

# Title 495C WAC

## CLOVER PARK TECHNICAL COLLEGE

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### Chapter 495C-104 WAC BOARD OF TRUSTEES

#### WAC

495C-104-010	Time and place of board meetings.
495C-104-020	Request for items to be placed on board agenda.
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**WAC 495C-104-010 Time and place of board meetings.** The board of trustees shall hold one regular meeting on the third Tuesday of each month at the F.V. Miner Resource Center, Building 15 on the main college campus and such special meetings as may be requested by the chairman of the board or by a majority of the members of the board and announced in accordance with law.

All regular and special meetings of the board of trustees shall be held at 4500 Steilacoom Boulevard Southwest, Tacoma, WA 98499-4098, unless scheduled elsewhere, and are open to the general public, except for lawful executive sessions.

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

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-104-010, filed 9/16/92, effective 10/17/92.]

**WAC 495C-104-020 Request for items to be placed on board agenda.** Anyone, other than a board member or a representative of the president's office wishing an item placed on the agenda of a board meeting, must have a written request in the office of the board secretary no later than twelve o'clock noon fourteen business days before the

next scheduled meeting of the board. The secretary will relate the request to the chair of the board as soon as feasible. The chair will determine whether the item is to be placed on the agenda. The chair or designee will notify the individual initiating the request as to whether or not the item will be placed on the agenda.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-104-020, filed 9/16/92, effective 10/17/92.]

#### **WAC 495C-104-030 Delegation to college president.**

The board of trustees delegates to the college president its authority and responsibility to administer Clover Park Technical College District Twenty-Nine in accordance with laws, policies, and rules approved by the board of trustees. At the operational level, the president has final administrative authority over all matters affecting the college district.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-104-030, filed 9/16/92, effective 10/17/92.]

### Chapter 495C-108 WAC PRACTICE AND PROCEDURE

#### WAC

495C-108-010	Adoption of model rules of procedure.
495C-108-020	Appointment of presiding officers.
495C-108-030	Method of recording.
495C-108-040	Application for adjudicative proceeding.
495C-108-050	Brief adjudicative procedures.
495C-108-060	Discovery.
495C-108-070	Procedure for closing parts of the hearings.
495C-108-080	Recording devices.

**WAC 495C-108-010 Adoption of model rules of procedure.** The model rules of procedure adopted by the chief administrative law judge pursuant to RCW 34.05.250 are adopted for use at this college. Those rules may be found in chapter 10-08 WAC. Other procedural rules adopted in this title are supplementary to the model rules of procedure. In the case of a conflict between the model rules of procedure and procedural rules previously adopted by this college, the model rules prevail.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-108-010, filed 9/16/92, effective 10/17/92.]

**WAC 495C-108-020 Appointment of presiding officers.** The president or designee shall designate a presiding officer for an adjudicative proceeding. The presiding officer shall be an administrative law judge, a member in good standing of the Washington State Bar Association, a panel of individuals, the president or designee, or any combination of the above. Where more than one individual is designated to be the presiding officer, the president or designee shall designate one person to make

decisions concerning discovery, closure, means of recording adjudicative proceedings, and similar matters.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-108-020, filed 9/16/92, effective 10/17/92.]

**WAC 495C-108-030 Method of recording.** Proceedings shall be recorded by a method determined by the presiding officer, among those available under the model rules of procedure.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-108-030, filed 9/16/92, effective 10/17/92.]

**WAC 495C-108-040 Application for adjudicative proceeding.** An application for adjudicative proceeding shall be in writing. Application forms are available at the following address: 4500 Steilacoom Boulevard Southwest, Tacoma, WA 98499-4098.

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

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-108-040, filed 9/16/92, effective 10/17/92.]

**WAC 495C-108-050 Brief adjudicative procedures.** This rule is adopted in accordance with RCW 34.05.482 through 34.05.494, the provisions of which are adopted by reference. Brief adjudicative procedures shall be used in all matters related to:

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

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-108-050, filed 9/16/92, effective 10/17/92.]

**WAC 495C-108-060 Discovery.** Discovery in adjudicative proceedings may be permitted at the discretion of the presiding officer. In permitting discovery, the presiding officer shall refer to the civil rules of procedure. The presiding officer may control the frequency and nature of discovery permitted, and order discovery conferences to discuss discovery issues.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-108-060, filed 9/16/92, effective 10/17/92.]

**WAC 495C-108-070 Procedure for closing parts of the hearings.** Any party may apply for a protective order to close part of a hearing. The party making the request shall state the reasons for making the application to the presiding officer. If the other party opposes the request, a written response to the request shall be made within ten working days of the request to the presiding officer. The presiding officer shall determine which, if any, parts of the proceeding shall be closed, and state the reasons in writing within twenty working days of receiving the request.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-108-070, filed 9/16/92, effective 10/17/92.]

**WAC 495C-108-080 Recording devices.** No cameras or recording devices are allowed in those parts of proceedings that the presiding officer has determined shall be closed under WAC 495C-108-070, except for the method of official recording selected by the college.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-108-080, filed 9/16/92, effective 10/17/92.]

## Chapter 495C-116 WAC PARKING AND TRAFFIC

### WAC

495C-116-010	Purpose for adopting parking and traffic rules.
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**WAC 495C-116-010 Purpose for adopting parking and traffic rules.** Under the authority granted RCW 28B.50.140(10), the board of trustees of Clover Park Technical College is granted authority to adopt rules for pedestrian and vehicular traffic upon public lands devoted to, operated by, or maintained by the college. The objectives of these rules are to:

- (1) Protect and control pedestrian and vehicular traffic;
- (2) Assure access at all times for emergency traffic;
- (3) Minimize traffic disturbances during class hours;
- (4) Facilitate the work of the college by assuring access to its vehicles and by assigning limited parking space for the most efficient use by all;
- (5) Regulate the use of parking spaces;
- (6) Protect state-owned property.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-131, § 495C-116-010, filed 9/22/92, effective 10/23/92.]

**WAC 495C-116-020 Applicable parking and traffic rules.** (1) All rules in this chapter and all motor vehicle and other traffic laws of the state of Washington apply on the campus.

(2) The traffic code of the county of Pierce applies upon all lands located within the county of Pierce.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-131, § 495C-116-020, filed 9/22/92, effective 10/23/92.]

**WAC 495C-116-030 Definitions.** The definitions set forth in this section apply throughout this chapter.

(1) "Board" means the board of trustees of Clover Park Technical College.

(2) "Campus" means all lands and buildings devoted to, operated by, or maintained by Clover Park Technical College.

(3) "Campus security officer" means an employee of the college who is responsible for campus traffic control, parking, security, and safety.

(4) "College" means Clover Park Technical College.

(5) "Safety and security supervisor" means the college's safety and security supervisor.

(6) "Employee" means an individual appointed to the staff or administration of the college.

(7) "Guests or visitors" mean persons who come upon the campus as guests or persons who lawfully visit the campus.

(8) "Continuing permits" mean permits issued to full-time employees for an indefinite period of time.

(9) "Annual permits" mean permits that are valid from the date of issue until the first day of the following fall quarter.

(10) "Temporary permits" mean permits that are valid for a specific period designated on the permit.

(11) "Vehicle" means an automobile, truck, motor-driven cycle, scooter, or any vehicle otherwise powered.

(12) "Student" means any person enrolled in a program at the college.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-131, § 495C-116-030, filed 9/22/92, effective 10/23/92.]

**WAC 495C-116-040 Authorization for issuance of permits.** (1) The campus security officer or a designee may issue parking permits to students, employees, and guests upon the following:

(a) When the vehicle is properly registered with the college;

(b) When a permanent or special parking permit is necessary to enhance the business or operation of the college.

(2) Additional permits are available at the current fee schedule to individuals who may be registered to drive any one of several vehicles. Only one vehicle registered to an individual under one permit fee is permitted to park on campus at any one time.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-131, § 495C-116-040, filed 9/22/92, effective 10/23/92.]

**WAC 495C-116-050 Vehicle parking permits.** (1) All full-time and part-time employees and students of the college except evening continuing education employees and students shall obtain and display a currently valid parking permit on all vehicles parked or left standing unattended upon the college campus for either day or night classes, in accordance with WAC 495C-116-040.

(2) All persons parking on the campus shall, as required, secure and display a currently valid parking permit within five days from their date of registration or from their first day of employment.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-131, § 495C-116-050, filed 9/22/92, effective 10/23/92.]

**WAC 495C-116-060 Responsibility of person to whom permit is issued.** The person to whom a parking permit is issued is responsible for all violations of rules involving the vehicle; however, that responsibility does not relieve the driver of the responsibility for violations of the rules established by this chapter. If a vehicle in violation is not registered with the college, the current registered owner will be responsible for the violations of the campus rules.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-131, § 495C-116-060, filed 9/22/92, effective 10/23/92.]

**WAC 495C-116-070 Display of permits.** The parking permit issued by the college must be visibly affixed on the outside of the rear window of the vehicle for which the permit is issued, on the lower left-hand corner of the window as viewed from the rear of the vehicle or be suspended from the rearview mirror with the special hanger provided. Motorcycle permits must be affixed in a conspicuous place.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-131, § 495C-116-070, filed 9/22/92, effective 10/23/92.]

**WAC 495C-116-080 Transfer of permits.** Parking permits are not transferable. If a vehicle is sold or traded, the permit is voided and the replacement vehicle must be registered and a permit will be reissued.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-131, § 495C-116-080, filed 9/22/92, effective 10/23/92.]

