

Title 132I WAC

COMMUNITY COLLEGES—HIGHLINE COMMUNITY COLLEGE

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Chapter 132I-12 UNIFORM PERSONNEL RULES FOR THE CLASSIFIED STAFF SERVICE OF HIGHLINE COMMUNITY COLLEGE

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- 132I-12-408 Employment of more than one member of a family. [Order 68-B, § 132I-12-408, filed 7/19/68.] Repealed by Order 011, filed 10/31/75.
- 132I-12-410 False statements—Fraud. [Order 68-B, § 132I-12-410, filed 7/19/68.] Repealed by Order 011, filed 10/31/75.
- 132I-12-413 Bribery. [Order 68-B, § 132I-12-413, filed 7/19/68.] Repealed by Order 011, filed 10/31/75.
- 132I-12-416 Interference by officials. [Order 68-B, § 132I-12-416, filed 7/19/68.] Repealed by Order 011, filed 10/31/75.
- 132I-12-419 Penalties. [Order 68-B, § 132I-12-419, filed 7/19/68.] Repealed by Order 011, filed 10/31/75.
- 132I-12-422 Discrimination. [Order 68-B, § 132I-12-422, filed 7/19/68.] Repealed by Order 011, filed 10/31/75.
- 132I-12-425 Personnel records. [Order 68-B, § 132I-12-425, filed 7/19/68.] Repealed by Order 011, filed 10/31/75.
- 132I-12-428 Roster. [Order 68-B, § 132I-12-428, filed 7/19/68.] Repealed by Order 011, filed 10/31/75.
- 132I-12-431 Report to the personnel director. [Order 68-B, § 132I-12-431, filed 7/19/68.] Repealed by Order 011, filed 10/31/75.
- 132I-12-434 Public records. [Order 68-B, § 132I-12-434, filed 7/19/68.] Repealed by Order 011, filed 10/31/75.
- 132I-14-170 Discipline committee. [Order, § 132I-14-170, filed 4/22/71.] Repealed by 88-07-119 (Order 021), filed 3/23/88. Statutory Authority: RCW 28B.50.140.
- 132I-14-180 Procedure of the disciplinary committee. [Order, § 132I-14-180, filed 4/22/71.] Repealed by 88-07-119 (Order 021), filed 3/23/88. Statutory Authority: RCW 28B.50.140.
- 132I-14-190 Readmission after dismissal. [Order, § 132I-14-190, filed 4/22/71.] Repealed by 88-07-119 (Order 021), filed 3/23/88. Statutory Authority: RCW 28B.50.140.
- 132I-14-200 Method of review and revision, membership of the review committee. [Order, § 132I-14-200, filed 4/22/71.] Repealed by 88-07-119 (Order 021), filed 3/23/88. Statutory Authority: RCW 28B.50.140.
- 132I-14-210 Function of the review committee. [Order, § 132I-14-210, filed 4/22/71.] Repealed by 88-07-119 (Order 021), filed 3/23/88. Statutory Authority: RCW 28B.50.140.

Reviser's note: Later promulgation, see chapter 132I-120 WAC.

