing on its face.

The dissemination or distribution of materials by persons on the public streets, walks and ways of the campus or off-campus college facility, shall be subject to the laws of the particular city, state of Washington, and the United States.

Permission for the dissemination or distribution of materials in other areas of the college campus, buildings and facilities shall be obtained from the director of student programs. Persons distributing materials without permission shall be subject to the provisions of the *Code of student rights and responsibilities*.

[Statutory Authority: RCW 285.50.140 [28B.50.140]. 82-01-079 (Resolution No. 81-4), § 132P-33-130, filed 12/21/81.]

**WAC 132P-33-140 Commercial and promotional activities.** College facilities may not be used for commercial solicitations, advertising, or promotional activities except when such activities clearly serve educational objectives (as in display of books or technical books or technical equipment of interest to the academic community), and when they are conducted under the sponsorship or at the request of a college department or the associated students, and so long as such use does not interfere with or operate to the detriment of the conduct of college affairs.

[Statutory Authority: RCW 285.50.140 [28B.50.140]. 82-01-079 (Resolution No. 81-4), § 132P-33-140, filed 12/21/81.]

**WAC 132P-33-150 Use of college facilities.** Any recognized ASYVCC organization may request approval from the director of student programs to utilize available college facilities for authorized activities as provided for in official ASYVCC documents. Facilities will be provided free of charge to the organization except when such use necessitates staffing and services beyond regular college requirements. Standard college fees will be charged in these cases.

Use of facilities for purposes other than those approved or in an irresponsible manner may result in withdrawal of this privilege for an organization.

Student organizations should schedule facility use requests with the director of student programs as far in advance as possible.

[Statutory Authority: RCW 285.50.140 [28B.50.140]. 82-01-079 (Resolution No. 81-4), § 132P-33-150, filed 12/21/81.]

**WAC 132P-33-160 Noncollege speaker policy.** The trustees, the administration, and the faculty of the college subscribe to the proposition that an important aspect of the education of college students is the opportunity to listen to speakers representing a wide variety of opinions and beliefs on important public issues. In conformity with the American tradition of free speech and free inquiry, the following policies are established governing the appearance on campus of speakers not themselves members of the college community:

(1) Any recognized ASYVCC student organization with the written sanction of its advisor, may ask individuals to speak on the campus subject to normal restraints imposed by considerations of common decency and the state law.

(2) The appearance of a speaker on the campus does not involve an endorsement, either implicit or explicit, of the

speaker's views by the college, its students, its faculty, its administration, or its board of trustees.

(3) The scheduling of facilities for hearing invited speakers shall be made through the office of the director of student programs.

(4) The director of student programs or designee will be notified at least three academic calendar days prior to the appearance of an invited speaker, at which time a form (available in the student programs office) must be completed with such particulars as name of speaker, speech or discussion topic, time of appearance(s) and sponsoring organization. The form must bear the signature of the sponsoring organization's advisor. Exceptions to the three day ruling may be made by the director of student programs with the approval of the dean of students.

(5) The dean of students may require views other than those of the invited speaker to be presented at the meeting, or at a subsequent meeting. The campus president may assign a faculty member to preside over any meeting where a speaker has been invited.

[Statutory Authority: RCW 285.50.140 [28B.50.140]. 82-01-079 (Resolution No. 81-4), § 132P-33-160, filed 12/21/81.]

**WAC 132P-33-170 Violations.** Any student shall be subject to immediate disciplinary action provided for in code procedures and summary suspension rules who, either as a principal actor or aider or abettor:

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

(2) Violates any provision of the *Code of student rights and responsibilities*;

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

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

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

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

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

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

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

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

(h) Intentionally inciting others to engage immediately in any of the conduct prohibited herein, which incitement leads directly to such conduct. (Inciting is that advocacy which prepares the group addressed for imminent action and steers it to the conduct prohibited herein.)

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

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

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

(l) Using, possessing, furnishing, or selling any narcotic or dangerous drug as those terms are used in Washington statutes, except when the use or possession of a drug is specifically prescribed as medication by an authorized medical doctor or dentist.

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

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

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

[Statutory Authority: RCW 285.50.140 [28B.50.140]. 82-01-079 (Resolution No. 81-4), § 132P-33-170, filed 12/21/81.]

**WAC 132P-33-180 Emergency procedures.** In the event of activities which interfere with the orderly operation of the college as defined in WAC 132P-33-070, Freedom of expression, the dean of students or the college president or their designees shall determine the course of action which appears to offer the best possibility for resolution of the problem. The emergency procedures outlined below will be followed if deemed essential:

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

(2) Inform them that they should cease and desist. Indicate an area on campus where they are able to conduct their activities without interfering with the operation of the college, if such an area is available.

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

[Statutory Authority: RCW 285.50.140 [28B.50.140]. 82-01-079 (Resolution No. 81-4), § 132P-33-180, filed 12/21/81.]

## CODE PROCEDURES

**WAC 132P-33-190 Purpose of disciplinary actions.** The college may apply sanctions or take other appropriate action when student conduct materially and substantially interferes with the college's:

(1) Primary educational responsibility of ensuring the opportunity for all students of the college community to attain their educational objectives; or

(2) Subsidiary responsibilities of protection and maintaining property, keeping records, other services, and

sponsoring nonclassroom activities such as lectures, concerts, athletic events, and social functions. Disciplinary action proceedings shall determine whether and under what condition the violator may continue as a student at the college.

(a) Nothing herein shall prevent faculty members from taking reasonable summary action as may be reasonably necessary to maintain order when they have reason to believe that such action is necessary for the physical safety and well-being of the student, or the safety and protection of other students or of college property or where the student's conduct materially and substantially disrupts the educational process.

(b) Such summary action in the form of removal from the classroom shall be effective for a period not to exceed two scheduled classroom days.

(c) Faculty shall maintain a written record of any summary action and a copy shall be filed with the dean of students within two scheduled classroom days.

(d) Any summary action may be appealed to the dean of students for an informal hearing.

[Statutory Authority: RCW 285.50.140 [28B.50.140]. 82-01-079 (Resolution No. 81-4), § 132P-33-190, filed 12/21/81.]

**WAC 132P-33-200 Initial proceedings.** (1) **Initiation of prosecution.** Students, faculty members, administrators and other employees of the district shall have concurrent authority to report violations which will be acted upon by the dean of students. All disciplinary proceedings will be initiated by the dean of students or designated representative.

(2) **Notice requirements.** Any student charged with a violation of the *Code of student rights and responsibilities* shall be notified by the dean of students or designated representative within two academic calendar days after the filing of such a report. The notice shall not be ineffective if presented later due to the student's absence. Such notice shall:

(a) Inform the student that a report has been filed alleging that the student violated specific provisions of the code and the date of the violation; and

(b) Set forth those provisions allegedly violated; and

(c) Specify the exact time and date the student is required to meet with the dean of students; and

(d) Specify the exact time, date, and location of the formal hearing, if one is required; and

(e) Inform the student that he/she may question witnesses, that he/she may have anyone appear in his/her behalf to defend him/her, that he/she may have a maximum of three character witnesses appear in his/her behalf; and

(f) Inform the student that failure to appear at either of the appointed times at the dean of student's office or at the hearing may subject the student to suspension from the institution for a stated or indefinite period of time.

(3) **Meeting with the dean of students.**

(a) At the meeting with the dean of students the student shall be informed of provisions of the *Code of student rights and responsibilities* that are involved, that the student may appeal any sanction imposed by the dean of students and that if a hearing is required the student may have that hearing open to the public. If the student requests a formal hearing, the dean of students shall take no action nor make any

determination in the matter other than to inform the student again of the time, date, and location of the formal hearing.

(b) After considering the evidence in the case and interviewing the student or students involved, the dean of students may take any of the following actions:

(i) Terminate the proceedings exonerating the student or students; or

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

(iii) Impose minor sanctions directly, such as but not limited to, warning, reprimand, fine, restitution, disciplinary probation, subject to the student's right of appeal described below; or

(iv) Refer the matter to the student hearing committee for a recommendation to the college president or designee as to appropriate action; or

(v) Recommend to the college president or designee that the student shall immediately be notified in writing of such recommendation and of the right to a hearing before the student hearing committee prior to the college president or designee's final decision.

(c) A student accused of violating any provision of the *Code of student rights and responsibilities* shall be given immediate notification of any disciplinary action taken by the dean of students or designated representative.

(d) No disciplinary action taken by or at the recommendation of the dean of students or designated representative is final unless the student fails to exercise the right of appeal as provided for in these rules. The college president or designee after reviewing the case, including any statement the student may file with the college president or designee, shall either give written approval of the action taken by or at the recommendation of the dean of students, or give written direction as to what lesser disciplinary action, if any, is to be taken.

[Statutory Authority: RCW 285.50.140 [28B.50.140]. 82-01-079 (Resolution No. 81-4), § 132P-33-200, filed 12/21/81.]