**WAC 495C-116-090 Permit revocation.** Permits are licenses and are the property of the college, and may be revoked 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 on an unregistered vehicle or by an unauthorized person;

(3) Falsification on a vehicle registration application;

(4) Continued violations of parking and traffic rules;

(5) Counterfeiting or altering of permits;

(6) Failure to comply with the Washington State Financial Responsibility Act;

(7) Unpaid fines.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-131, § 495C-116-090, filed 9/22/92, effective 10/23/92.]

**WAC 495C-116-100 Right to refuse permit.** The college vice-president for auxiliary services or designee reserves the right to refuse the issuance of a parking permit to anyone who has had a previous permit revoked, or whose driving or parking record indicates a disregard for the rights or safety of others.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-131, § 495C-116-100, filed 9/22/92, effective 10/23/92.]

**WAC 495C-116-110 Appeal of permit revocation or refusal.** When a parking permit has been revoked under WAC 495C-116-090 or has been refused in accordance with WAC 495C-116-100 or when a fine or penalty has been levied against a violator of this chapter, that action by the vice-president for auxiliary services or designee may be appealed in accordance with WAC 495C-116-170.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-131, § 495C-116-110, filed 9/22/92, effective 10/23/92.]

**WAC 495C-116-120 Delegation of authority.** The authority and powers conferred upon the president by this chapter are subject to delegation to subordinates.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-131, § 495C-116-120, filed 9/22/92, effective 10/23/92.]

**WAC 495C-116-130 Enforcement.** (1) Parking and traffic rules will be enforced at all times.

(2) The vice-president for auxiliary services or designee is responsible for the enforcement of this chapter.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-131, § 495C-116-130, filed 9/22/92, effective 10/23/92.]

**WAC 495C-116-140 Violation of parking and traffic rules.** (1) Operators of illegally operated or parked vehicles shall be warned or cited through an appropriate means that they are in violation of this chapter. All fines are payable at the cashier's office.

(2) In instances where violations are flagrant or repeated, and in the judgment of the campus security officer or designee, with appropriate documented evidence, the vehicle may be impounded.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-131, § 495C-116-140, filed 9/22/92, effective 10/23/92.]

**WAC 495C-116-150 Issuance of traffic tickets or summons.** (1) The campus security officer or designee may issue a warning or citation for a violation of these regulations. The warning or citation must set forth the date, the approximate time, permit number, license information, and the nature of violation.

(2) The warning or citation may be served by attaching or affixing a copy in some prominent place outside the vehicle or by personally serving the operator.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-131, § 495C-116-150, filed 9/22/92, effective 10/23/92.]

**WAC 495C-116-160 Fines and penalties.** The vice-president for auxiliary services or designee may impose the following fines and penalties for violation of this chapter:

(1) The college shall publish the schedule in the College Handbook and on the traffic parking citation form.

(2) Fines will be assessed in accordance with the schedule for the following violations:

- (a) No valid permit displayed;
- (b) Visitor parking violations;
- (c) Occupying more than one parking space;
- (d) Occupying a space or area not designated for parking;
- (e) Handicapped parking violation;

(f) Parking in an area not authorized by a permit;

(g) Parking in reserved staff space without authorization;

(h) Blocking or obstructing traffic (may be towed if creating a safety hazard);

(i) Parking adjacent to a fire hydrant (may be towed if creating a safety hazard);

(j) Parking in a fire lane (may be towed if creating a safety hazard);

(k) Parking in a zone or area marked no parking;

(l) Other violations of college parking traffic rules.

(3) At the discretion of the vice-president for auxiliary services or designee, an administrator or staff member who has an accumulation of citations may be subject to disciplinary action or have the matter turned over to a private collection agency for the collection of past due fines. Other appropriate collection procedures may be initiated as deemed necessary.

(4) If a student fails or refuses to pay an uncontested fine that has been outstanding in excess of five working days, the vice-president for auxiliary services or designee may initiate the following actions:

(a) The student may not be able to obtain college records until all fines are paid;

(b) The student will not be able to register for subsequent quarters until all fines are paid.

(5) Vehicles parking in a manner so as to obstruct traffic, including access to and from parking spaces and areas, may be subject to a fine and may be impounded and taken to a place for storage selected by the campus security officer or designee. The expenses of the impounding and storage are the responsibility of the registered owner or driver of the vehicle.

(6) Vehicles impounded by means of an immobilizing device shall be charged a service fee according to the current fee schedule.

(7) The college is not liable for loss or damage of any kind resulting from impounding and storage of vehicles.

(8) Persons may appeal the issuance of a citation according to WAC 495C-116-170.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-131, § 495C-116-160, filed 9/22/92, effective 10/23/92.]

**WAC 495C-116-170 Appeal of citations and penalties.** (1) Appeals must be made in writing, giving full particulars, including a list of witnesses and evidence expected to be presented, etc.

(2) Appeals must be submitted to the vice-president for auxiliary services or designee within five working days from the date of citation.

(3) If an appeal is not resolved to the satisfaction of the alleged violator, he or she has five additional working days from the receipt of the decision of the vice-president for auxiliary services or designee to appeal.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-131, § 495C-116-170, filed 9/22/92, effective 10/23/92.]

**WAC 495C-116-180 Disclaimer of liability by college.** The college assumes no liability under any circumstances for theft or damage occurring to motor vehicles, bicycles, or their contents. No bailment of any sort is created by the purchase of a parking permit.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-131, § 495C-116-180, filed 9/22/92, effective 10/23/92.]

**WAC 495C-116-190 Designation of parking.** The parking spaces available on campus may be allocated and designated by the vice-president for auxiliary services in such a manner as will best achieve the objectives of this chapter.

(1) Special provisions shall be made for physically disabled employees, visitors, students, or their designees. Physically disabled individuals using handicapped parking spaces must display on that vehicle a valid state-issued disabled parking permit or license plate. The campus security officer or designee shall issue permits for temporarily handicapped persons and for those with state handicapped parking permits pending. In addition to the disabled permit, valid college parking permits must be displayed on the vehicle.

(2) Spaces specifically designated as "visitor" are to be used only by visitors driving vehicles without continuing or annual permits as specified by the posted signs.

(3) The vice-president for auxiliary services or designee may designate parking spaces for special purposes as deemed necessary.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-131, § 495C-116-190, filed 9/22/92, effective 10/23/92.]

**WAC 495C-116-200 Parking within designated spaces.** (1) No vehicle may be parked on the campus except in those areas set aside and designated for parking.

(2) No vehicle may be parked so as to occupy any portion of more than one parking space or stall.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-131, § 495C-116-200, filed 9/22/92, effective 10/23/92.]

**WAC 495C-116-210 Regulatory signs, markings, barricades, etc.** The vice-president for auxiliary services or designee may make and erect signs, barricades, and other structures and paint marks and other directions upon the streets, entrances, exits, and roadways for the regulation of traffic and parking upon the various public lands devoted to, operated by, or maintained by the college. Drivers of vehicles shall observe and obey all the signs, barricades, structures, markings, and directions.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-131, § 495C-116-210, filed 9/22/92, effective 10/23/92.]

**WAC 495C-116-220 Speed limit.** No vehicle may be operated on the campus at a speed in excess of that posted, or such slower speed as is reasonable and prudent to the circumstances.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-131, § 495C-116-220, filed 9/22/92, effective 10/23/92.]

**WAC 495C-116-230 Pedestrian right of way.** (1) The operator of a vehicle shall yield the right of way to any pedestrian. A pedestrian shall not leave a curb or other place of safety and walk or run into the path of an oncoming vehicle.

(2) When a sidewalk or crosswalk is provided, pedestrians shall proceed upon the sidewalk or crosswalk.

(1995 Ed.)

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-131, § 495C-116-230, filed 9/22/92, effective 10/23/92.]

**WAC 495C-116-240 Two-wheeled motorcycles or bicycles.** All vehicles and bicycles shall park in designated areas only.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-131, § 495C-116-240, filed 9/22/92, effective 10/23/92.]

**WAC 495C-116-250 Report of accidents.** (1) The operator of a vehicle involved in an accident on campus resulting in injury or death of a person or claimed damage to either or both vehicles exceeding five hundred dollars shall immediately report the accident to the campus security office. Accidents occurring after the close of business must be reported the next working day.

(2) Other minor accidents may be reported to the campus security office for insurance record purposes.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-131, § 495C-116-250, filed 9/22/92, effective 10/23/92.]

**WAC 495C-116-260 Disabled or inoperative vehicles—Impounding.** (1) Disabled or inoperative vehicles shall not be parked on the campus for a period exceeding seventy-two hours, without authorization from the vice-president for auxiliary services or designee.

(2) Vehicles parked over seventy-two hours without authorization may be impounded and stored at the expense of either or both the owner and operator of the vehicle.

(3) Notice of intent to impound will be posted on the vehicle and sent by registered mail to the legal owner at least forty-eight hours before impounding.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-131, § 495C-116-260, filed 9/22/92, effective 10/23/92.]

**WAC 495C-116-270 Authority to establish parking fee.** The president or designee shall set and review as necessary parking permit fees in accordance with WAC 495C-116-280 and a schedule of fines and penalties in accordance with WAC 495C-116-160.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-131, § 495C-116-270, filed 9/22/92, effective 10/23/92.]

**WAC 495C-116-280 Parking permit fees.** Fees shall be levied in accordance with the current published fee schedule.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-131, § 495C-116-280, filed 9/22/92, effective 10/23/92.]