Chapter 132I-20
RULES AND REGULATIONS
FOR THE IMPLEMENTATION OF TENURE

- Chapter 132I-14**
STUDENT RIGHTS AND RESPONSIBILITIES CODE
- 132I-14-010 Statement of purpose. [Order, § 132I-14-010, filed 4/22/71.] Repealed by 88-07-119 (Order 021), filed 3/23/88. Statutory Authority: RCW 28B.50.140.
- 132I-14-020 General policies. [Order, § 132I-14-020, filed 4/22/71.] Repealed by 88-07-119 (Order 021), filed 3/23/88. Statutory Authority: RCW 28B.50.140.
- 132I-14-030 Definitions. [Order, § 132I-14-030, filed 4/22/71.] Repealed by 88-07-119 (Order 021), filed 3/23/88. Statutory Authority: RCW 28B.50.140.
- 132I-14-040 Right of academic freedom. [Order, § 132I-14-040, filed 4/22/71.] Repealed by 88-07-119 (Order 021), filed 3/23/88. Statutory Authority: RCW 28B.50.140.
- 132I-14-050 Right of access to college facilities. [Order, § 132I-14-050, filed 4/22/71.] Repealed by 88-07-119 (Order 021), filed 3/23/88. Statutory Authority: RCW 28B.50.140.
- 132I-14-060 Right of assembly. [Order, § 132I-14-060, filed 4/22/71.] Repealed by 88-07-119 (Order 021), filed 3/23/88. Statutory Authority: RCW 28B.50.140.
- 132I-14-070 Right to invite outside speakers. [Order, § 132I-14-070, filed 4/22/71.] Repealed by 88-07-119 (Order 021), filed 3/23/88. Statutory Authority: RCW 28B.50.140.
- 132I-14-080 Right of publication. [Order, § 132I-14-080, filed 4/22/71.] Repealed by 88-07-119 (Order 021), filed 3/23/88. Statutory Authority: RCW 28B.50.140.
- 132I-14-090 Right of sale and distribution of material and right to conduct fund raising activities. [Order, § 132I-14-090, filed 4/22/71.] Repealed by 88-07-119 (Order 021), filed 3/23/88. Statutory Authority: RCW 28B.50.140.
- 132I-14-100 Right to be interviewed. [Order, § 132I-14-100, filed 4/22/71.] Repealed by 88-07-119 (Order 021), filed 3/23/88. Statutory Authority: RCW 28B.50.140.
- 132I-14-110 Right of privacy of records. [Order, § 132I-14-110, filed 4/22/71.] Repealed by 88-07-119 (Order 021), filed 3/23/88. Statutory Authority: RCW 28B.50.140.
- 132I-14-120 Authority and responsibility for discipline. [Order, § 132I-14-120, filed 4/22/71.] Repealed by 88-07-119 (Order 021), filed 3/23/88. Statutory Authority: RCW 28B.50.140.
- 132I-14-130 Violations. [Order, § 132I-14-130, filed 4/22/71.] Repealed by 88-07-119 (Order 021), filed 3/23/88. Statutory Authority: RCW 28B.50.140.
- 132I-14-140 Definition of disciplinary action. [Order, § 132I-14-140, filed 4/22/71.] Repealed by 88-07-119 (Order 021), filed 3/23/88. Statutory Authority: RCW 28B.50.140.
- 132I-14-150 Authority to request identification. [Order, § 132I-14-150, filed 4/22/71.] Repealed by 88-07-119 (Order 021), filed 3/23/88. Statutory Authority: RCW 28B.50.140.
- 132I-14-160 Disciplinary procedure. [Order, § 132I-14-160, filed 4/22/71.] Repealed by 88-07-119 (Order 021), filed 3/23/88. Statutory Authority: RCW 28B.50.140.
- 132I-20-010 Preamble. [Order, § 132I-20-010, filed 10/1/70.] Repealed by Order 007A, filed 6/11/76.
- 132I-20-020 Definition and terms of implementation. [Order, § 132I-20-020, filed 10/1/70.] Repealed by Order 007A, filed 6/11/76.
- 132I-20-030 Procedures for the granting of tenure. [Order, § 132I-20-030, filed 10/1/70.] Repealed by Order 007A, filed 6/11/76.
- 132I-20-040 Standing criteria committee—Composition. [Order, § 132I-20-040, filed 10/1/70.] Repealed by Order 007A, filed 6/11/76.
- 132I-20-050 Standing criteria committee—Formation. [Order, § 132I-20-050, filed 10/1/70.] Repealed by Order 007A, filed 6/11/76.
- 132I-20-060 Standing criteria committee—Functions. [Order, § 132I-20-060, filed 10/1/70.] Repealed by Order 007A, filed 6/11/76.
- 132I-20-070 Working committees. [Order, § 132I-20-070, filed 10/1/70.] Repealed by Order 007A, filed 6/11/76.
- 132I-20-080 Working committees—Composition. [Order, § 132I-20-080, filed 10/1/70.] Repealed by Order 007A, filed 6/11/76.
- 132I-20-090 Working committees—Formation. [Order, § 132I-20-090, filed 10/1/70.] Repealed by Order 007A, filed 6/11/76.
- 132I-20-100 Working committees—Functions. [Order, § 132I-20-100, filed 10/1/70.] Repealed by Order 007A, filed 6/11/76.
- 132I-20-110 Review committee—Composition. [Order, § 132I-20-110, filed 10/1/70.] Repealed by Order 009, filed 5/14/75.
- 132I-20-120 Review committee—Formation. [Order, § 132I-20-120, filed 10/1/70.] Repealed by Order 009, filed 5/14/75.
- 132I-20-130 Review committee—Functions. [Order, § 132I-20-130, filed 10/1/70.] Repealed by Order 009, filed 5/14/75.
- 132I-20-140 Review committee—Formal proceedings. [Order, § 132I-20-140, filed 10/1/70.] Repealed by Order 009, filed 5/14/75.
- 132I-20-150 Presentation of case. [Order, § 132I-20-150, filed 10/1/70.] Repealed by Order 009, filed 5/14/75.
- 132I-20-160 Closed hearing. [Order, § 132I-20-160, filed 10/1/70.] Repealed by Order 009, filed 5/14/75.
- 132I-20-170 Consideration by board of trustees. [Order, § 132I-20-170, filed 10/1/70.] Repealed by Order 009, filed 5/14/75.
- 132I-20-180 Publicity. [Order, § 132I-20-180, filed 10/1/70.] Repealed by Order 009, filed 5/14/75.
- 132I-20-190 Appeal from the decision of the hearing committee and the board of trustees. [Order, § 132I-20-190, filed 10/1/70.] Repealed by Order 009, filed 5/14/75.
- 132I-20-200 Appointing authority—Functions. [Order, § 132I-20-200, filed 10/1/70.] Repealed by Order 009, filed 5/14/75.