**WAC 132P-33-210 Appeals.** (1) Appeals contesting recommendations of disciplinary action(s) shall be taken in the following order:

(a) Disciplinary action taken by or at the recommendation of the dean of students or designated representative may be appealed to the student hearing committee;

(b) Disciplinary recommendations made by the student hearing committee may be appealed by the student to the college president; in the case of a recommendation for suspension it may also be appealed to the college president;

(c) Disciplinary action taken by the college president and resulting in suspension exceeding in duration one college quarter may be appealed by the student to the board of trustees and their decision shall be final.

(2) All appeals by a student must be made in writing to the committee, college president or designee or board of trustees and presented to the committee, college president or designee or chairman of the board of trustees within ten calendar days after the student has been notified of the action from which he/she has a right of appeal.

[Statutory Authority: RCW 285.50.140 [28B.50.140]. 82-01-079 (Resolution No. 81-4), § 132P-33-210, filed 12/21/81.]

**WAC 132P-33-220 Student hearing committee. (1) Composition.** The college shall have a standing committee composed of nine members, who shall be chosen and appointed no later than October 15 of each year to serve as a standing committee until their successors are appointed. The membership of the standing committee shall consist of three members of the administration, excepting the dean of students, chosen by the college president; three faculty members chosen by the faculty organization; and three students chosen by the ASYVCC senate. Any student entitled to a hearing before a student hearing committee shall choose, in writing, five members of the standing committee to hear and decide the appeal, provided, the student must choose at least one student, one faculty member and one member of the administration from the nine member standing committee. The balance of the student hearing committee, two members, may be chosen from the remainder of the standing committee, provided that both shall not be from the same classification. If a hearing is to be conducted for a student from a specialized program (i.e., allied health, vocational-technical), an additional member will be appointed to the hearing committee by the division involved. In the event that unforeseen circumstances prevent a previously selected committee member from attending the hearing, the student must choose a replacement from among the balance of the standing committee.

**(2) Procedures for hearing.**

(a) Five members of the student hearing committee will hear, de novo, and make recommendations to the college president or designee on all disciplinary cases appealed to the committee by the student or referred to it by the dean of students or designated representative. Recommendations involving suspension will be referred to the college president or designee.

(b) The student hearing committee shall elect from among its five members a chairman for the purpose of presiding at the disciplinary hearing.

(c) Hearings generally will be held in closed session, except when a student requests that persons other than those directly involved be invited to attend. If at any time during the conduct of a hearing any person is disruptive of the proceedings, the chairman of the student hearing committee may exclude such person from the hearing room.

(d) The student has a right to a fair and impartial hearing before the committee on any charge of violating a provision or provisions of the *Code of student rights and responsibilities*. The student's failure to cooperate with the hearing procedures hereinafter outlined, however, shall not preclude the committee from making its findings of fact, conclusions and recommendations as provided below. Failure by the student to cooperate may be taken into consideration by the committee in recommending to the college president or designee the appropriate disciplinary action.

(e) The student shall be given written notice of the time and place of the hearing before the committee. Said notice shall contain:

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

(ii) A statement of the specific charges against the student including references to the particular sections of the *Code of student rights and responsibilities* involved;

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

(f) The student shall be entitled to hear and examine the evidence against him/her and be informed of the identity of its source; the student shall be entitled to present evidence in his/her own behalf and cross-examine witnesses testifying against him/her as to factual matters. The student shall have all authority possessed by the college to obtain information that the student specifically describes, in writing, and tenders to the dean of students no later than three days prior to the hearings or to request the presence of witnesses or the production of other evidence relevant to the hearings.

(g) The student may be represented by counsel of his/her choice at the disciplinary hearings. If the student elects to choose a duly licensed attorney admitted to practice in any state in the United States as counsel, the student must tender three days notice thereof to the dean of students.

(h) In all disciplinary proceedings the college may be represented by the dean of students or designee; the dean of students may then present the college's case against the student accused of violating the *Code of student rights and responsibilities*, provided, that in those cases in which the student elects to be represented by a licensed attorney, the dean of students may elect to have the college represented by an assistant attorney general.

(i) The proceedings of the hearing shall be recorded. A copy thereof shall be on file at the office of the dean of students.

(j) The time of the hearing may be advanced by the committee at the request of the student or continued for good cause.

**(3) Admissible evidence.**

(a) Only those matters presented at the hearing in the presence of the accused student will be considered in determining whether the student hearing committee has sufficient cause to believe that the accused student is guilty of violating the rules that the student is charged with having violated.

(b) In determining whether sufficient cause, as stated in the preceding paragraph (a) of this subsection, does exist, members of the student hearing committee shall give probative effect to evidence which possesses probative value commonly accepted by reasonably prudent persons in the conduct of their affairs.

(c) The chairman of the student hearing committee shall, in the course of presiding at the disciplinary hearing, give effect to the rules of privilege recognized by law and exclude incompetent, irrelevant, immaterial and unduly repetitious evidence.

(4) **Interference with proceedings.** Any student interfering with the proceedings of the meeting with the dean of students or the formal hearing or any subsequent hearing shall be in contempt of the proceedings and may be summarily suspended from the college by the dean of students or the student hearing committee or the college president or designee, or the board of trustees at the time the interference takes place or within fifteen academic calendar days thereafter.

**(5) Decision by the committee.**

(a) Upon conclusion of the disciplinary hearing, the student hearing committee shall consider all the evidence therein presented and decide by majority vote whether to recommend to the college president or designee the following actions:

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

(ii) That the college impose minor sanctions directly, such as, but not limited to, a warning, reprimand, fine, restitution, or disciplinary probation;

(iii) That the student be suspended from college including a recommendation of the duration of suspension.

(b) The student shall be provided with a copy of the committee's findings of fact and conclusions regarding whether the student did violate any rule or rules of the *Code of student rights and responsibilities* and the committee's recommendation to the college president or designee. The committee shall also advise the student in writing of the right to present within ten calendar days, a written statement to the college president or designee appealing the recommendation of the committee.

[Statutory Authority: RCW 285.50.140 [28B.50.140]. 82-01-079 (Resolution No. 81-4), § 132P-33-220, filed 12/21/81.]

**WAC 132P-33-230 Final decision regarding disciplinary sanction.** (1) The college president or designee (except the dean of students) shall, after reviewing the record of the case prepared by the student hearing committee together with any statement filed by the student, include therein a written acceptance of the recommendations of the committee, or written directions as to what lesser disciplinary sanction shall be taken.

(2) If the college president or designee decides that discipline is to be imposed after the review provided by subsection (1) of this section, the college president or designee shall notify the student in writing of the discipline imposed.

(3) In all cases of disciplinary action, the decision of the college president or designee shall be final except for those cases involving suspension if the suspension has been appealed to the board.

[Statutory Authority: RCW 285.50.140 [28B.50.140]. 82-01-079 (Resolution No. 81-4), § 132P-33-230, filed 12/21/81.]

**WAC 132P-33-240 Disciplinary sanctions.** The following definitions of disciplinary terms have been established and shall be the sanctions imposed upon violators of the *Code of student rights and responsibilities*:

(1) **Warning.** Notice to a student, either verbally or in writing, that the student has been in violation of college rules or regulations or has otherwise failed to meet the college's standards of conduct. Such warnings will include the statement that continuation or repetition of the specific conduct involved or other misconduct will normally result in one of the more serious disciplinary actions described below.

(2) **Reprimand.** Formal action censuring a student for violation of the college rules or regulations or has otherwise failed to meet the college's standards of conduct. Reprimands shall be made in writing to the student by the officer of agency taking action, with copies filed in the office of the

dean of students. A reprimand will include the statement that continuation or repetition of the specific conduct involved or other misconduct will normally result in one of the more serious disciplinary actions described below.

(3) **Fines.** The dean of students and/or the student hearing committee may assess monetary fines up to a maximum of twenty-five dollars against individual students for violation of college rules and regulations or for the failure to meet the college's standards of conduct. Failure to pay such fines within thirty days will result in suspension for an indefinite period of time as set forth in subsection (6) of this section, provided that a student may be reinstated upon payment of the fine.

(4) **Restitution.** An individual student may be required to make restitution for damage or loss to college or other property and for injury to persons. Failure to make restitution within thirty days will result in suspension for an indefinite period of time as set forth in subsection (6) of this section, provided that a student may be reinstated upon payment.

(5) **Disciplinary action.** Formal action placing conditions upon the student's continued attendance for violation of college rules or regulations or other failure to meet the college standards of conduct. The office or agency placing the student on disciplinary probation or action will specify, in writing, the period of probation or action and the conditions, such as limiting the student's participation in extra curricular activities, denial of admission to a specific class, or other possible penalties. Disciplinary probation or action warns the student that any further misconduct will automatically raise the question of suspension from the college. Disciplinary probation or action may be for a specified term or for an indefinite period which may extend to graduation or other termination of the student's enrollment in the college.