## Chapter 495C-120 WAC STUDENT CONDUCT CODE

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**WAC 495C-120-010 Definitions.** The definitions set forth in this section apply throughout this chapter.

(1) "Board" means the board of trustees of Clover Park Technical College.

(2) "College" means Clover Park Technical College.

(3) "Liquor" means the definition of liquor as contained within RCW 66.04.010.

(4) "Drugs" means a narcotic drug as defined in RCW 69.50.101, a controlled substance as defined in RCW 69.50.201 through 69.50.212, or a legend drug as defined in RCW 69.41.010.

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

(6) "President" means the chief executive officer of the college appointed by the board of trustees.

(7) "Disciplinary officials" means the president or designee, including but not limited to, vice-presidents and program directors.

(8) "Student" means a person who is regularly enrolled at the college.

(9) "Disciplinary action" means the warning, probation, expulsion, suspension, or reprimand of a student under WAC 495C-120-120 for the violation of a rule adopted in this chapter.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-120-010, filed 9/16/92, effective 10/17/92.]

**WAC 495C-120-020 Statement of purpose.** (1) Clover Park Technical College is maintained by the state of Washington for the provision of programs of vocational instruction for high school students and adults, including necessary related instruction and community services. Like any other institution having its own special purposes, the college must maintain conditions conducive to the effective performance of its functions. Consequently, it has special expectations regarding the conduct of the various participants in the college community.

(2) Admission to the college carries with it the prescription that students will conduct themselves as responsible members of the college community. This includes an expectation that the student will obey appropriate laws, will comply with the rules of the college and its departments, and will maintain a high standard of integrity and honesty.

(3) Sanctions for violations of college rules or conduct that interferes with the operation of college affairs will be dealt with by the college, and the college may impose sanctions independently of any action taken by civil or criminal authorities. In the case of minors, misconduct may be referred to parents or legal guardians.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-120-020, filed 9/16/92, effective 10/17/92.]

**WAC 495C-120-030 Jurisdiction.** All rules in this chapter concerning student conduct and discipline apply to every student enrolled at the college whenever the student is engaged in or present at a college-related activity, whether occurring on or off college facilities.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-120-030, filed 9/16/92, effective 10/17/92.]

**WAC 495C-120-040 Student misconduct.** Disciplinary action may be taken for a violation of any provision of this student code, for a violation of other college rules which may from time to time be properly adopted, or for any of the following types of misconduct:

(1) Clover Park Technical College facilities are smoke free. Smoking is approved at designated sites;

(2) The possession, use, sale, or distribution of any illegal drug on the college campus is prohibited. The use of illegal drugs by any student attending a college-sponsored event is also prohibited, even though the event does not take place at the college. The use of alcohol by any student attending such events on college or noncollege property shall conform to state law;

(3) Engaging in lewd, indecent, or obscene behavior;

(4) Where the student presents an imminent danger to college property or to himself or herself or other students or persons in college facilities on or off campus, or to the education process of the college;

(5) Dishonesty, including cheating, plagiarism, or knowingly furnishing false information to the college;

(6) The intentional making of false statements or filing of false charges against the college and members of the college community;

(7) Forgery, alteration, or misuse of college documents, records, funds, or instruments of identification with the intent to defraud;

(8) Theft from or damage to college premises or property, or theft of or damage to property of a member of the college community or college premises;

(9) Failure to comply with the direction of college officials acting in the legitimate performance of their duties;

(10) Possession of firearms, except where approved by state statute.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-120-040, filed 9/16/92, effective 10/17/92.]

**WAC 495C-120-045 Loss of eligibility—Student participation.** Any student found to have violated chapter 69.41 RCW, legend drugs, by virtue of a criminal conviction or by final decision of the college president shall, in lieu of or in addition to any other disciplinary action which may be imposed, be disqualified from participation in any school-sponsored events or activities.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-120-045, filed 9/16/92, effective 10/17/92.]

**WAC 495C-120-050 Civil disturbances.** In accordance with provisions contained in RCW 28B.10.571 and 28B.10.572:

(1) It shall be unlawful for any person, singly or in concert with others, to interfere by force or violence with any employee or student of the college who is in the peaceful discharge or conduct of his duties or studies.

(2) It shall be unlawful for any person, singly or in concert with others, to intimidate by threat of force or violence any employee or student of the college who is in the peaceful discharge of his duties or studies.

(3) The crimes described in RCW 28B.10.571 and 28B.10.572 shall not apply to any employee who is engaged in the reasonable exercise of their disciplinary authority.

(4) Any person or persons who violate the provisions of subparagraphs (1) and (2) above will be subject to disciplinary action and referred to the authorities for prosecution.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-120-050, filed 9/16/92, effective 10/17/92.]

#### **WAC 495C-120-060 Free movement on campus.**

The president or designee is authorized in the instance of any event that he or she deems impedes the movement of persons or vehicles or which he or she deems to disrupt the ingress or egress of persons from the college facilities, to prohibit the entry of, or withdraw the license of, or privileges of a person or persons or any group of persons to enter onto or remain upon any portion of the college facilities.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-120-060, filed 9/16/92, effective 10/17/92.]

#### **WAC 495C-120-070 Right to demand identification.**

For the purpose of determining whether probable cause exists for the application of any section of this code to any behavior by any person on a college facility, any college personnel or other authorized personnel may demand that any person on college facilities produce identification.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-120-070, filed 9/16/92, effective 10/17/92.]

#### **WAC 495C-120-080 Dishonesty/classroom conduct.**

(1) Dishonesty: Honest assessment of student performance is of crucial importance to all members of the college community. Acts of dishonesty are serious breaches of honor and shall be dealt with in the following manner:

(a) It is the responsibility of the college administration and instructional staff to provide reasonable and prudent security measures designed to minimize opportunities for acts of dishonesty which occur at the college.

(b) Any student who, for the purpose of fulfilling any assignment or task required by a staff member as part of the student's program of instruction, shall knowingly tender any work product that the student fraudulently represents to the staff member as the student's work product, shall be deemed to have committed an act of dishonesty. Acts of dishonesty shall be cause for disciplinary action.

(c) Any student who aids or abets the accomplishment of an act of dishonesty, as described in subparagraph (b) above, shall be subject to disciplinary action.

(d) This section shall not be construed as preventing an instructor from taking immediate disciplinary action when the instructor is required to act upon such breach of dishonesty in order to preserve order and prevent disruptive conduct in the classroom. This section shall also not be

construed as preventing an instructor from adjusting the student's grade on a particular project, paper, test, or class grade for dishonesty.

(2) Classroom conduct: Instructors have the authority to take whatever summary actions may be necessary to maintain order and proper conduct in the classroom and to maintain the effective cooperation of the class in fulfilling the objectives of the course.

(a) Any student who, by any act of misconduct, substantially disrupts any college class by engaging in conduct that renders it difficult or impossible to maintain the decorum of the class shall be subject to disciplinary action.

(b) The instructor of each program offered by the college is authorized to take such steps as may be necessary to preserve order and to maintain the effective cooperation of the class in fulfilling the objectives of the program; provided that; a student shall have the right to appeal such disciplinary action to the vice-president for instruction or designee.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-120-080, filed 9/16/92, effective 10/17/92.]

**WAC 495C-120-090 Campus speakers.** (1) Student organizations officially recognized by the college may invite speakers to the campus to address their own membership and other interested students and staff if suitable space is available and there is no interference with the regularly scheduled program of the college. Although properly allowed by the college, the appearance of such speakers on the campus implies neither approval nor disapproval of them or their viewpoints. In case of speakers who are candidates for political office, equal opportunities shall be available to opposing candidates if desired by them. Speakers are subject to the normal considerations for law and order and to the specific limitations imposed by the state constitution which prohibits religious worship, exercise or instruction on state property.

(2) In order to insure an atmosphere of open exchange and to insure that the educational objectives of the college are not obscured, the president, in a case attended by strong emotional feeling, may prescribe conditions for the conduct of the meeting, such as requiring a designated member of the staff as moderator, or requiring permission for comments and questions from the floor. Likewise, the president may encourage the appearance of one or more additional speakers at any meeting or at a subsequent meeting so that other points of view may be expressed. The president may designate representatives to recommend conditions such as time, manner, and place for the conduct of particular meetings.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-120-090, filed 9/16/92, effective 10/17/92.]

#### **WAC 495C-120-100 Distribution of information.**

(1) Handbills, leaflets, newspapers and similar materials may be sold or distributed free of charge by any student or students, or by members of recognized student organizations, or by college employees on or in college facilities at locations specifically designated by the senior vice-president or designee; provided such distribution or sale does not



interfere with the ingress or egress of persons or interfere with the free flow of vehicular or pedestrian traffic.

(2) Such handbills, leaflets, newspapers and related matter must bear identification as to the publishing agency and distributing organization or individual.

(3) All nonstudents shall register with the senior vice-president prior to the distribution of any handbill, leaflet, newspaper or related matter. Such distribution or sale must not interfere with the free flow of vehicular or pedestrian traffic.

(4) Any person or persons who violate provisions of subparagraphs (1) and (2) above will be subject to disciplinary action.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-120-100, filed 9/16/92, effective 10/17/92.]

**WAC 495C-120-110 Commercial activities.** (1) College facilities will not be used for a commercial solicitation, advertising or promotional activities except when such activities clearly serve educational objectives, including but not limited to display of books of interest to the staff or the display or demonstration of technical or research equipment, and when such commercial activities relate to educational objectives and are conducted under the sponsorship or at the request of the college.