**Chapter 132I-112
ELECTION RULES**

- 132I-112-010 Purpose—Elections and recognition. [Order 006, § 132I-112-010, filed 7/29/74.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-112-020 Definitions. [Order 006, § 132I-112-020, filed 7/29/74.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-112-030 Request for election—Canvass of faculty employees by independent and neutral person or association. [Order 006, § 132I-112-030, filed 7/29/74.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-112-040 Notice of election—Organization to be included on ballot—Time for filing. [Order 006, § 132I-112-040, filed 7/29/74.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-112-050 Contents of notice of election—Designation of chief election officer—Duties. [Order 006, § 132I-112-050, filed 7/29/74.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-112-060 Lists of faculty employees—Posting of lists. [Order 006, § 132I-112-060, filed 7/29/74.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-112-070 Election inspectors—Duties—Right to challenge voter—Improper conduct. [Order 006, § 132I-112-070, filed 7/29/74.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-112-080 Ballots. [Order 006, § 132I-112-080, filed 7/29/74.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-112-090 Record of vote—Signature—Challenge. [Order 006, § 132I-112-090, filed 7/29/74.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-112-100 Incorrectly marked ballot. [Order 006, § 132I-112-100, filed 7/29/74.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-112-110 Privacy for voter—Equipment. [Order 006, § 132I-112-110, filed 7/29/74.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-112-120 Folding ballot—Ballot box. [Order 006, § 132I-112-120, filed 7/29/74.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-112-130 Challenged ballot—Procedure. [Order 006, § 132I-112-130, filed 7/29/74.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-112-140 Employees present entitled to vote—Sealing ballot box—Unused ballots. [Order 006, § 132I-112-140, filed 7/29/74.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-112-150 Election inspectors duties after voting has terminated. [Order 006, § 132I-112-150, filed 7/29/74.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-112-160 Disposition of challenged ballots—Tally sheets—Investigation by chief election officer. [Order 006, § 132I-112-160, filed 7/29/74.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority:
- 132I-112-170 Counting of ballots—Procedure—Certification of results of election—Retention of ballots—Signed voting lists. [Order 006, § 132I-112-170, filed 7/29/74.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-112-180 Electioneering within the polls forbidden. [Order 006, § 132I-112-180, filed 7/29/74.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-112-190 Contest of election—Time for filing objections—Investigation of objections. [Order 006, § 132I-112-190, filed 7/29/74.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-112-200 Persons eligible to vote. [Order 006, § 132I-112-200, filed 7/29/74.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-112-210 Election determined by majority of valid votes cast calculated on a weighted basis—Run-off election. [Order 006, § 132I-112-210, filed 7/29/74.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-112-220 Inclusion of those holding administrative appointments except chief executive officer. [Order 006, § 132I-112-220, filed 7/29/74.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-112-230 Time lapse for new election. [Order 006, § 132I-112-230, filed 7/29/74.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-112-240 Certification of academic employees' representative. [Order 006, § 132I-112-240, filed 7/29/74.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.