(6) **Suspension.** Temporary or indefinite dismissal from the college and termination of the student status of a student for violation of college rules or regulations or for failure to meet the college's standards of conduct. The notification of suspending a student will indicate, in writing, the term of the suspension and any special conditions which must be met before readmission. Refund of fees for the quarter in which disciplinary action is taken shall be in accord with the college's refund policy. Students suspended on the basis of conduct which disrupted the orderly operation of the campus or any facility of the district may be denied access to all or any part of the campus or other facility.

[Statutory Authority: RCW 285.50.140 [28B.50.140]. 82-01-079 (Resolution No. 81-4), § 132P-33-240, filed 12/21/81.]

**WAC 132P-33-250 Readmission after suspension.** Any student suspended from the college for disciplinary reasons may be readmitted upon expiration of the time period for which the suspension was issued. If the student has been suspended for an indefinite period, or feels that circumstances warrant reconsideration of the temporary suspension prior to its expiration, the student may be readmitted following approval of a written petition submitted to the dean of students. Such petitions must state reasons which support a reconsideration of the matter. Before readmission may be granted, such petitions must be reviewed

and approved by the college president or designee, or by the board in those cases in which it made the final disciplinary action decision.

[Statutory Authority: RCW 285.50.140 [28B.50.140]. 82-01-079 (Resolution No. 81-4), § 132P-33-250, filed 12/21/81.]

**WAC 132P-33-260 Reestablishment of academic standings.** Students who have been suspended pursuant to disciplinary procedures set forth in code procedures of summary suspension rules, and whose suspension upon appeal is found to have been unwarranted shall be provided the opportunity to reestablish their academic and student standing to the extent possible within the abilities of the college, including an opportunity to retake examinations or otherwise complete course offerings missed by reason of such action.

[Statutory Authority: RCW 285.50.140 [28B.50.140]. 82-01-079 (Resolution No. 81-4), § 132P-33-260, filed 12/21/81.]

### SUMMARY SUSPENSION RULES

**WAC 132P-33-270 Initiation of summary suspension proceedings.** The college president or designee may suspend any student of the college for not more than ten academic calendar days pending investigation, action or persecution on charges of an alleged *Code of student rights and responsibilities* violation or violations, and if the college president or designee has reason to believe the student's physical or emotional safety and well-being, or the safety and well-being of the other college community members, or the safety and well-being of the college property command such suspension.

[Statutory Authority: RCW 285.50.140 [28B.50.140]. 82-01-079 (Resolution No. 81-4), § 132P-33-270, filed 12/21/81.]

**WAC 132P-33-280 Permission to enter or remain on campus.** During the period of summary suspension, the student shall not enter any campus of District 16 other than to meet with the dean of students or to attend the hearing. However, the dean of students may grant the student special permission to enter a campus for the express purpose of meeting with faculty, staff, or students in preparation for the hearing.

[Statutory Authority: RCW 285.50.140 [28B.50.140]. 82-01-079 (Resolution No. 81-4), § 132P-33-280, filed 12/21/81.]

**WAC 132P-33-290 Notice of summary suspension proceedings.** (1) If the college president or designee desires to exercise the authority to summarily suspend a student, the college president shall cause notice thereof to be served upon that student by registered or certified mail at the student's last known address, or by causing personal service of such notice upon that student.

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

(a) The charges against the student including reference to the provisions of the *Code of student rights and responsibilities* involved; and

(b) That the student charged must appear before the dean of students at a time specified in the notice.

[Statutory Authority: RCW 285.50.140 [28B.50.140]. 82-01-079 (Resolution No. 81-4), § 132P-33-290, filed 12/21/81.]

**WAC 132P-33-300 Procedures of summary suspension hearing.** (1) At the summary suspension hearing, the student against whom the violation or violations are alleged shall have the opportunity of proving to the dean of students that there is no cause to believe that the violation stated on the notice of summary suspension proceedings did occur, and that immediate suspension is not necessary nor justifiable pursuant to summary suspension rules, WAC 132P-33-270 through 132P-33-350.

(2) The student may offer personal oral testimony or that of any person, submit any statement or affidavit, examine any affidavit or cross-examine any witness, and submit any matter in extenuation or mitigation of the violation or violations charged.

(3) The dean of students shall at the time of the summary suspension proceedings determine whether there is probable cause to believe that a violation of law or of provisions of the *Code of student rights and responsibilities* has occurred, and whether there is reason to believe that immediate suspension is necessary. In the course of making such a decision, the dean of students may consider the sworn affidavits or oral testimonies of persons who have alleged that the student charged had committed a violation of law or provisions of the *Code of student rights and responsibilities* and the oral testimony and affidavits submitted by the student charged.

[Statutory Authority: RCW 285.50.140 [28B.50.140]. 82-01-079 (Resolution No. 81-4), § 132P-33-300, filed 12/21/81.]

**WAC 132P-33-310 Decision by the dean of students.** If the dean of students, following the conclusion of the summary suspension proceedings, finds that there is probable cause to believe that:

(1) The student against whom specific violations of law or of provisions of the *Code of student rights and responsibilities* are alleged has committed one or more of such violations upon any college facility; and

(2) That summary suspension of said student is necessary under the provisions of summary suspension rules, WAC 132P-33-270 through 132P-33-350; and

(3) Such violation or violations of the law or of provisions of the *Code of student rights and responsibilities* constitute grounds for disciplinary action, then the dean of students may, with the written approval of the college president, suspend such student from college.

[Statutory Authority: RCW 285.50.140 [28B.50.140]. 82-01-079 (Resolution No. 81-4), § 132P-33-310, filed 12/21/81.]

**WAC 132P-33-320 Notice of summary suspension.**

(1) If a student is suspended pursuant to the above rules, the student shall be provided with a written copy of the dean of students' findings of fact and conclusions, as expressly concurred in by the college president, which constituted probable cause to believe that the conditions for summary suspension existed.

(2) The student suspended pursuant to the authority of this rule shall be served a copy of the notice of suspension by personal service or by registered mail. Notice by mail

shall be sent to said student's last known address. The suspension shall be effective from the day of the notice of suspension is mailed or personal service accomplished, whichever shall occur first.

[Statutory Authority: RCW 285.50.140 [28B.50.140]. 82-01-079 (Resolution No. 81-4), § 132P-33-320, filed 12/21/81.]

#### **WAC 132P-33-330 Suspension for failure to appear.**

If the student against whom specific violations of provisions of the *Code of student rights and responsibilities* have been alleged has been served pursuant to the notice required and then fails to appear at the time designated for the summary suspension proceedings, the dean of students may, with the written concurrence of the college president, suspend the student from college.

[Statutory Authority: RCW 285.50.140 [28B.50.140]. 82-01-079 (Resolution No. 81-4), § 132P-33-330, filed 12/21/81.]

**WAC 132P-33-340 Appeal.** (1) Any student aggrieved by an order issued at the summary suspension proceedings may appeal the same to the college president or designee. No such appeal shall be entertained, however, unless written notice of the appeal, specifically describing alleged errors in the proceedings of findings of the dean of students and the college president, is tendered at the office of the college president within seventy-two hours following the date notice of summary suspension was served or mailed to the student, whichever occurred first.

(2) The college president or designee shall, as soon as reasonably possible, examine the allegations contained within the notice of appeal, along with the findings of the dean of students, the record of summary suspension proceedings, and determine therefrom whether the summary suspension order is justified. Following such examination, the college president or designee may, at his/her discretion, stay the summary suspension pending determination of the merits of the disciplinary proceedings pursuant to the provisions of the code procedures.

(3) The college president or designee shall notify the appealing student within forty-eight hours following his/her consideration of the notice of appeal, as to whether the summary suspension shall be maintained or stayed pending disposition of the disciplinary proceedings pursuant to the provisions of the code procedures.

[Statutory Authority: RCW 285.50.140 [28B.50.140]. 82-01-079 (Resolution No. 81-4), § 132P-33-340, filed 12/21/81.]

**WAC 132P-33-350 Summary suspension proceedings not duplicious.** (1) The summary suspension proceedings shall in no way substitute for the disciplinary proceedings provided for in provisions of the code procedures. At the end of the suspension, the student shall be reinstated to full rights and privileges as a student, subject to whatever sanctions may have been or may be in the future imposed for violation of the *Code of student rights and responsibilities*.

(2) Any disciplinary proceedings initiated against the student because of violations alleged against any student in the course of the summary suspension proceedings provided for herein shall be heard de novo, provided that the records made and evidence presented during the course of any facet

of the summary suspension proceedings brought against the student shall be available for the use of the student and of the college in the disciplinary proceedings initiated under the provisions of the code procedures.

[Statutory Authority: RCW 285.50.140 [28B.50.140]. 82-01-079 (Resolution No. 81-4), § 132P-33-350, filed 12/21/81.]

### **Chapter 132P-40 WAC CHILDREN IN COLLEGE ACTIVITIES**

#### **WAC**

132P-40-001 Participation of children in college activities.