(2) For the purpose of this regulation, the term "commercial activities" does not include handbills, leaflets, newspapers and similarly related materials as regulated in WAC 495C-120-100.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-120-110, filed 9/16/92, effective 10/17/92.]

**WAC 495C-120-120 Disciplinary process.** (1) Any infractions of college rules may be referred by any college staff member to the vice-president for instruction. That official shall then follow the appropriate procedures for any disciplinary action which he or she deems necessary relative to the alleged misconduct. In addition, a student may appeal disciplinary action taken by a staff member pursuant to the provisions in WAC 495C-120-160.

(2) The disciplinary official may take whatever action deemed appropriate within the framework of these rules. If the student concludes that any sanctions imposed are inappropriate, the student may appeal to the vice-president for student services or designee.

(3) If a referral or an appeal is made to the vice-president for student services or designee, the vice-president for student services or designee shall hold a hearing, reach conclusions and may impose sanctions. If the student concludes that the action of the vice-president for student services or designee is inappropriate, the student may appeal the matter to the president of the college.

(4) The president of the college, after reviewing the case, may reverse, sustain or modify any sanctions which may have been imposed by the vice-president for student services or designee. The decision of the president is final.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-120-120, filed 9/16/92, effective 10/17/92.]

**WAC 495C-120-130 Disciplinary terms.** The definitions set forth in this section apply throughout WAC 495C-120-180.

(1) Disciplinary warning means oral notice of violation of college rules.

(2) Reprimand means formal action after censuring a student for violation of college rules or failure to satisfy the college's expectations regarding conduct. Reprimands are made in writing to the student by the disciplinary official. A reprimand indicates to the student that continuation or repetition of the specific conduct involved or other misconduct will result in one or more serious disciplinary actions described below.

(3) Disciplinary probation means formal action placing conditions upon the student's continued attendance because of his or her violation of college rules or failure to satisfy the college's expectations regarding conduct. The disciplinary official placing the student on probation will specify, in writing, the period of probation and the conditions, such as limiting the student's participation in extra-curricular activities. Disciplinary probation warns the student that any further misconduct will automatically raise the question of dismissal from the college. Disciplinary probation 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.

(4) Summary suspension means temporary dismissal from the college and temporary termination of a student's status for a period of time not to exceed ten days which occurs prior to invocation of the formal hearing procedures specified in these rules due to a necessity to take immediate disciplinary action, where a student presents an imminent danger to the college property, or to himself or herself, or other students or persons in college facilities on or off campus, or to the educational process of the college.

(5) Suspension means temporary dismissal from the college and temporary termination of student status for violation of college rules or for failure to meet college standards of conduct.

(6) Expulsion means dismissal from the college and termination of student status for violation of college rules or for failure to meet the college standards of conduct for an indefinite period of time or permanently.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-120-130, filed 9/16/92, effective 10/17/92.]

**WAC 495C-120-135 Refunds and access.** (1) Refund of fees for the period in which disciplinary action is taken shall be in accordance with the college's refund policy.

(2) A student suspended or expelled 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 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-120-135, filed 9/16/92, effective 10/17/92.]

**WAC 495C-120-140 Readmission after suspension or expulsion.** Any student suspended from the college for disciplinary reasons will normally be readmitted upon expiration of the time period for which the suspension was issued. If the student has been expelled or feels that



circumstances warrant reconsideration of a temporary suspension prior to its expiration, or if the student was suspended with conditions imposed for readmission, the student may be readmitted following approval of a written petition submitted to the vice-president for instruction or designee. Such petition must state reasons which support a reconsideration of the matter. Before readmission may be granted, such petition must be reviewed and approved by the college president or designee.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-120-140, filed 9/16/92, effective 10/17/92.]

**WAC 495C-120-150 Readmission into instructional program.** Students who have been suspended pursuant to disciplinary procedures set forth in WAC 495C-120-120 and 495C-120-130 and whose suspension upon appeal is found to have been unwarranted shall be provided the opportunity to reenter their instructional program 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 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-120-150, filed 9/16/92, effective 10/17/92.]

**WAC 495C-120-160 Procedural guidelines.** (1) Students, if they wish to appeal, have a right to a fair and impartial hearing before the vice-president for student services or designee on any charge of misconduct. The failure of a student to cooperate with the hearing procedures, however, shall not preclude the vice-president for student services or designee from making his or her findings of fact, reaching conclusions and imposing sanctions. Failure of the student to cooperate may be taken into consideration by the vice-president for student services or designee in recommending penalties.

(2) The student shall be given notice of the date, time and place of the hearing, the charges, a list of witnesses who will appear, and a description of any documentary or other physical evidence that will be presented at the hearing. This notice shall be given to the student in writing and shall be provided in sufficient time to permit him to prepare a defense. The notice may be amended at any time prior to the hearing, but if such amendment is prejudicial to the student's case, the hearing shall be rescheduled to a later date if so requested in writing by the student.

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

(4) Only those matters presented at the hearing, in the presence of the student involved, will be considered in determining whether the student is guilty of the misconduct charged but the student's past record of conduct may be taken into account in formulating the vice-president for student services or designee's recommendation for disciplinary action.

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

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

(7) The vice-president for student services or designee shall set the time, place and available seating capacity for a hearing.

(8) All proceedings of the vice-president for student services or designee will be conducted with reasonable dispatch and terminated as soon as fairness to all parties involved permits.

(9) An adequate summary of the proceedings will be kept. As a minimum, such summary would include a tape recording of testimony. Such record will be available for inspection and copying in the office of student services during regular business hours.

(10) The student will be provided with a copy of the findings of fact and the conclusions of the vice-president for student services or designee. The student will also be advised of his right to present, within ten calendar days, a written statement of appeal to the president of the college before action is taken on the decision of the vice-president for student services or designee. In the case of an unmarried student under eighteen years of age, written notice of any action involving dismissal or disciplinary probation is sent to the parents or guardian of the student.

(11) The vice-president for student services or designee shall establish general rules of procedure for conducting hearings consistent with these procedural guidelines.

(12) The president of the college or his designated representative, after reviewing the case, including the report of the vice-president for student services or designee and any statement filed by the student, shall either indicate his approval of the conclusions of the vice-president for student services or designee by sustaining his or her decision, shall give directions as to what other disciplinary action shall be taken by modifying his or her decision, or shall nullify previous sanctions imposed by reversing the decision and shall then notify the official who initiated the proceedings, the student and the vice-president for student services.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-120-160, filed 9/16/92, effective 10/17/92.]

**WAC 495C-120-170 Appeals.** Any disciplinary action may be appealed as described below. Notice of an appeal by a student shall be made in writing and addressed to the vice-president for instruction within ten calendar days of the college's giving of the notice of the disciplinary action.

(1) Disciplinary action by a college staff member may be appealed to, and shall be reviewed by, the vice-president for instruction or his or her designee.

(2) Disciplinary action by the appropriate disciplinary official may be appealed to, and shall be reviewed by, the vice-president for student services or designee.

(3) Disciplinary action by the vice-president for student services or designee may be appealed to, and shall be reviewed by, the college president or his designee.

(4) Disciplinary action by the president shall either indicate approval of the conclusions by sustaining the decision or shall give directions as to what other disciplinary action shall be taken by modifying the decision, or shall nullify previous sanctions imposed by reversing the decision. All appeals to the president shall be final.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-120-170, filed 9/16/92, effective 10/17/92.]

**WAC 495C-120-180 Reporting, recording and maintaining records.** Records of all disciplinary cases shall be kept by the disciplinary official taking or initiating the action. Except in proceedings where the student is exonerated, all documentary or other physical evidence produced or considered in disciplinary proceedings and all recorded testimony shall be preserved, insofar as possible, for not more than five years. No other records of proceedings wherein the student is exonerated, other than the fact of exonerated, shall be maintained in the student's file or other college repository after the date of the student's graduation or not more than five years.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-120-180, filed 9/16/92, effective 10/17/92.]

### Chapter 495C-122 WAC

#### WITHHOLDING SERVICES FOR OUTSTANDING DEBTS

##### WAC

495C-122-010 Policy.  
495C-122-020 Notification.  
495C-122-030 Procedure for brief adjudicative proceeding.

**WAC 495C-122-010 Policy.** If any person, including any staff, student or former student, is indebted to the institution for an outstanding overdue debt, the college need not provide any further services of any kind to such individual, including but not limited to transmitting files, records, transcripts or other services which have been requested by such person.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-122-010, filed 9/16/92, effective 10/17/92.]

**WAC 495C-122-020 Notification.** (1) Upon receiving a request for services where there is an outstanding debt due to the college from the requesting person, the college shall notify the person by first-class mail that the services will not be provided since there is an outstanding debt due. The person shall be told that until the debt is satisfied, requested services will not be provided.

(2) The letter of notification shall also state that the person has a right to a brief adjudicative proceeding before a person designated by the president of the college. The

proceeding must be requested within twenty days of the date of mailing notification of refusal to provide services.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-122-020, filed 9/16/92, effective 10/17/92.]

**WAC 495C-122-030 Procedure for brief adjudicative proceeding.** Upon receipt of a timely request for a hearing, the person designated by the president shall have the records and files of the college available for review and shall hold an informal hearing concerning whether the individual in fact owes any outstanding debts to the college. The hearing must be conducted within ten working days of the request for a hearing. After the informal hearing, a decision shall be rendered by the president or designee indicating whether in fact the college is correct in withholding services for the outstanding debt. If the outstanding debt is owed by the individual involved, no further services shall be provided. Notification of this decision shall be sent to the individual within five working days after the hearing. This hearing shall constitute a brief adjudicative proceeding established by the Administrative Procedure Act at RCW 34.05.482 through 34.05.494.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-122-030, filed 9/16/92, effective 10/17/92.]