**Chapter 132I-128
PERSONNEL RULES**

- 132I-128-010 Preamble. [Order 007, § 132I-128-010, filed 1/1/74.] Repealed by Order 018, filed 8/5/77.
- 132I-128-011 Preamble. [Order 018, § 132I-128-011, filed 8/5/77.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-128-020 Definition and terms of implementation. [Order 009, § 132I-128-020, filed 5/14/75; Order 007, § 132I-128-020, filed 1/1/74.] Repealed by Order 018, filed 8/5/77.
- 132I-128-021 Definitions. [Order 018, § 132I-128-021, filed 8/5/77.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-128-030 Procedures for the granting of tenure. [Order 007, § 132I-128-030, filed 1/1/74.] Repealed by Order 018, filed 8/5/77.
- 132I-128-031 Committee composition. [Order 018, § 132I-128-031, filed 8/5/77.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-128-040 Standing criteria committee—Composition. [Order 007, § 132I-128-040, filed 1/1/74.] Repealed by Order 018, filed 8/5/77.
- 132I-128-041 Tenure review committee functions—Establishing criteria. [Order 018, § 132I-128-041, filed 8/5/77.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-128-050 Standing criteria committee—Functions. [Order 007, § 132I-128-050, filed 1/1/74.] Repealed by Order 018, filed 8/5/77.

- 132I-128-051 Tenure review committee functions—Ongoing responsibilities. [Order 018, § 132I-128-051, filed 8/5/77.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-128-060 Tenure review committee. [Order 007, § 132I-128-060, filed 1/1/74.] Repealed by Order 018, filed 8/5/77.
- 132I-128-061 Tenure review committee functions—Probationer complaints. [Order 018, § 132I-128-061, filed 8/5/77.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-128-070 Tenure review committees—Composition. [Order 007, § 132I-128-070, filed 1/1/74.] Repealed by Order 018, filed 8/5/77.
- 132I-128-071 Working committees—Functions. [Order 018, § 132I-128-071, filed 8/5/77.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-128-080 Tenure review committees—Formation. [Order 007, § 132I-128-080, filed 1/1/74.] Repealed by Order 018, filed 8/5/77.
- 132I-128-081 Tenure review committee—Tenure recommendation. [Order 018, § 132I-128-081, filed 8/5/77.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-128-090 Tenure review committees—Functions. [Order 007, § 132I-128-090, filed 1/1/74.] Repealed by Order 018, filed 8/5/77.
- 132I-128-091 Consideration of tenure review committee recommendations by the appointing authority. [Order 018, § 132I-128-091, filed 8/5/77.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-128-100 Consideration of tenure review committee recommendations by the appointing authority (board of trustees). [Order 007, § 132I-128-100, filed 1/1/74.] Repealed by Order 018, filed 8/5/77.
- 132I-128-101 Procedures for granting tenure—Additional provisions. [Order 018, § 132I-128-101, filed 8/5/77.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-128-110 Appeals review committee—Composition. [Order 009, § 132I-128-110, filed 5/14/75.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-128-120 Appeals review committee—Formation. [Order 009, § 132I-128-120, filed 5/14/75.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-128-130 Appeals review committee—Functions. [Order 009, § 132I-128-130, filed 5/14/75.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-128-140 Notice of dismissal. [Order 009, § 132I-128-140, filed 5/14/75.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-128-150 Appeals review committee—Formal proceedings. [Order 009, § 132I-128-150, filed 5/14/75.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-128-160 Presentation of case. [Order 009, § 132I-128-160, filed 5/14/75.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-128-170 Closed hearing. [Order 009, § 132I-128-170, filed 5/14/75.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-128-180 Consideration by board of trustees. [Order 009, § 132I-128-180, filed 5/14/75.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-128-190 Publicity. [Order 009, § 132I-128-190, filed 5/14/75.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-128-200 Appeal from the decision of the appeals review committee and the appointing authority. [Order 009, § 132I-128-200, filed 5/14/75.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-128-310 Faculty grievance procedures—Purpose. [Order 017, § 132I-128-310, filed 8/12/76.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-128-320 Definitions. [Order 017, § 132I-128-320, filed 8/12/76.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-128-330 Procedures. [Order 017, § 132I-128-330, filed 8/12/76.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-128-340 Additional provisions. [Order 017, § 132I-128-340, filed 8/12/76.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-128-350 Jurisdiction of the arbitrator. [Order 017, § 132I-128-350, filed 8/12/76.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-128-360 Appeal of arbitration. [Order 017, § 132I-128-360, filed 8/12/76.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-128-800 Retirement plan membership. [Order 004, § 132I-128-800, filed 2/27/74.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-128-810 OASI deductions. [Order 004, § 132I-128-810, filed 2/27/74.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-128-820 Retirement age. [Order 004, § 132I-128-820, filed 2/27/74.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.