**WAC 132P-40-001 Participation of children in college activities.** It is clearly recognized by all employees that Yakima Valley Community College is owned and supported by the citizens of the state of Washington; therefore, the college is for their benefit and use. However, the college is maintained by the people for particular purposes and this regulation is intended to enhance the public's use for those purposes.

The regulations below are equally applicable to all citizens, including all employees and students at Yakima Valley Community College.

(1) It is expected that only registered students will attend any classes at Yakima Valley Community College. Exceptions to this regulation may be made by the instructor for visitors who have been invited to make a presentation or otherwise support the activity of the course. There may be rare occasions when it is appropriate for visitors to attend classes, but such attendance will occur only when the instructor has given specific, advance approval.

(2) Preteen children are not permitted to be on campus unless they are directly and completely supervised at all times by a responsible adult, or are enrolled in the student cooperative child care program, or the Yakima Valley Community College child care services.

(3) Employees are strongly urged not to bring or to invite preteen visitors to the campus, particularly during the times that the employee is on duty, unless the children are under the constant, direct supervision of another (non employee) responsible adult.

(4) Only registered students and authorized college staff/volunteers may participate on field trips, retreats, or other college authorized travel activities.

(5) Responsible adult and teenage citizens are encouraged to visit the campus so long as such visits are compatible with the mission of the college.

[Statutory Authority: RCW 28B.19.050. 88-12-012 (Resolution No. 88-4-3), § 132P-40-001, filed 5/23/88.]

### **Chapter 132P-116 WAC YAKIMA VALLEY COMMUNITY COLLEGE PARKING AND TRAFFIC REGULATIONS**

#### **WAC**

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**WAC 132P-116-010 Purpose.** Pursuant to the authority granted by RCW 28B.50.140, the board of trustees of Yakima Valley Community College, District 16 is granted authority to make rules and regulations for pedestrian and vehicular traffic over property owned, operated or maintained by the college district. The rules and regulations contained herein are established for the following purposes:

- (1) To protect and control pedestrian and vehicular traffic.
- (2) To assure access at all times for emergency equipment.
- (3) To minimize traffic disturbances during class hours.
- (4) To facilitate the operation of the community college of the district by assuring access for vehicles and to regulate the use of parking spaces.

[Statutory Authority: RCW 28B.50.140(10). 80-12-026 (Order 21-80, Resolution No. 21-80), § 132P-116-010, filed 8/27/80.]

**WAC 132P-116-020 Definitions.** As used in this chapter, the following words shall mean:

- (1) "College." Yakima Valley College, or any additional community college hereafter established with Community College District 16, state of Washington, and collectively, those responsible for its control and operations.
- (2) "College community." Trustees, students, employees and guests on college owned or controlled facilities.
- (3) "College facilities." Includes any or all property controlled or operated by the college.
- (4) "Student." Includes all persons enrolled at the college, both full and part time.
- (5) "Security coordinator." An employee of Yakima Valley Community College, District 16, state of Washington, who is responsible to the president for campus security, safety, parking and traffic control.
- (6) "Vehicle." An automobile, truck, motor-driven cycle, scooter, or any vehicle powered by an engine. Also included are bicycles and other nonengine vehicles.

(7) "Visitor." Any person or persons, who come upon the campus as guests and person or persons who lawfully visit the campus for purposes which are in keeping with the college's role as an institution of higher learning in Washington.

(8) "Permanent permits." Permits which are valid for a school term, quarter, or portion thereof.

(9) "Temporary permits." Permits which are valid for a specific period designated on the permit or application.

(10) "School term." Unless otherwise designated, the time period commencing with the summer quarter of a community college calendar year and extending through the immediately subsequent fall, winter and spring quarters. The summer school session shall be considered the first quarter of the college year for parking and traffic control purposes.

[Statutory Authority: RCW 28B.50.140(10). 80-12-026 (Order 21-80, Resolution No. 21-80), § 132P-115-020, filed 8/27/80.]

**WAC 132P-116-030 Applicable traffic rules and regulations.** Other traffic rules and regulations which are also applicable upon the campus are as follows:

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

(2) The traffic code of the city of Yakima, in the state of Washington.

[Statutory Authority: RCW 28B.50.140(10). 80-12-026 (Order 21-80, Resolution No. 21-80), § 132P-116-030, filed 8/27/80.]

**WAC 132P-116-040 Permits required for vehicles on campus.** Students, faculty and staff shall not stop, park or leave a vehicle whether attended or unattended upon the campus without a parking permit. All persons parking on the campus must have the permit properly placed in or on the vehicle by the beginning of the second week of each quarter.

[Statutory Authority: RCW 28B.50.140(10). 80-12-026 (Order 21-80, Resolution No. 21-80), § 132P-116-040, filed 8/27/80.]

**WAC 132P-116-050 Registration of student, faculty, staff and visitors vehicles.** Students, faculty, staff and visitors who have motor vehicles on campus will register them with the security office and obtain a parking permit. Failure of these people to obtain and properly display the parking permit will result in a fine.

[Statutory Authority: RCW 28B.50.140(10). 80-12-026 (Order 21-80, Resolution No. 21-80), § 132P-116-050, filed 8/27/80.]

**WAC 132P-116-060 Authorization for issuance of permits.** The campus security office is authorized to issue parking permits to students, faculty and staff members of the college pursuant to the following regulations:

(1) Students may be issued a parking permit upon the registration of their vehicle with the campus security office at the beginning of each academic period.

(2) Faculty and staff members shall be issued a parking permit upon the registration of their vehicles at the beginning of fall quarter: *Provided*, That new faculty and staff members employed during the regular academic year may be issued a parking permit upon the registration of their



vehicles at the time they begin their employment at the college.

(3) Full-time faculty and staff personnel shall be issued a second car permit for another personally owned vehicle. A condition of issuance is that at no time will more than one vehicle be parked on campus unless authorized by campus security.

(4) Campus security may issue temporary and special parking permits when such permits are necessary to enhance the business or operation of the college.

(5) Any permit holder may obtain temporary parking permits at the campus security office without charge for an unregistered vehicle when necessary due to the nonavailability of his or her registered vehicle. Issuance of such permit is left to the discretion of the campus security office.

(6) The parking permit is issued for the use of the person to whom it was issued and is not to be given to another person for their use.

(7) The permit remains valid as long as the holder remains a student or member of the faculty or staff.

[Statutory Authority: RCW 28B.50.140(10). 80-12-026 (Order 21-80, Resolution No. 21-80), § 132P-116-060, filed 8/27/80.]

**WAC 132P-116-070 Valid permit.** A valid parking permit is:

(1) An unexpired **permanent** parking permit registered and properly displayed.

(2) A **temporary** permit issued by campus security and properly displayed.

(3) A **special** parking permit issued by campus security and properly displayed.

(4) A **handicapped** permit issued by campus security for a specified parking place.

[Statutory Authority: RCW 28B.50.140(10). 80-12-026 (Order 21-80, Resolution No. 21-80), § 132P-116-070, filed 8/27/80.]

**WAC 132P-116-080 Display of permit.** All permanent parking permits shall be affixed to the front windshield on the lower left corner. Special and temporary parking permits shall be placed within the vehicle on the left side of the dashboard, where it can be plainly observed.

[Statutory Authority: RCW 28B.50.140(10). 80-12-026 (Order 21-80, Resolution No. 21-80), § 132P-116-080, filed 8/27/80.]

**WAC 132P-116-090 Transfer of permit.** Parking permits are not transferable. If a vehicle is sold or traded, a new permit will be issued to the permit holder at the original cost, if the permit holder takes the following steps:

(1) Records invalid permit number.

(2) Removes invalid permit.

(3) Brings invalid permit or remnant thereof and permit number to the campus security office. This office shall then issue the permit holder a new parking permit. Subject vehicle will then be registered under the new number.

(4) Permits may be reissued as authorized by security coordinator.

[Statutory Authority: RCW 28B.50.140(10). 80-12-026 (Order 21-80, Resolution No. 21-80), § 132P-116-090, filed 8/27/80.]

**WAC 132P-116-100 Permit revocation.** Parking permits are the property of the college and may be recalled for any of the following reasons:

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

(2) When a permit is used for an unregistered vehicle or by an unregistered individual.

(3) Falsification of a parking permit application.

(4) Continued violation of parking and traffic rules and regulations.

(5) Counterfeiting or altering of a parking permit.

[Statutory Authority: RCW 28B.50.140(10). 80-12-026 (Order 21-80, Resolution No. 21-80), § 132P-116-100, filed 8/27/80.]

**WAC 132P-116-110 Right to refuse permit.** The college reserves the right to refuse the issuance of a parking permit to anyone who has had a previous permit revoked.

[Statutory Authority: RCW 28B.50.140(10). 80-12-026 (Order 21-80, Resolution No. 21-80), § 132P-116-110, filed 8/27/80.]

**WAC 132P-116-120 Responsibility of person to whom permit is issued.** The person to whom a permit is issued is responsible for all violations of the parking and traffic rules and regulations involving the vehicle for which the permit was issued and to which it was affixed: *Provided, however,* That such responsibility shall not relieve other persons who violate these rules and regulations. In the event that a vehicle in violation is not registered with the college, the current registered owner will be responsible for the violation(s) of the campus regulations.