### Chapter 495C-130 WAC

#### TUITION AND FEE SCHEDULES

##### WAC

495C-130-010 Tuition and fee schedules.  
495C-130-020 Location of schedules.

**WAC 495C-130-010 Tuition and fee schedules.** Chapter 28B.15 RCW sets the parameters for tuition and fee levels at state community and technical colleges. The legislature then establishes current biennium tuition and fee rates.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-131, § 495C-130-010, filed 9/22/92, effective 10/23/92.]

**WAC 495C-130-020 Location of schedules.** Additional and detailed information and specific amounts to be charged for each category of students will be found in the following locations on the Clover Park Technical College campus:

- (1) Counseling office;
- (2) Financial aid office;
- (3) Financial services;
- (4) Student records office.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-131, § 495C-130-020, filed 9/22/92, effective 10/23/92.]

### Chapter 495C-131 WAC

#### SCHOLARSHIPS

##### WAC

495C-131-010 Scholarships.

**WAC 495C-131-010 Scholarships.** Detailed information concerning the criteria, eligibility, procedures for application, and other information regarding scholarships at Clover Park Technical College is located in the Financial Aid Office.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-131-010, filed 9/16/92, effective 10/17/92.]

### Chapter 495C-132 WAC FINANCIAL AID

**WAC**  
495C-132-010 Financial aid.

**WAC 495C-132-010 Financial aid.** Federal, state, and private financial aid applications and information may be obtained at the following address:

Financial Aid Office  
Clover Park Technical College  
4500 Steilacoom Boulevard S.W.  
Tacoma, WA 98499-4098

Award of federal and state aid will be made in accordance with applicable federal and state laws and regulations.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-132-010, filed 9/16/92, effective 10/17/92.]

### Chapter 495C-133 WAC ORGANIZATION

**WAC**  
495C-133-020 Organization—Operation—Information.

**WAC 495C-133-020 Organization—Operation—Information.** (1) Organization. Clover Park Technical College is established in Title 28B RCW as a public institution of higher education. The college is governed by a five-member board of trustees, appointed by the governor. The board employs a president, who acts as the chief executive officer of the college. The president establishes the structure of the administration.

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

4500 Steilacoom Boulevard S.W.  
Tacoma, WA 98499-4098

The office hours as prescribed in the College Procedures Manual are 8:00 a.m. to 4:30 p.m., Monday through Friday, except legal holidays. Educational operations are also located at the following addresses:

Woodbrook Vocational Site  
(Fort Lewis Campus)  
14800 Murray Road S.W.  
Fort Lewis, WA 98439-1197

Days Inn Clover Park  
6802 South Sprague  
Tacoma, WA 98409-6797

Recreational Vehicle/Marine Mechanics Facility  
3423 Chapel Street S.W., Building No. 7  
Tacoma, WA 98444-1539

Franklin Pierce High School  
11002-18th Avenue East  
Tacoma, WA 98445-5200

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

4500 Steilacoom Boulevard S.W.  
Tacoma, WA 98499-4098

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-133-020, filed 9/16/92, effective 10/17/92.]

### Chapter 495C-134 WAC DESIGNATION OF RULES COORDINATOR

**WAC**  
495C-134-010 Rules coordinator.

**WAC 495C-134-010 Rules coordinator.** The rules coordinator for Clover Park Technical College as designated by the president is:

G. James Capelli  
Sr. Vice-President  
Clover Park Technical College  
4500 Steilacoom Boulevard S.W.  
Tacoma, WA 98499-4098

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-134-010, filed 9/16/92, effective 10/17/92.]

### Chapter 495C-140 WAC USE OF COLLEGE FACILITIES

**WAC**

495C-140-010	Use of college facilities.
495C-140-020	Limitation of use to college activities.
495C-140-030	Statement of intentions.
495C-140-040	General policies limiting use.
495C-140-050	Administrative control.
495C-140-060	Trespass.
495C-140-070	Prohibited conduct at college facilities.
495C-140-080	Control of pets in college facilities.
495C-140-090	Basis of fee assessment.
495C-140-100	Application procedures.
495C-140-110	Supervision during activity.

**WAC 495C-140-010 Use of college facilities.** The board and administration believe that facilities should be available for a variety of uses which are of benefit to the general public if such general uses do not interfere with the educational mission of the college. However, a state agency is under no obligation to make its public facilities available to the community for private purposes.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-140-010, filed 9/16/92, effective 10/17/92.]

**WAC 495C-140-020 Limitation of use to college activities.** (1) When allocating use of college facilities, the highest priority is always given to activities specifically related to the college's mission. No arrangements will be made that may interfere with or operate to the detriment of, the college's own instructional, research, or public service programs. In particular, college buildings, properties, and facilities, including those assigned to student programs, are used primarily for:

(a) The regularly established instructional, research, or public service activities of the college and its departments;

(b) Cultural, educational, or recreational activities of the students, faculty, or staff;

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

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

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

(2) College facilities shall be assigned to student organizations for regular business meetings, social functions and for programs open to the public. Any recognized campus student organization may invite speakers from outside the college community. The appearance of an invited speaker on campus does not represent an endorsement by the college, its students, staff, administration, or the board of trustees, implicitly or explicitly, of the speaker's views.

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

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

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-140-020, filed 9/16/92, effective 10/17/92.]

**WAC 495C-140-030 Statement of intentions.** The college neither intends nor desires to compete with any local agency or private enterprise in making its facilities available to the community. Privately operated facilities exist which

are well qualified to best meet many community needs. The college encourages the community to patronize local businesses or agencies. With this approach, the college will work cooperatively with local private enterprise to the mutual benefit of all concerned.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-140-030, filed 9/16/92, effective 10/17/92.]

**WAC 495C-140-040 General policies limiting use.**

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

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

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

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

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

(6) Handbills, leaflets, and similar materials except those which are commercial, obscene, or unlawful may be distributed only in designated areas on the campus where, and at times when, such distribution will not interfere with the orderly administration of the college affairs or the free flow of traffic. Any distribution of materials as authorized by the designated administrative officer shall not be construed as support or approval of the content by the college community or the board of trustees.

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

(8) No person or group may use or enter onto college facilities having in their possession firearms, unless appropriately licensed to do so under state statute.

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

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

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

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

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-140-040, filed 9/16/92, effective 10/17/92.]

**WAC 495C-140-050 Administrative control.** The board hereby delegates to the president authority to set up administrative procedures for the use of college facilities; and to establish rental schedules where appropriate.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-140-050, filed 9/16/92, effective 10/17/92.]

**WAC 495C-140-060 Trespass.** (1) Individuals who are not students or staff and who violate these rules will be advised of the specific nature of the violation, and if they persist in the violation, they will be requested by the president or designee, to leave the college property. Such a request prohibits the entry of and withdraws the license or privilege to enter onto or remain upon any portion of the college facilities by the person or group of persons requested to leave. Such persons shall be subject to arrest under the provisions of chapter 9A.52 RCW.

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

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-140-060, filed 9/16/92, effective 10/17/92.]

**WAC 495C-140-070 Prohibited conduct at college facilities.** (1) The use or possession of unlawful drugs or narcotics, not medically prescribed, on college property or at college functions, is prohibited. Students under the influence of intoxicants, unlawful drugs or narcotics while in college facilities are subject to disciplinary action.

(2) The use of tobacco is prohibited in accordance with health regulations. Clover Park Technical College facilities are smoke free. Smoking is approved at designated outdoor sites.

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

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-140-070, filed 9/16/92, effective 10/17/92.]

**WAC 495C-140-080 Control of pets in college facilities.** Pets are not permitted in campus buildings or on the grounds except guide or service dogs for the visually or hearing impaired and those performing a support function to law enforcement agencies and/or those approved by the president or designee.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-140-080, filed 9/16/92, effective 10/17/92.]

**WAC 495C-140-090 Basis of fee assessment.** (1) The basis for establishing and charging fees reflects the college's assessment of the present market, the cost of operations, and an evaluation of the intended purpose and its relationship to the purposes of this college. The board of trustees has determined that groups or organizations affiliated with the college should be permitted access to facilities at the lowest charge on the fee schedule which may include complimentary use. A current fee schedule is available to interested persons from the office of vice-president for auxiliary services.

(2) The college does not wish to compete with private enterprise. Therefore, the college reserves the right to deny applications for facility use when the administration feels a commercial facility should be patronized. At no time will facility use be granted for a noncollege related commercial activity at a rental rate, or upon terms, less than the full and fair rental value of premises used.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-140-090, filed 9/16/92, effective 10/17/92.]

**WAC 495C-140-100 Application procedures.** (1) At least seven working days prior to date of intended use of any college facility, an authorized representative of the requesting organization must submit proper and complete written application which may be obtained through the college's office of auxiliary services. A single application may be sufficient for a series of meetings by an organization unless those meetings vary significantly in some substantive way; if so, separate applications will be required.

(2) Upon approval of the application, an authorized representative of the using organization shall sign the rental agreement. By affixing a signature as representing the using organization, the signatory specifies he or she has authority to enter into agreement on behalf of the organization and if the organization fails to pay the amount due, the signatory becomes responsible for all charges which may include interest payment for overdue accounts as specified on the rental form but not less than one percent per month.