**Chapter 132I-136
USE OF FACILITIES**

- 132I-136-010 Basis of policy and procedures. [Order 016, § 132I-136-010, filed 6/4/76.] Repealed by 89-11-091 (Order 024), filed 5/24/89. Statutory Authority: RCW 28B.50.140.
- 132I-136-020 Nonpublic use of facilities. [Order 016, § 132I-136-020, filed 6/4/76.] Repealed by 89-11-091 (Order 024), filed 5/24/89. Statutory Authority: RCW 28B.50.140.
- 132I-136-030 Basis of fee assessment. [Order 016, § 132I-136-030, filed 6/4/76.] Repealed by 89-11-091 (Order 024), filed 5/24/89. Statutory Authority: RCW 28B.50.140.
- 132I-136-040 Application procedures. [Order 016, § 132I-136-040, filed 6/4/76.] Repealed by 89-11-091 (Order 024), filed 5/24/89. Statutory Authority: RCW 28B.50.140.
- 132I-136-050 Supervision. [Order 016, § 132I-136-050, filed 6/4/76.] Repealed by 89-11-091 (Order 024), filed 5/24/89. Statutory Authority: RCW 28B.50.140.
- 132I-136-060 Care and maintenance. [Order 016, § 132I-136-060, filed 6/4/76.] Repealed by 89-11-091 (Order 024), filed 5/24/89. Statutory Authority: RCW 28B.50.140.
- 132I-136-070 Athletic facilities. [Order 016, § 132I-136-070, filed 6/4/76.] Repealed by 89-11-091 (Order 024), filed 5/24/89. Statutory Authority: RCW 28B.50.140.

- 132I-136-080 Unpermitted usage. [Order 016, § 132I-136-080, filed 6/4/76.] Repealed by 89-11-091 (Order 024), filed 5/24/89. Statutory Authority: RCW 28B.50.140.
- 132I-136-100 Purpose. [Statutory Authority: RCW 28B.50.140. 89-11-091 (Order 024), § 132I-136-100, filed 5/24/89.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-136-110 Right to deny use of facilities. [Statutory Authority: RCW 28B.50.140. 89-11-091 (Order 024), § 132I-136-110, filed 5/24/89.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-136-120 Basis of fee assessment. [Statutory Authority: RCW 28B.50.140. 89-11-091 (Order 024), § 132I-136-120, filed 5/24/89.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-136-130 Application procedures. [Statutory Authority: RCW 28B.50.140. 89-11-091 (Order 024), § 132I-136-130, filed 5/24/89.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-136-140 Supervision during activity. [Statutory Authority: RCW 28B.50.140. 89-11-091 (Order 024), § 132I-136-140, filed 5/24/89.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-136-150 Care and maintenance of facilities and equipment. [Statutory Authority: RCW 28B.50.140. 89-11-091 (Order 024), § 132I-136-150, filed 5/24/89.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-136-160 Athletic facilities. [Statutory Authority: RCW 28B.50.140. 89-11-091 (Order 024), § 132I-136-160, filed 5/24/89.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-136-170 Liability for damage. [Statutory Authority: RCW 28B.50.140. 89-11-091 (Order 024), § 132I-136-170, filed 5/24/89.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.

Chapter 132I-168

ACCESS TO PUBLIC RECORDS

- 132I-168-010 Access to public records. [Order 002, § 132I-168-010, filed 4/27/73.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-168-020 Purpose. [Order 002, § 132I-168-020, filed 4/27/73.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-168-030 Request for documents—Procedure. [Order 002, § 132I-168-030, filed 4/27/73.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-168-040 Appeal. [Order 002, § 132I-168-040, filed 4/27/73.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-168-050 Exemptions. [Order 002, § 132I-168-050, filed 4/27/73.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-168-060 Copying. [Order 002, § 132I-168-060, filed 4/27/73.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-168-070 Protest. [Order 002, § 132I-168-070, filed 4/27/73.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.