[Statutory Authority: RCW 28B.50.140(10). 80-12-026 (Order 21-80, Resolution No. 21-80), § 132P-116-120, filed 8/27/80.]

**WAC 132P-116-130 Designation of parking spaces.** The parking spaces available on campus shall be designated and allocated in such a manner as will best achieve the objective of the rules and regulations contained in this chapter.

(1) Faculty and staff spaces shall be designated.

(2) Student spaces shall be designated for their use: *Provided,* That physically handicapped students may be granted special permits to park in proximity to the classrooms used by such students.

(3) Parking spaces shall be designated for use of visitors on the campus.

(4) Parking spaces may be designated for other purposes as deemed necessary.

[Statutory Authority: RCW 28B.50.140(10). 80-12-026 (Order 21-80, Resolution No. 21-80), § 132P-116-130, filed 8/27/80.]

**WAC 132P-116-140 Parking within designated spaces.** (1) Any person parking a vehicle on Yakima Valley Community College property shall park his vehicle in designated parking areas only. These areas are marked by a curb, signs, or white line(s). Parking on or over a line constitutes a violation.

(2) No vehicle may be parked on any area which has been landscaped or designated for landscaping; or any cement walkway or unpaved pathway designated for pedestrian use, except for the purposes of maintenance by an

appropriate Yakima Valley Community College employee or by an agent from an outside firm employed by Yakima Valley Community College, or in the case of emergency vehicles.

(3) No vehicle may be stopped, parked, or left on the Yakima Valley Community College campus without a valid parking permit, with the exception of trucks or cars making deliveries.

(4) No vehicle shall be parked on campus for a period in excess of seventy-two hours, unless cleared through the campus security office. Vehicles which have been parked in excess of seventy-two hours shall be impounded and stored at the expense of either or both owner and operator.

(5) Personnel who require parking longer than normal parking hours may apply through the campus security office for permission.

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

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

(8) There are two designated parking areas on campus for student use. They will be open from 6:00 a.m. to 11:00 p.m. Monday through Friday.

(9) No vehicle shall be parked on the campus except in those areas set aside and designated pursuant to these rules and regulations.

[Statutory Authority: RCW 28B.50.140(10). 80-12-026 (Order 21-80, Resolution No. 21-80), § 132P-116-140, filed 8/27/80.]

**WAC 132P-116-150 Day parking.** The rules and regulations pertaining to the use of certain parking permits in specified areas shall be in force during the hours of 6:00 a.m. to 11:00 p.m.

[Statutory Authority: RCW 28B.50.140(10). 80-12-026 (Order 21-80, Resolution No. 21-80), § 132P-116-150, filed 8/27/80.]

**WAC 132P-116-160 Night parking.** Permits are required for night parking.

(1) Faculty parking area is reserved for faculty and staff with proper permits.

(2) Student parking is reserved for students with proper permits.

[Statutory Authority: RCW 28B.50.140(10). 80-12-026 (Order 21-80, Resolution No. 21-80), § 132P-116-160, filed 8/27/80.]

**WAC 132P-116-170 Parking in prohibited places.**

(1) No person shall stop, stand, or park any vehicle so as to obstruct traffic along or upon any street or sidewalk.

(2) No vehicle shall be parked at any place where official signs prohibit parking, or within fifteen feet of a fire hydrant.

[Statutory Authority: RCW 28B.50.140(10). 80-12-026 (Order 21-80, Resolution No. 21-80), § 132P-116-170, filed 8/27/80.]

**WAC 132P-116-180 Control and regulation of traffic.** Drivers shall comply with the directions given them by the campus patrol person in the control and regulation of traffic.

[Statutory Authority: RCW 28B.50.140(10). 80-12-026 (Order 21-80, Resolution No. 21-80), § 132P-116-180, filed 8/27/80.]

**WAC 132P-116-190 Speed limit.** No vehicle shall be operated on the campus at a speed in excess of ten miles per hour or as posted. No vehicle of any type shall at any time use the campus parking lots for testing, racing or other unauthorized activities.

[Statutory Authority: RCW 28B.50.140(10). 80-12-026 (Order 21-80, Resolution No. 21-80), § 132P-116-190, filed 8/27/80.]

**WAC 132P-116-200 Pedestrian's right of way.** (1) The operator of a vehicle shall yield the right of way, slow down and/or stop, if need be, for any pedestrian, but no pedestrian shall suddenly leave a curb or other place of safety and walk or run into the path of a vehicle which is so close that it is impossible or unsafe for the driver to yield.

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

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

[Statutory Authority: RCW 28B.50.140(10). 80-12-026 (Order 21-80, Resolution No. 21-80), § 132P-116-200, filed 8/27/80.]

**WAC 132P-116-210 Two-wheeled motorbikes or bicycles.** (1) All two-wheeled vehicles powered by an engine shall park in a space designated for motorcycles only. No vehicle shall be ridden on the sidewalks on campus at any time unless authorized by the president or his designee.

(2) Bicycles and other nonengine cycles shall be subject to the posted or published regulations as established.

(3) No bicycles shall be parked inside a building, near a building exit, or on a path or sidewalk. Bicycles must be secured to racks as provided.

[Statutory Authority: RCW 28B.50.140(10). 80-12-026 (Order 21-80, Resolution No. 21-80), § 132P-116-210, filed 8/27/80.]

**WAC 132P-116-220 Report of accident.** The operator of any vehicle involved in an accident on campus resulting in injury to, or death of any person, or total or claimed damage to either or both vehicles of any amount, shall within twenty-four hours, report such accident to the campus security office. This does not relieve any person so involved in an accident from his responsibility to file a state of Washington motor vehicle accident report within twenty-four hours of the accident.

[Statutory Authority: RCW 28B.50.140(10). 80-12-026 (Order 21-80, Resolution No. 21-80), § 132P-116-220, filed 8/27/80.]

**WAC 132P-116-230 Specific traffic and parking regulations and restrictions authorized.** Upon special occasions causing additional and/or heavy traffic and during emergencies, the security coordinator is authorized to impose

additional traffic and parking regulations and restrictions, with coordination with the president, for the achievement of the objectives specified in this policy.

[Statutory Authority: RCW 28B.50.140(10). 80-12-026 (Order 21-80, Resolution No. 21-80), § 132P-116-230, filed 8/27/80.]

**WAC 132P-116-240 Enforcement.** Parking rules and regulations will be enforced throughout the calendar year. Parking and traffic rules and regulations are enforced twenty-four hours a day, seven days a week.

[Statutory Authority: RCW 28B.50.140(10). 80-12-026 (Order 21-80, Resolution No. 21-80), § 132P-116-240, filed 8/27/80.]

**WAC 132P-116-250 Issuance of traffic citations.** Upon violation(s) of any of the rules and regulations contained in this document, the security coordinator or subordinates are authorized to issue traffic citations, setting forth the date, permit number, the approximate time, license number, name of permit holder, infraction, officer and schedule of fines. Such traffic citations may be served by attaching or affixing a copy thereof in some prominent place outside such vehicle or by personally serving the citation to the operator.

Violation(s) of the campus traffic code refers to:

(1) **No parking permit displayed.** A Yakima Valley Community College parking decal is necessary when parking in any area on campus. The permit must be prominently displayed.

(2) **Failure to stop at stop signs/signals.** The failure to bring a vehicle to a complete stop at properly erected and identified stop signs/signals.

(3) **Failure to yield right of way.** The act of depriving another vehicle or pedestrian of the right of way at an intersection or crosswalk.

(4) **Improper parking.** Parking a vehicle in areas that are intended for purposes other than parking, i.e., fire lanes, driveways, sidewalk, lawns, or taking up more than one parking stall.

(5) **Parking in the wrong area.** Parking in faculty areas or any other area differing from the locations indicated on the issued permit.

(6) **Negligent/reckless driving.** The operation of a vehicle in such a manner as to place persons or property in danger of injury or grievous harm.

(7) **Speeding.** The operation of a vehicle in such a manner as to exceed the posted speed limits.

(8) **Other violations.** Clearly indicated and an actual violation of the law or traffic ordinances. The violation must be recorded in the space provided.

(9) **Repeated offenses.** Repeated offenses or violations that create a hazardous condition may result in the immediate removal of the vehicle.

[Statutory Authority: RCW 28B.50.140(10). 80-12-026 (Order 21-80, Resolution No. 21-80), § 132P-116-250, filed 8/27/80.]

**WAC 132P-116-260 Fines and penalties.** (1) Fines will be levied for all violations of the rules and regulations contained in this chapter.

(2) In addition to fines imposed under these regulations, illegally parked vehicles or those vehicles not displaying a valid parking permit may be impounded. Such vehicles will

be taken to a place for storage as designated by the administration. The expenses of such impoundings and storage shall be the responsibility of the registered owner or driver of the vehicle. The college shall not be liable for loss or damage of any kind resulting from such impounding and storage.