(3) Events requiring expenditures on the part of the college, or where significant areas are blocked out for the renter, a minimum of up to fifty percent advance deposit may be required at the time of application.

(4) The college reserves the right to make pricing changes without prior written notice.

(5) Use of a facility is limited to the facilities specified on the agreement.

(6) The priorities for facility use place primary emphasis on regular college events and activities. The vice-president for auxiliary services or designee reserve the right to cancel any permit and refund any payments for use of college facilities and equipment when they deem such action advisable and in the college's best interests.

(7) In the event of a cancellation of a facility use permit by the applicant, that organization is liable for all college costs and expenses in preparing the facility for its use.

(8) Any admission charge is to be specified and approved by the college.

(9) Organizations using Clover Park Technical College's facilities shall conduct all activities in accordance with applicable local, state, and federal laws including all rules adopted by the Clover Park Technical College board of trustees.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-140-100, filed 9/16/92, effective 10/17/92.]

#### WAC 495C-140-110 Supervision during activity.

(1) Signatories of the rental agreement as well as adult organization leaders are responsible for group conduct and are expected to remain with their group during activities. When the use of special facilities makes it necessary that supervision or security be provided, a staff member will represent the college at any activity on college facilities. Such service shall be paid at the current rate, by the organization requesting use of the facility, and does not relieve the organization from safeguarding the college's property.

(2) College personnel will open and lock all rented facilities. Keys to buildings or facilities will not be issued or loaned on any occasion to any organization with the exception of keys to designated off-campus locations.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-140-110, filed 9/16/92, effective 10/17/92.]

### Chapter 495C-168 WAC USE OF LIBRARY—FINES

#### WAC

495C-168-010	Title.
495C-168-020	Loans.
495C-168-030	Fines.
495C-168-040	Student handbook.
495C-168-050	Inspection.
495C-168-060	Prohibited entry.

**WAC 495C-168-010 Title.** WAC 495C-168-010 through 495C-168-060 will be known as the library-resource center code of Clover Park Technical College.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-168-010, filed 9/16/92, effective 10/17/92.]

**WAC 495C-168-020 Loans.** Materials from the college library, F.V. Miner Resource Center, are checked out only to the following groups.

- (1) All currently registered students of the college;
- (2) All current staff members;

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

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

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-168-020, filed 9/16/92, effective 10/17/92.]

**WAC 495C-168-030 Fines.** In cases where damage or loss of library material is evident, the offending patron will be assessed the replacement cost. In other instances where library-media materials are retained by the borrower beyond the designated due date, fines may be levied as a sanction to effect the prompt return of items which may be in demand by others.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-168-030, filed 9/16/92, effective 10/17/92.]

**WAC 495C-168-040 Student handbook.** Information governing the operation of the library center is included in the student and college handbooks.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-168-040, filed 9/16/92, effective 10/17/92.]

**WAC 495C-168-050 Inspection.** The library shall have the right to inspect packages, brief cases, containers, articles, and materials leaving the building to prevent the unauthorized removal of library resources. The inspection may be done by persons or devices designed to detect unauthorized removals.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-168-050, filed 9/16/92, effective 10/17/92.]

**WAC 495C-168-060 Prohibited entry.** The library shall have the right to prevent entry of foods and beverages, animals or other things detrimental to the library purpose.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-168-060, filed 9/16/92, effective 10/17/92.]

### Chapter 495C-276 WAC ACCESS TO PUBLIC RECORDS

#### WAC

495C-276-010	Purpose.
495C-276-020	Definitions.
495C-276-030	Description of central and field organization of Clover Park Technical College District No. 29.
495C-276-040	Operations and procedures.
495C-276-050	Public records available.
495C-276-060	Public records officer.
495C-276-070	Office hours.
495C-276-080	Requests for public records.
495C-276-090	Copying.
495C-276-100	Determination regarding exempt records.
495C-276-110	Review of denials of public records requests.
495C-276-120	Protection of public records.
495C-276-130	Records index.
495C-276-140	Adoption of form.

**WAC 495C-276-010 Purpose.** The purpose of this chapter is to ensure that Clover Park Technical College complies with the provisions of chapter 42.17 RCW and in particular with those sections of that chapter dealing with public records.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-276-010, filed 9/16/92, effective 10/17/92.]



**WAC 495C-276-020 Definitions.** (1) "Public record" includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics.

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

(3) "Clover Park Technical College" is an agency organized by statute pursuant to RCW 28B.50.040. Clover Park Technical College shall hereafter be referred to as the "district." Where appropriate, the term "district" also refers to the staff and employees of the district.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-276-020, filed 9/16/92, effective 10/17/92.]

**WAC 495C-276-030 Description of central and field organization of Clover Park Technical College District No. 29.** (1) Clover Park Technical College is a state agency established and organized under the authority of chapter 28B.50 RCW for the purpose of implementing the educational goals established by the legislature in RCW 28B.50.020. The administrative office of the district is located on the college campus within the county of Pierce, Washington. The college campus likewise comprises the central headquarters for all operations of the district. Field activities for the branch campuses of the district are administered by personnel located at the Clover Park Technical College main office at 4500 Steilacoom Boulevard Southwest in Tacoma, Washington.

(2) The district is operated under the supervision and control of a board of trustees. The board of trustees consists of five members appointed by the governor. The board of trustees normally meets at least once each month, as provided in WAC 495C-104-010. The board of trustees employs a president, an administrative staff, instructors, and other employees. The board of trustees takes such actions and promulgates such rules, and policies in harmony with the rules established by the state board for community and technical colleges, as are necessary to the administration and operation of the district.

(3) The president of the district is responsible to the board of trustees for the operation and administration of the district. A detailed description of the administrative organization of the district is contained within the College Handbook for Clover Park Technical College, a current copy of which is available for inspection at the administrative office of the district.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-276-030, filed 9/16/92, effective 10/17/92.]

**WAC 495C-276-040 Operations and procedures.** (1) Formal decision-making procedures are established by the board of trustees through rules promulgated in accordance with the requirements of chapter 34.05 RCW, the Administrative Procedure Act.

(2) Informal decision-making procedures at the college, as established by the board of trustees, are set forth in the Policy Manual of Clover Park Technical College, a current copy of which is available for inspection at the administrative office of the district.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-276-040, filed 9/16/92, effective 10/17/92.]

**WAC 495C-276-050 Public records available.** All public records of the district, as defined in this chapter, are deemed to be available for public inspection and copying pursuant to these rules, except as otherwise provided by RCW 42.17.310 or other statutes.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-276-050, filed 9/16/92, effective 10/17/92.]

**WAC 495C-276-060 Public records officer.** The district's public records shall be in the charge of the public records officer designated by the chief administrative officer of the district. The person so designated shall be located in the district administrative office. The public records officer shall be responsible for the following: Implementation of the district's rules regarding release of public records, coordinating district employees in this regard, and generally ensuring compliance by district employees with the public records disclosure requirements in chapter 42.17 RCW.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-276-060, filed 9/16/92, effective 10/17/92.]

**WAC 495C-276-070 Office hours.** Public records shall be available for inspection and copying during the customary office hours of the district. For purposes of this chapter, the customary office hours shall be from 9:00 a.m. to noon and from 1:00 p.m. to 4:00 p.m., Monday through Friday, excluding legal holidays and holidays established by the college calendar.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-276-070, filed 9/16/92, effective 10/17/92.]

**WAC 495C-276-080 Requests for public records.** In accordance with the requirements of RCW 42.17.290 that agencies prevent unreasonable invasions of privacy, protect public records from damage or disorganization, and prevent excessive interference with essential functions of the agency, public records are only obtainable by members of the public when those members of the public comply with the following procedures:

(1) A request shall be made in writing upon a form prescribed by the district which shall be available at the district administrative office. The form shall be presented to the public records officer or, if the public records officer is not available, to any member of the district's staff at the district administrative office during customary office hours. The request shall include the following information:

- (a) The name of the person requesting the record;
- (b) The time of day and calendar date on which the request was made;
- (c) The nature of the request;
- (d) If the matter requested is referenced within the current index maintained by the public records officer, a



reference to the requested record as it is described in such current index;

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

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

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-276-080, filed 9/16/92, effective 10/17/92.]

**WAC 495C-276-090 Copying.** No fee shall be charged for the inspection of public records. The district may impose a reasonable charge for providing copies of public records and for the use by any person of agency equipment to copy public records and such charges shall not exceed the amount necessary to reimburse the district for its actual costs incident to such copying. No person shall be released a record so copied until and unless the person requesting the copied public record has tendered payment for such copying to the appropriate district official. All charges must be paid by money order, cashier's check, or cash in advance.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-276-090, filed 9/16/92, effective 10/17/92.]

**WAC 495C-276-100 Determination regarding exempt records.** (1) The district reserves the right to determine that a public record requested in accordance with the procedures outlined in WAC 495C-276-080 is exempt pursuant to the provisions set forth in RCW 42.17.310 or other statute. Such determination may be made in consultation with the public records officer, president of the college district, or an assistant attorney general assigned to the district.

(2) Pursuant to RCW 42.17.260, the district reserves the right to delete identifying details when it makes available or publishes any public record when there is reason to believe that disclosure of such details would be an unreasonable invasion of personal privacy or impair a vital governmental interest: *Provided, however,* In each case, the justification for the deletion shall be explained fully in writing.

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

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

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-276-100, filed 9/16/92, effective 10/17/92.]