(3) An accumulation of traffic violations by a student shall be cause for disciplinary action as stated in subsection (9) of this section.

(4) An accumulation of traffic violations by faculty and staff shall be cause for disciplinary action as stated in WAC 132P-116-100(4) and subsection (10) of this section.

(5) Vehicles involved in violations of these rules and regulations may be impounded as provided in subsection (2) herein.

(6) Parking and traffic violations will be processed by the college. Parking fines are to be paid at the College Security Building, 1107 South 16th Avenue, between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday.

(7) A schedule of fines shall be set and reviewed annually by a parking advisory committee appointed by the president or his designee. This schedule shall be published in the summary of the parking and traffic rules and regulations and the traffic violation form.

(8) If the fine is paid during the business day following the date of the citation, the fine will be reduced to \$1.00.

(9) In the event a student fails or refuses to pay a fine, the following may result:

(a) The student may not be eligible to register for any further courses.

(b) The student may not be able to obtain a transcript of his or her grades or credits.

(c) The student may not receive a degree until all fines are paid.

(d) The student may be denied future parking privileges.

(e) The vehicle may be impounded.

(10) In the event that a faculty or staff member fails to pay a fine the following may result:

(a) The faculty or staff member may have his or her parking privileges on campus revoked.

(b) The vehicle may be impounded.

[Statutory Authority: RCW 28B.50.140(10). 80-12-026 (Order 21-80, Resolution No. 21-80), § 132P-116-260, filed 8/27/80.]

**WAC 132P-116-270 Parking fees.** Parking fees shall be adopted by the board of trustees specifying the charges per quarter. The fee schedule shall be published and summarized in a separate document entitled "parking fee schedule and administrative procedures manual."

[Statutory Authority: RCW 28B.50.140(10). 80-12-026 (Order 21-80, Resolution No. 21-80), § 132P-116-270, filed 8/27/80.]

**WAC 132P-116-280 Liability of the college.** The college assumes no liability under any circumstances for the vehicles on campus.

[Statutory Authority: RCW 28B.50.140(10). 80-12-026 (Order 21-80, Resolution No. 21-80), § 132P-116-280, filed 8/27/80.]

**WAC 132P-116-290 Appeal of fines and penalties.**

(1) An appeal from any fine or penalty levied against an individual pursuant to these rules and regulations may be made in writing to the security coordinator or his or her

designee within five working days from the date of the citation. Within twenty working days from the receipt of any such appeal, the security coordinator shall render a written decision.

(2) If the appellant is not satisfied with the decision of the security coordinator, he or she may appeal in writing to the dean of administrative services within five working days of the appellant's receipt of the decision. Within twenty working days from the receipt of any such appeal, the college dean shall render a written decision.

(3) If the appellant is not satisfied with the decision of the dean of administrative services, he or she may appeal it to the president within five days of his or her receipt of the dean's decision for a final determination.

[Statutory Authority: RCW 28B.50.140(10). 80-12-026 (Order 21-80, Resolution No. 21-80), § 132P-116-290, filed 8/27/80.]

### Chapter 132P-136 WAC USE OF COLLEGE FACILITIES

#### WAC

132P-136-010	General.
132P-136-020	Applications—Permits.
132P-136-030	Rental fees.
132P-136-040	Regulations.
132P-136-050	Restrictions—Exceptions.
132P-136-060	Use of equipment.

**WAC 132P-136-010 General.** (1) College facilities located in Yakima, Washington and the Lower Valley Education Center (LVEC) in Grandview, Washington, with the exception of any lab area, may be made available for use by community groups and/or organizations conducting public education, research, cultural, civic, recreational, or community activities as limited by this policy; provided that such activities do not interfere with the educational priorities of the college or be detrimental to college property. All arrangements shall be subject to the provisions which follow. The term "community groups" is interpreted to mean nonprofit, civic, religious, fraternal, or other public-interest activity.

(2) Authorization for use of college facilities shall not be considered as endorsement of or approval of any group or organization nor the purposes they represent. The name of the college shall not be associated with any program or activity for which the college facilities are used without specific approval from the president.

(3) The college does not wish to compete with privately owned facilities in any manner.

(4) Rental of college facilities carries no right of advertising on college premises other than the right to post a sign for the purpose of directing people to the place of assembly.

(5) Scheduling of conferences, seminars, etc., in which there is a need for more than two rooms or other facilities, may not be scheduled on week days unless sponsored by the college. Request for scheduling will not be allowed more than two months in advance or beyond the end of the quarter in which a request is made.

(6) Room use for college or ASYVCC recognized groups will be calendared by the activities office through the facilities coordinator.

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(7) Teleconferencing will be scheduled the same as all other events. Additionally, the using organization shall coordinate scheduling with the telecommunications and facilities coordinators. Teleconferencing users are required to provide proof of licensing to the telecommunications coordinator before taping and/or receiving of satellite transmission can occur.

[Statutory Authority: RCW 28B.50.140(7). 93-19-073, § 132P-136-010, filed 9/13/93, effective 10/14/93; Order 72-2, § 132P-136-010, filed 12/4/72.]

**WAC 132P-136-020 Applications—Permits.** (1) No permit will be granted for the use of buildings or grounds except upon written application which shall be made to the designated facilities coordinator. All applications shall be presented in time to allow consideration by the college board if necessary. Not less than two weeks shall be the minimum.

(2) The college board of trustees or its designee reserves the right to cancel the facilities rental agreement at any time and to refund any payment to the college for the use of college facilities. If imminent danger exists or unlawful activity is practiced by the using organization, the college may terminate an agreement immediately and without notice, if there is any violation of any term, condition, or provision.

(3) Request for Sunday, vacation, or holiday use of facilities creates additional costs that must be borne by renter.

[Statutory Authority: RCW 28B.50.140(7). 93-19-073, § 132P-136-020, filed 9/13/93, effective 10/14/93; Order 72-2, § 132P-136-020, filed 12/4/72.]

**WAC 132P-136-030 Rental fees.** (1) Rental fees may be requested to be paid in advance to the business office at the time of application.

(2) No requests for reduction in rental rates will be considered.

(3) Where a collection or charge of admission fee is made, charges will be made as listed.

(4) The college reserves the right to have trained staff operate any and all technical equipment at the user's expense. Charges will be assigned for rental, technical personnel, and equipment to all users with the exception of Yakima Valley Community College staff/programs. Schedules of rates and charges for use of facilities are available from the facilities coordinator.

(5) Rates and charges are established by the college board of trustees.

[Statutory Authority: RCW 28B.50.140(7). 93-19-073, § 132P-136-030, filed 9/13/93, effective 10/14/93; Order 72-2, § 132P-136-030, filed 12/4/72.]

**WAC 132P-136-040 Regulations.** (1) Unless otherwise provided by contractual agreement, an authorized member of the college staff may be required to be available at times when college facilities are in use by a group. If service beyond that normally scheduled is required as a result of any meeting, such time shall be paid for by the using organization at the currently established rate, which shall include overtime. When necessary, in larger buildings, a fire fighter may be required to be on duty. Custodians in

the building with regularly assigned cleaning areas are not to be considered as available for services required by the user. The user is not entitled to security other than opening and closing rooms, except by contract; however, the college may require and charge users for security services at its discretion.

(2) No decorations or the application of materials to walls, fixtures, ceilings, or floors shall be permitted. Rearrangement of furniture or transfer of furniture from one area to another is prohibited. The user is required to arrange for the disposal of all decorations, materials, equipment, furnishings, or rubbish left after the use of college facilities. The user shall be billed for removal of materials left on the premises and/or for the time required to reinstate furniture to its original state if the user fails to comply with these regulations.

(3) A charge will be assessed to move pianos. Additional charges may be assessed if repair and/or tuning are required as a result of moving any piano.

(4) Disorderly conduct is prohibited. Applicants must assume responsibility for compliance with these rules and for any damage which may be done.

(5) Student group applications for use of college facilities for partisan political meetings for the purpose of discussion of initiatives, referendums, or other pending legislation when such meetings are in keeping with the educational mission of the college, shall follow procedures outlined in the code of student rights and responsibilities. Where requests for college facilities are made by private citizens, community groups, and/or organizations for such meetings, the college will adhere to the public disclosure law (RCW 42.17.130).

(6) Improvement organizations, community clubs, service organizations and other such organizations shall meet all of the requirements and costs as stated.

(7) The advisor of any Yakima Valley College group of students may request the use of buildings or equipment to be placed under his charge for any student group functions or entertainment. Such events will be free of rental.

(8) The use of intoxicants shall be prohibited on campus unless expressly authorized by the college. No smoking is permitted within college facilities.

[Statutory Authority: RCW 28B.50.140(7). 93-19-073, § 132P-136-040, filed 9/13/93, effective 10/14/93. Statutory Authority: RCW 28B.50.140(1)(7). 90-11-077, § 132P-136-040, filed 5/16/90, effective 6/16/90; Order 72-2, § 132P-136-040, filed 12/4/72.]

**WAC 132P-136-050 Restrictions—Exceptions.** (1) Religious youth groups may be allowed space for meetings, on a rental basis, provided the meetings are not in conflict with the normal college operation.

(2) The youth activity must be fully supervised by the sponsoring organization and be responsible to the college.

(3) All food and beverage services shall be approved by and arranged through the office of the food service contractor, unless an exception has been officially approved in advance.

(4) Requests which require a commitment from the college will not be approved. As determined by the college, exceptions may be made when an activity serves an educational purpose or interest to the community.

(5) Use of college facilities for public dances is prohibited.

[Statutory Authority: RCW 28B.50.140(7). 93-19-073, § 132P-136-050, filed 9/13/93, effective 10/14/93; Order 72-2, § 132P-136-050, filed 12/4/72.]

**WAC 132P-136-060 Use of equipment.** Library and audio-visual equipment and materials are primarily intended to support and supplement the curriculum. Equipment shall not be loaned for any purpose off campus, unless official prior approval has been granted. Equipment may be used on campus by any group using college facilities when arranged in advance of activity and subject to currently established charges.

[Statutory Authority: RCW 28B.50.140(7). 93-19-073, § 132P-136-060, filed 9/13/93, effective 10/14/93; Order 72-2, § 132P-136-060, filed 12/4/72.]

## Chapter 132P-156 WAC COLLEGE HOUSING

### WAC

#### STUDENT RESIDENCE CENTER POLICY

132P-156-010	Purpose.
132P-156-020	Application.
132P-156-030	Fees.
132P-156-040	Discipline.

#### STUDENT RESIDENCE CENTER POLICY

**WAC 132P-156-010 Purpose.** It is the purpose of this regulation to establish policies and procedures for application, fees, and discipline within the student residence center.

[Order 72-2, § 132P-156-010, filed 12/4/72.]

**WAC 132P-156-020 Application.** (1) Application to the student residence center shall be by application Form #9810.2 - which can be obtained from the manager by phone call (CH 8-2369) or by mail (Student Residence Center, 1113 South 14th Avenue, Yakima, Washington 98902) or in person at the student residence center.

(2) Application shall be completed and signed by the student with parents' signature if the student is a minor.

(3) Application shall be sent to the student residence center with the indicated deposit.

(4) All terms and conditions of residency are mailed to applicant with date of occupancy on Form #9810.3.

(5) Agreement with these terms of residency is indicated by signature of the student, and if a minor, by his parents.

(6) Signed agreement as to terms must be returned to the student residence center manager prior to occupancy.

[Order 72-2, § 132P-156-020, filed 12/4/72.]

**WAC 132P-156-030 Fees.** (1) Fees are set before June 1st of each year by the student residence center manager and approved by the board of trustees.

(2) Fees must be paid or arranged for on or before the first day of occupancy.

(3) Current fee schedules are to be found in the student residence center office.

[Order 72-2, § 132P-156-030, filed 12/4/72.]

**WAC 132P-156-040 Discipline.** (1) Guides for conduct are found in Form #9810.4, a disciplinary guide listing infractions of conduct, which is given to the student on occupancy.

(2) All violations of this guide are referred to the student residence center manager.

(3) The student residence center manager may counsel with the student as to proper conduct and/or refer the breach of conduct to the dormitory judicial council.

(4) The dormitory judicial council, operating under the current regulations of that council, will determine appropriate actions.

(5) Students receiving discipline by this group have all rights of appeal through the dean of student affairs to the president of the college.

[Order 72-2, § 132P-156-040, filed 12/4/72.]

### Chapter 132P-160 WAC

#### ADMISSION AND REGISTRATION PROCEDURES

##### WAC

132P-160-020	Admission.
132P-160-021	Admission for regular registration.
132P-160-022	Admission for late registration.
132P-160-023	Application procedures.
132P-160-024	Prior to registration.
132P-160-025	Medical questionnaire.
132P-160-026	Registration.
132P-160-027	Fees.
132P-160-028	Refund schedule.
132P-160-029	Resident status.
132P-160-030	Honorable dismissal.

**WAC 132P-160-020 Admission.** Any applicant for admission to Yakima Valley College shall be admitted when, as determined by the chief administrative officer of the district or his authorized representative, such applicant:

(1) Is competent to profit from the curricular offerings of the college; and

(2) Would not, by his presence or conduct, create a disruptive atmosphere within the college inconsistent with the purposes of the institution; and

(3) Is eighteen years of age or older or who is a graduate of a high school or whose application, if under eighteen years of age and not a graduate of a high school, has been approved, insofar as acquisition of approval is feasible, by the principal of the high school he is attending or which he last attended: *Provided*, That an applicant transferring from another institution of higher education who meets the above criteria, but who is not in good standing at the time of his transfer may be conditionally admitted to the college on a probationary status as determined by the chief administrative officer of the college or his authorized representative.

Admission to specialized curricula is listed with the curricula and these requirements must be met before admission to such specialized curricula will be permitted.

[Order 72-2, § 132P-160-020, filed 12/4/72.]

**WAC 132P-160-021 Admission for regular registration.** All students applying for admission to Yakima Valley College for the first time *must* submit completed applications for admission before the date specified in the college academic calendar. Qualified applicants will be granted appointments to complete their registration during the regular registration dates as specified.

All students previously enrolled and/or presently enrolled at Yakima Valley College *must* submit completed "preregistration" intent before the date specified. Qualified "preregistrants" will be granted appointments to complete their registration during the regular registration dates as specified.

[Order 72-2, § 132P-160-021, filed 12/4/72.]

**WAC 132P-160-022 Admission for late registration.** Qualified applicants who submit completed applications or preregistration intent *after* or *during* the specified dates for regular registration will be granted permission to complete their registration during late registration by special permission only.

*Under no conditions* shall students be granted permission to register if completed applications were not submitted previous to the late registration dates specified in the college academic calendar.

[Order 72-2, § 132P-160-022, filed 12/4/72.]

**WAC 132P-160-023 Application procedures.** Students must complete the following before admission will be granted:

(1) Complete the uniform application form.

(2) Request high school attended to send complete transcript indicating date of graduation to office of admission.

(3) Request any colleges attended to send official transcripts to the office of admission.

(4) Send a copy of results of the Washington precollege test to the office of admission.

[Order 72-2, § 132P-160-023, filed 12/4/72.]

**WAC 132P-160-024 Prior to registration.** The Washington precollege test is suggested for all students entering Yakima Valley College for the first time. These tests may be taken during the senior year of high school.

Students who have taken third-semester algebra in high school and who plan to take college algebra must achieve a score of 53 on the intermediate mathematics section of the precollege test or obtain the approval of the chairman of the division of physical sciences. Otherwise they must take intermediate algebra (Math. 101).

Students who have had mathematical analysis in high school and who achieve a sufficiently high level on the mathematics placement section of the grade prediction test and who have the approval of the chairman of the division of physical sciences may go directly into Math. 124 (analytical geometry and calculus) without taking college algebra.

[Order 72-2, § 132P-160-024, filed 12/4/72.]

**WAC 132P-160-025 Medical questionnaire.** All matriculating students, entering Yakima Valley College for the first time, are required to present a completed physical questionnaire on a form supplied by the school after admission has been granted.

[Order 72-2, § 132P-160-025, filed 12/4/72.]

**WAC 132P-160-026 Registration.** Students are expected to apply for a registration appointment before the dates specified in the college calendar. The college will then notify the student of his appointment date. Students whose registration, including payment of all required fees, is not completed during the days specified as registration days will be charged a late registration fee. Registration is completed when all fees have been paid and when approval has been obtained of permanent registration form.

[Order 72-2, § 132P-160-026, filed 12/4/72.]

**WAC 132P-160-027 Fees.** All regular and special fees, including late registration fees, are established by the board of trustees. Fees are charged by Yakima Valley College on a quarterly basis for matriculation, tuition, for state resident students, nonresident students and audit students.

Special fees are charged for employment-related classes and specialized noncredit classes and fees are charged for certain laboratories. For those wishing to receive a diploma a graduation fee is charged. All fees are payable at the time of registration. No student is enrolled in classes until these fees have been paid. The college reserves the right to change any and all fees without notice if circumstances make it necessary to do so. The fee schedule may be found in the college catalog.

[Order 72-2, § 132P-160-027, filed 12/4/72.]

**WAC 132P-160-028 Refund schedule.** The refund schedule is established by the board of trustees. Refunds will be made as described in the college catalog.

[Order 72-2, § 132P-160-028, filed 12/4/72.]

**WAC 132P-160-029 Resident status.** Students whose domicile has been in the state of Washington for one full year prior to registration may be classified as residents. Burden of proof of domicile rests with the student. Students who are not residents of the state of Washington must pay the nonresident rate of fees.

[Order 72-2, § 132P-160-029, filed 12/4/72.]