**WAC 495C-276-110 Review of denials of public records requests.** (1) Any person who objects to the denial of a request for a public record may petition for prompt

review of such decision by tendering a written request for review. The written request shall specifically refer to the written statement which constituted or accompanied the denial.

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

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

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

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-276-110, filed 9/16/92, effective 10/17/92.]

**WAC 495C-276-120 Protection of public records.** Requests for public records shall be made at the administrative office of the district at 4500 Steilacoom Boulevard Southwest, Tacoma, Washington. Public records and a facility for their inspection will be provided by the public records officer. Such records shall not be removed from the place designated. Copies of such records may be arranged according to the provisions of WAC 495C-276-090.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-276-120, filed 9/16/92, effective 10/17/92.]

**WAC 495C-276-130 Records index.** (1) The district has available for the use of all persons a current index which provides identifying information as to the following records issued, adopted, or promulgated by the district after September 1, 1991:

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

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

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

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

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

(f) Correspondence, and materials referred to therein, by and with the agency relating to any regulatory, supervisory or enforcement responsibilities of the agency, whereby the agency determines, or opines upon, or is asked to determine

or opine upon, the rights of the state, the public, a subdivision of state government, or of any private party.

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

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-276-130, filed 9/16/92, effective 10/17/92.]

WAC 495C-276-140 Adoption of form. The district hereby adopts for use by all persons requesting inspection and/or copying or copies of its records the following form:

REQUEST FOR PUBLIC RECORD TO CLOVER PARK TECHNICAL COLLEGE

(a) Name (please print) Signature

Name or Organization, if applicable

Mailing Address of Applicant Phone Number

(b) Date Request Made Time of Day Request Made

(c) Nature of Request

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

(e) Description of Record, or Matter, Requested if not Identifiable by Reference to the Clover Park Technical College Index

Request: APPROVED DENIED Date

By Name Title

Reasons for Denial:

Referred to Date

By Name Title

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-276-140, filed 9/16/92, effective 10/17/92.]

Chapter 495C-280 WAC

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

WAC

- 495C-280-010 General policy.
495C-280-015 Definitions.
495C-280-020 Annual notification of rights.
495C-280-030 Procedure to inspect education records.
495C-280-040 Disclosure of education records.
495C-280-050 Limits on rights to review and inspect and obtain copies of education records.
495C-280-060 Record of request and disclosures.
495C-280-070 Disclosure of directory information.
495C-280-080 Requests for corrections, hearings, adding statements to education records.
495C-280-090 Fees for copies.
495C-280-100 Waiver.
495C-280-110 Type and location of education records.
495C-280-120 Remedy for students protected by this act.

WAC 495C-280-010 General policy. Clover Park Technical College implements the policy contained in this chapter in compliance with the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g) and its implementing regulation (34 C.F.R. § 99). Briefly, Clover Park Technical College is required to provide students with access to their own education records, to permit students to challenge their records on the grounds that they are inaccurate, misleading, or otherwise in violation of the student's privacy or other right, to obtain written consent before releasing certain information and to notify students of these rights.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-131, § 495C-280-010, filed 9/22/92, effective 10/23/92.]

WAC 495C-280-015 Definitions. For the purposes of this policy, the following definitions of terms apply:

(1) "Student" means any individual who is or has been in attendance at Clover Park Technical College and for whom the college maintains education records.

(2) "Education records" are defined as those records, files and documents (in handwriting, print, tapes, film, microfiche or other medium) maintained by Clover Park Technical College which contain information directly related to the individual student. Education records include only the following:

(a) Records pertaining to admission, advisement, registration, grading, and progress toward a degree that are maintained by student records.

(b) Testing information used for advisement 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 other student activities maintained by the student council advisor's office.

(3) "Directory information" means 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, dates of attendance, honor roll, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Directory information may be disclosed at the discretion of the college and without the consent of the student unless he or she elects to prevent disclosure as provided for in WAC 495C-280-070.

(4) "Written consent" means a written authorization for disclosure of student education records which is:

- (a) Signed;
- (b) Dated;
- (c) Which specifies the records to be disclosed; and
- (d) Which specifies to whom disclosure is authorized.

(5) "Personally identifiable" means data or information which includes: The name of the student, the student's parent(s), or other family members; a personal identifier such as the student's social security number or student number; or a list of personal characteristics which would make the student's identity easily traceable.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-131, § 495C-280-015, filed 9/22/92, effective 10/23/92.]

#### **WAC 495C-280-020 Annual notification of rights.**

Clover Park Technical College will notify students of their rights under the Family Educational Rights and Privacy Act of 1974 by publication in the college catalog and new students during the registration process. The college shall make available upon request a copy of the policy governing release of student records. In addition, the college shall post at conspicuous places on the campus information regarding the existence of this policy and of the availability of copies.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-131, § 495C-280-020, filed 9/22/92, effective 10/23/92.]

**WAC 495C-280-030 Procedure to inspect education records.** (1) Students may inspect and review their education records upon request to the appropriate college official as designated in WAC 495C-280-110.

(2) Students must submit to the appropriate college official a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

(3) The appropriate college official will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in forty-five working days or less from the receipt of the request.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-131, § 495C-280-030, filed 9/22/92, effective 10/23/92.]

**WAC 495C-280-040 Disclosure of education records.** (1) Disclosure of education records. In addition to "directory information" the college may, at its discretion, make disclosures from education records of students to the following listed parties:

(a) College staff, and students officially elected or appointed to the Clover Park Technical College student council. Access or release of records to the above is permissible only when the information is required for advisement, counseling, recordkeeping, reporting, or other

legitimate educational interest consistent 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 appropriate parties in a health or safety emergency;

(f) To accrediting organizations to carry out their functions;

(g) To parents of an eligible student who claim the student as a dependent for income tax purposes; and

(h) To comply with a judicial order or a lawfully issued subpoena.

(2) The college shall not permit access to or the release of education records or personally identifiable information contained therein, other than "directory information," without the written consent of the student, to any party other than the above.

(3) Education 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 third party disclosure to other parties listed in (a) through (h) of this subsection.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-131, § 495C-280-040, filed 9/22/92, effective 10/23/92.]

#### **WAC 495C-280-050 Limits on rights to review and inspect and obtain copies of education records.**

(1) When a record contains information about more than one student, the student may inspect and review only the records which relate to him or her.

(2) Clover Park Technical College reserves the right to refuse to permit a student to inspect the following records:

(a) The financial statement of the student's parents;

(b) Letters and statements of recommendation for which the student has waived his or her right of access, or which were placed in file before January 1, 1975;

(c) Records connected with an application to attend Clover Park Technical College if that application was denied; and

(d) Those records which are excluded from the Federal Rights and Privacy Act definition of education records.

(3) Clover Park Technical College reserves the right to deny transcripts or copies of records not required to be made available by the Federal Educational Rights and Privacy Act in any of the following situations:

(a) The student has an unpaid financial obligation to the college;

(b) There is an unresolved disciplinary action against the student.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-131, § 495C-280-050, filed 9/22/92, effective 10/23/92.]

**WAC 495C-280-060 Record of request and disclosures.** (1) The college shall maintain a record of requests for and disclosures of personally identifiable information in

the education records of each student. The record maintained under this section shall be available for inspection and review as provided in WAC 495C-280-050.

(2) The college shall maintain the record with the education records of the student in accordance with the state archivist's retention schedule.

(3) The record must include:

(a) The names of parties who have received personally-identifiable information;

(b) The interest the parties had in requesting or obtaining the information; and

(c) The names and interests of additional parties to which the reviewing educational agency or institution may disclose or redisclose the information.

(4) The following parties may inspect the record of requests and disclosures relating to a student:

(a) The student;

(b) The college officials who are responsible for the custody of the records; and

(c) Persons authorized to audit the recordkeeping procedures of the college.

(5) The college is not required to maintain a record if the request was from, or the disclosure was to:

(a) The student;

(b) A school official;

(c) A party with written consent from the student; or

(d) A party seeking directory information.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-131, § 495C-280-060, filed 9/22/92, effective 10/23/92.]

**WAC 495C-280-070 Disclosure of directory information.** Directory information may be disclosed at the discretion of the college and without the consent of the student unless the student elects to prevent disclosure by filing a written request with the president or designee to prevent disclosure. The request continues in effect according to its terms unless revoked in writing by the student.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-131, § 495C-280-070, filed 9/22/92, effective 10/23/92.]

**WAC 495C-280-080 Requests for corrections, hearings, adding statements to education records.** Students have the right to request to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

(1) A student must submit a written request to amend his or her education record to the appropriate college official responsible for the custody of the record as designated in WAC 495C-280-110. The request must identify the part of the record he/she desires changed and specify why the record is believed to be inaccurate, misleading or in violation of his or her privacy or other rights.

(2) A student whose request for amendment of an education record has been denied may request a hearing by submitting a written request to the president or designee within ten working days following the denial. The written request must be signed by the student and shall indicate the reasons why the records should be amended. The president or designee shall notify the student of the hearing within thirty working days after receipt of a properly filed request.

In no case will the notification be less than ten working days in advance of the date, time and place of the hearing.

(3) The hearing shall be a brief adjudicative proceeding as provided in RCW 34.05.482 and 34.05.485 through 34.05.494 and shall be conducted by a designee who does not have a personal interest in the outcome of the hearing. At the hearing, the student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney.

(4) The hearing officer will prepare a written decision, within thirty working days after the conclusion of the hearing, based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision. A copy of the decision shall be made available to the student.