**WAC 132P-160-030 Honorable dismissal.** No student will receive an honorable dismissal, or be entitled to a transfer of credits earned, who has not satisfactorily accounted for all college property issued to him and settled all outstanding financial obligations. A student who fails to obtain an honorable dismissal will not be recommended to another institution.

[Order 72-2, § 132P-160-030, filed 12/4/72.]

## Chapter 132P-172 WAC STUDENT RECORDS

### WAC

132P-172-010	Student records.
132P-172-020	Procedure.

**WAC 132P-172-010 Student records.** The board of trustees of District No. 16 recognizes the transcript of record and the application form as being the official college record.

[Order 72-2, § 132P-172-010, filed 12/4/72.]

**WAC 132P-172-020 Procedure.** (1) Information in the official college record may be disclosed at student's request to properly identified agents of prospective employers or of publicly supported organizations, if such disclosure is in the best interests of the student. No disclosure will be made to aforementioned agents if the student requests that no information be given to prospective employers or publicly supported organizations without the expressed permission of the student.

(2) Transcripts of records other than those designated as the official college record are not part of the official college and disclosure is not permitted without the written permission of the student. (Example - High school records are available through the high school and are thus not disclosable unless the student wants it to be seen.)

(3) Counseling records are not to be maintained by the college. Counselors may keep notes on conferences but such notes are recognized as being for personal use only.

(4) Disciplinary records are not part of the official college record. Such records are for internal use only and are available to the college discipline committee and the dean of student affairs. These records will be destroyed when the student terminates his relationship with the college.

[Order 72-2, § 132P-172-020, filed 12/4/72.]

## Chapter 132P-276 WAC PUBLIC RECORDS

### WAC

132P-276-010	Purpose.
132P-276-020	Definitions.
132P-276-030	Public records available.
132P-276-040	Public records officer.
132P-276-050	Office hours.
132P-276-060	Requests for public records.
132P-276-070	Copying.
132P-276-080	Exemptions.
132P-276-090	Review of denials of public records requests.
132P-276-100	Protection of public records.
132P-276-110	Records index.
132P-276-120	Adoption of form.
132P-276-990	Appendix A—Request for public records.

**WAC 132P-276-010 Purpose.** The purpose of this chapter shall be to ensure compliance by Community College District No. 16 with the provisions of chapter 1, Laws of 1973 (Initiative 276), Disclosure—Campaign finances—Lobbying—Records; and in particular with sections 25-32 of that act, dealing with public records.

[Order 74-3, § 132P-276-010, filed 12/6/74.]

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

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

(3) Community College District No. 16. Community College District No. 16 and Yakima Valley College were established pursuant to the Community College Act of 1967. Community College District No. 16 and Yakima Valley College shall hereinafter be referred to as the "college."

[Order 74-3, § 132P-276-020, filed 12/6/74.]

**WAC 132P-276-030 Public records available.** All public records of the college, as defined in WAC 132P-276-020, are deemed to be available for public inspection and copying pursuant to these rules, except as otherwise provided by section 31, chapter 1, Laws of 1973 and chapter 132P-276 WAC.

[Order 74-3, § 132P-276-030, filed 12/6/74.]

**WAC 132P-276-040 Public records officer.** The college's public records shall be in the charge of the public records officer designated by the college. The person so designated shall be located in the administrative office of the college. The public records officer shall be responsible for the following: The implementation of the college rules and regulations regarding release of public records, coordinating the staff of the college in this regard, and generally insuring compliance by the staff with the public records disclosure requirements of chapter 1, Laws of 1973.

[Order 74-3, § 132P-276-040, filed 12/6/74.]

**WAC 132P-276-050 Office hours.** Public records shall be available for inspection and copying during the customary office hours of the college. For the purposes of this chapter, the customary office hours shall be from 9:00 a.m. to noon and from 1:00 p.m. to 4:00 p.m., Monday through Friday, excluding legal holidays.

[Order 74-3, 132P-276-050, filed 12/6/74.]

**WAC 132P-276-060 Requests for public records.** In accordance with requirements of chapter 1, Laws of 1973 that agencies prevent unreasonable invasions of privacy, protect public records from damage or disorganization, and prevent excessive interference with essential functions of the agency, public records may be inspected or copied or copies of such records may be obtained, by members of the public, upon compliance with the following procedures:

(1) A request shall be made in writing upon a form prescribed by the college which shall be available at its administrative office. The form shall be presented to the public records officer; or to any member of the college's

staff, if the public records officer is not available, at the administrative office of the college during customary office hours. The request shall include the following information:

(a) The name of the person requesting the record;

(b) The time of day and calendar date on which the request was made;

(c) The nature of the request;

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

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

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

[Order 74-3, § 132P-276-060, filed 12/6/74.]

**WAC 132P-276-070 Copying.** No fee shall be charged for the inspection of public records. The college shall charge a fee of five cents per page of copy for providing copies of public records and for use of the college copy equipment. This charge is the amount necessary to reimburse the college for its actual costs incident to such copying.

[Order 74-3, § 132P-276-070, filed 12/6/74.]

**WAC 132P-276-080 Exemptions.** (1) The college reserves the right to determine that a public record requested in accordance with the procedures outlined in WAC 132P-276-060 is exempt under the provisions of section 31, chapter 1, Laws of 1973.

(2) In addition, pursuant to section 26, chapter 1, Laws of 1973, the college reserves the right to delete identifying details when it makes available or publishes any public record, in any cases when there is reason to believe that disclosure of such details would be an invasion of personal privacy protected by chapter 1, Laws of 1973. The public records officer will fully justify such deletion in writing.

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

[Order 74-3, § 132P-276-080, filed 12/6/74.]

**WAC 132P-276-090 Review of denials of public records requests.** (1) Any person who objects to the denial of a request for a public record may petition for prompt review of such decision by tendering a written request for review. The written request shall specifically refer to the written statement by the public records officer or other staff member which constituted or accompanied the denial.

(2) Immediately after receiving a written request for review of a decision denying a public record, the public records officer or other staff member denying the request



shall refer it to the president of the college. The president shall immediately consider the matter and either affirm or reverse such denial or call a special meeting of the board of trustees of Community College District No. 16 as soon as legally possible to review the denial. In any case, the request shall be returned with a final decision, within two business days following the original denial.

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

[Order 74-3, § 132P-276-090, filed 12/6/74.]

**WAC 132P-276-100 Protection of public records.**

The location of the public records officer appointed pursuant to WAC 132P-276-040 shall be in the college offices. The public records officer shall establish a central college index which shall be the college's master index to be coordinated with subsidiary indexes established in each major administrative area of the college. Upon receiving requests for public records in the manner prescribed in WAC 132P-276-060, it shall be the duty of the public records officer to immediately act upon the request. If it is determined the item requested is a public record as defined in WAC 132P-276-020, it shall be the duty of the public records officer to locate the public record in the office in which it is filed and make it available for inspection. Should, in the judgment of the public records officer, there be a possibility of the destruction of the public record, then the public records officer shall make available a copy of the record at no cost.

Upon request, the public records officer shall make available copies of public records in accordance with WAC 132P-276-070.

[Order 74-3, § 132P-276-100, filed 12/6/74.]

**WAC 132P-276-110 Records index.** (1) Index. The college shall make available to all persons a current index which provides identifying information as to the following records issued, adopted or promulgated since its inception:

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

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

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

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

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

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

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

[Order 74-3, § 132P-276-110, filed 12/6/74.]

**WAC 132P-276-120 Adoption of form.** The college hereby adopts for use by all persons requesting inspection and/or copying or copies of its records, the form attached hereto as Appendix A, entitled "Request for public record."

[Order 74-3, § 132P-276-120, filed 12/6/74.]

**WAC 132P-276-990 Appendix A—Request for public records.**

COMMUNITY COLLEGE DISTRICT 16  
OFFICE OF THE PRESIDENT  
REQUEST FOR PUBLIC RECORDS

Date ..... Time .....  
Name .....  
Address .....  
Description of Records (see index):  
.....  
.....  
.....

I certify that the information obtained through this request for public records will not be used for commercial purposes.

Number of copies .....  
Number of pages .....

.....  
Signature

For Official Use Only

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Per page charge	\$ . . . . .
Total charge	\$ . . . . .

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[Order 74-3, Appendix A (codified as WAC 132P-276-990), filed 12/6/74.]

**Chapter 132P-325 WAC  
REGULATION ON STATE ENVIRONMENTAL  
POLICY ACT**

WAC  
132P-325-010 Policy.

**WAC 132P-325-010 Policy.** (1) It shall be the policy of Community College District 16 that capital projects proposed and developed by the district shall comply with the provisions of chapter 43.21C RCW, the State Environmental Policy Act (SEPA); chapter 197-10 WAC, guidelines for

SEPA implementation; and WAC 131-24-030, SEPA implementation rules of the state board for community college education.

(2) In compliance with WAC 197-10-820, the district president, or an administrative officer designated by the district president, shall be the "responsible official" for carrying out this policy.

[Order 77-1, § 132P-325-010, filed 10/20/77.]