(5) If the hearing officer decides the information is inaccurate, misleading, or in violation of the student's right of privacy, the custodian of the record will amend the record and notify the student, in writing, that the record has been amended.

(6) If the hearing officer decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, the hearing officer will notify the student in writing that the student has a right to place in the record a rebuttal statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

(7) The student's rebuttal statement will be maintained as part of the student's education records as long as the contested portion is maintained. If the contested portion of the education record is disclosed, the statement will also be disclosed.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-131, § 495C-280-080, filed 9/22/92, effective 10/23/92.]

**WAC 495C-280-090 Fees for copies.** Copies of student records shall be made at the expense of the requesting party at actual cost for copying as posted at the student records office.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-131, § 495C-280-090, filed 9/22/92, effective 10/23/92.]

**WAC 495C-280-100 Waiver.** A student may waive any of his or her rights under this chapter by submitting a written, signed, and dated waiver to the office of the president or designee. Such a waiver shall be specific as to the records and persons or institutions covered. A waiver continues in effect according to its terms unless revoked in writing which is signed and dated.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-131, § 495C-280-100, filed 9/22/92, effective 10/23/92.]

**WAC 495C-280-110 Type and location of education records.**

Types	Location	Custodian
Admission Records,	Student Records	Vice-President, Administrative Services

Instructional	Student Records	Vice-President, Administrative Services
Records, Testing Records, Registration	Student Records	Vice-President, Administrative Services
Payment of Tuition Records	Student Records	Vice-President for Administrative Services
Student Council	Counseling Office	Vice-President, Student Services
Financial Aid	Financial Aid Office	Vice-President for Student Services
Records, Student	Student Records	Vice-President, Administrative Services
Employment Records	Human Resources	Vice-President for Human Resources

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-131, § 495C-280-110, filed 9/22/92, effective 10/23/92.]

**WAC 495C-280-120 Remedy for students protected by this act.** A student may file a written complaint with the U.S. Department of Education regarding an alleged violation of the Federal Education Rights and Privacy Act. The address is:

Family Policy and Regulations Office  
U.S. Department of Education  
Washington, D.C. 20202

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-131, § 495C-280-120, filed 9/22/92, effective 10/23/92.]

### Chapter 495C-300 WAC GRIEVANCE RULES—TITLE IX

#### WAC

495C-300-010	Preamble.
495C-300-020	Informal procedure.
495C-300-030	Formal procedure.
495C-300-040	Other remedies.

**WAC 495C-300-010 Preamble.** Clover Park Technical College is covered by Title IX of the Civil Rights Act of 1964 prohibiting sex discrimination in education. Applicants for admission, enrolled students, applicants for employment, or employees of Clover Park Technical College who believe they have been discriminated against on the basis of sex may lodge an institutional grievance by following the procedures below.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-300-010, filed 9/16/92, effective 10/17/92.]

**WAC 495C-300-020 Informal procedure.** All employees and students should feel free to discuss perceived discrimination with the individual immediately in charge, such as the first-line supervisor or instructor, to see if the situation can be resolved informally. Employees and students may also consult directly with the college affirmative action officer or designee without making a formal written complaint, and this consultation may be considered confidential. Employees and students are not required to use the informal process and may go directly to the formal procedure.

Any college official receiving a discrimination complaint shall contact the affirmative action officer or designee as soon as reasonably convenient. The college official shall arrange for the complainant to receive a copy of the complaint procedure.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-300-020, filed 9/16/92, effective 10/17/92.]

**WAC 495C-300-030 Formal procedure.** Step one: Employees and students must make a written complaint concerning discriminatory behavior to the affirmative action officer or designee.

(1) Complaints may be held in confidence. Formal action against the person accused may not be taken on behalf of the complainant unless the complainant consents to be identified to the one accused in connection with the investigation.

(2) The complainant may bring a person of his or her choice to the initial or subsequent complaint meetings.

(3) The affirmative action officer or designee shall give a copy of these regulations and any applicable board policy to the person making the formal complaint and to the accused.

(4) The result of that consultation and any investigation made may be communicated to the complainant before any further action is taken.

(5) An informal hearing may be substituted for investigation if the complainant and the accused agree. The affirmative action officer or designee will be responsible for investigating the complaint and discussing the complaint with the accused. The affirmative action officer will make a written recommendation to the president within a reasonable time following the close of the investigation or hearing.

(6) Appropriate corrective measures will be decided by the president of the college upon consultation with the affirmative action officer and the appropriate administrators or supervisors involved. If an accused employee or student disagrees with the determination or appropriateness of the corrective measures, that individual may contest those measures through the appropriate staff grievance procedures, if they are covered by an agreement, or the student disciplinary code.

(7) Information will be entered in the personnel or student file only to the extent that a formal reprimand or other disciplinary action has been taken. If no disciplinary action is taken, the affirmative action officer will keep a record of the investigation accessible to the president, the complainant and the accused for a period of three years and then that record will be destroyed. If a formal complaint is filed with an outside state or federal agency, files will be maintained until the complaint is resolved. When such files are used, written notice will be placed in the file indicating the person using the file and the date used.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-300-030, filed 9/16/92, effective 10/17/92.]

**WAC 495C-300-040 Other remedies.** These procedures outlined in WAC 495C-300-010 through 495C-300-030, are internal college procedures and, as such, serve to resolve complaints within the college's administrative framework. These procedures do not replace an individual's

timely complaint with an external agency such as the Office of Civil Rights, Equal Employment Opportunity Commission, or the Washington state human rights commission.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-300-040, filed 9/16/92, effective 10/17/92.]

### Chapter 495C-310 WAC

#### GRIEVANCE PROCEDURES—HANDICAPPED

##### WAC

495C-310-010	Preamble.
495C-310-020	Informal procedure.
495C-310-030	Formal procedure.
495C-310-040	Other remedies.

**WAC 495C-310-010 Preamble.** Clover Park Technical College is covered by section 504 of the Rehabilitation Act of 1973 prohibiting discrimination on the basis of handicap in education. Applicants for admission, enrolled students, applicants for employment, or employees of Clover Park Technical College who believe they have been discriminated against on the basis of handicap may lodge an institutional grievance by following the procedures below.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-310-010, filed 9/16/92, effective 10/17/92.]

**WAC 495C-310-020 Informal procedure.** All employees and students should feel free to discuss perceived discrimination with the individual immediately in charge, such as the first-line supervisor or instructor, to see if the situation can be resolved informally. Employees and students may also consult directly with the college affirmative action officer or designee without making a formal written complaint, and this consultation may be considered confidential. Employees and students are not required to use the informal process and may go directly to the formal procedure.

Any college official receiving a discrimination complaint shall contact the affirmative action officer or designee as soon as reasonably convenient. The college official shall arrange for the complainant to receive a copy of the grievance procedure.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-310-020, filed 9/16/92, effective 10/17/92.]

**WAC 495C-310-030 Formal procedure.** Step one: Employees and students must make a written complaint concerning discriminatory behavior to the affirmative action officer or designee.

(1) Complaints may be held in confidence. Formal action against the person accused may not be taken on behalf of the complainant unless the complainant consents to be identified to the one accused in connection with the investigation.

(2) Complainants may bring persons of their choice to the initial or subsequent complaint meetings.

(3) The affirmative action officer or designee shall give a copy of these regulations and any applicable board policy to the person making the formal complaint and to the accused.

(4) The result of that consultation and any investigation made may be communicated to the complainant before any further action is taken.

(5) An informal hearing may be substituted for investigation if the complainant and the accused agree. The affirmative action officer or designee will be responsible for investigating the complaint and discussing the complaint with the accused. The affirmative action officer will make a written recommendation to the president within a reasonable time following the close of the investigation or hearing.

(6) Appropriate corrective measures will be decided by the president of the college upon consultation with the affirmative action officer and the appropriate administrators or supervisors involved. If an accused employee or student disagrees with the determination or appropriateness of the corrective measures, that individual may contest those measures through the appropriate staff grievance procedures, if they are covered by an agreement, or the student disciplinary code.

(7) Information will be entered in the personnel or student file only to the extent that a formal reprimand or other disciplinary action has been taken. If no disciplinary action is taken, the affirmative action officer will keep a record of the investigation accessible to the president, the complainant and the accused for a period of three years and then that record will be destroyed. If a formal complaint is filed with an outside state or federal agency, files will be maintained until the complaint is resolved. When such files are used, written notice will be placed in the file indicating the person using the file and the date used.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-310-030, filed 9/16/92, effective 10/17/92.]

**WAC 495C-310-040 Other remedies.** These procedures, outlined in WAC 495C-310-010 through 495C-310-030, are internal college procedures and, as such, serve to resolve complaints within the college's administrative framework. These procedures do not replace an individual's timely complaint with an external agency such as the Office of Civil Rights, Equal Employment Opportunity Commission, or the Washington state human rights commission.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-310-040, filed 9/16/92, effective 10/17/92.]

### Chapter 495C-325 WAC

#### STATE ENVIRONMENTAL POLICY ACT RULES

##### WAC

495C-325-010 Implementation of State Environmental Policy Act.

**WAC 495C-325-010 Implementation of State Environmental Policy Act.** (1) It shall be the policy of Clover Park Technical College that all actions taken by the district shall comply with the provisions of chapter 43.21C RCW (the State Environmental Policy Act), chapters 197-11 and 132-24 WAC.

(2) The president of the district or designee shall be responsible for administering and implementing this policy.

[Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. 92-19-091, § 495C-325-010, filed 9/16/92, effective 10/17/92.]