- 132I-168-080 Office hours. [Order 002, § 132I-168-080, filed 4/27/73.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-168-090 Sanctions. [Order 002, § 132I-168-090, filed 4/27/73.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-168-100 Public records Form 1. [Order 002, § 132I-168-100, filed 4/27/73.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-168-110 Public records Form 2. [Order 002, § 132I-168-110, filed 4/27/73.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.

Chapter 132I-104 WAC

BYLAWS OF THE BOARD OF TRUSTEES

WAC

- 132I-104-020 Seal and name of the college district.
- 132I-104-030 Officers of the board.
- 132I-104-040 Restrictions of individual authority.
- 132I-104-065 Meetings of the board of trustees.
- 132I-104-080 Information for board members.
- 132I-104-090 Order of business.
- 132I-104-100 Records of board action.
- 132I-104-110 Changes to bylaws of the board of trustees.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

- 132I-104-010 Purpose. [Order 005, § 132I-104-010, filed 2/27/74.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-104-050 Offices of the board of trustees. [Order 005, § 132I-104-050, filed 2/27/74.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-104-060 Meetings of the board of trustees. [Statutory Authority: RCW 28B.50.140. 81-20-051 (Order 019), § 132I-104-060, filed 10/2/81; Order 005, § 132I-104-060, filed 2/27/74.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-104-070 Parliamentary procedure. [Order 005, § 132I-104-070, filed 2/27/74.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.

WAC 132I-104-020 Seal and name of the college district. The board of trustees shall maintain an official seal for use upon any or all official documents of the board. The seal shall have inscribed upon it: Highline College, Community College District 9.

[Order 005, § 132I-104-020, filed 2/27/74.]

WAC 132I-104-030 Officers of the board. At the first regular meeting of the board each fiscal year, the board shall elect, from its membership, a chair and vice-chair to serve for the ensuing year. In addition, the president of Community College District 9 shall serve as secretary to the board of trustees as specified by state law. The secretary may, at his discretion, appoint an appropriate college staff member to act as recording secretary for all regular and special meetings of the board.

(1) The chair, in addition to any duties imposed by rules and regulations of the state board for community college education, shall preside at each regular or special meeting of the board, sign all legal and official documents recording actions of the board, and review the agenda prepared for each meeting of the board. The chair shall, while presiding at official meetings, have full right of discussion and vote.

(2) The vice-chair, in addition to any duties imposed by rules and regulations of the state board for community college education shall act as chair of the board in the absence of the chair.

(3) The secretary of the board shall be the president of Community College District 9 and shall serve as chair, without privilege of vote, in any official meeting of the board conducted in the absence of the chair and vice-chair. In addition to any duties imposed by rules and regulations of the state board for community college education, he shall keep the official seal of the board and maintain all records of meetings and other official actions of the board. The secretary shall also be responsible for board correspondence, compiling the agenda for meetings, and distributing the minutes of the meetings and related reports. The secretary, or his designee, must attend all regular and special meetings of the board, and official minutes must be kept of all such meetings excepting study and executive sessions.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-104-030, filed 7/21/92, effective 8/21/92; Order 005, § 132I-104-030, filed 2/27/74.]

WAC 132I-104-040 Restrictions of individual authority. Legal authority is vested in the board of trustees and may be exercised only by formal action of the board, taken in regular or special meetings. No individual member of the board may act on behalf of the board unless specifically instructed by action of the board. Three members shall constitute a quorum and no action may be taken with less than a quorum present.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-104-040, filed 7/21/92, effective 8/21/92; Order 005, § 132I-104-040, filed 2/27/74.]

WAC 132I-104-065 Meetings of the board of trustees. The board customarily holds monthly meetings on the second Thursday of each month at such place as it may designate. Notices of the time and place of all regular and special meetings shall be governed by the requirements of chapter 42.30 RCW, Open Public Meetings Act, as now or hereafter amended.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-104-065, filed 7/21/92, effective 8/21/92.]

WAC 132I-104-080 Information for board members. Any matters of correspondence must be received by the secretary of the board by 12:00 noon ten days before the meeting in order to be included on the agenda. The chair or secretary may, however, present a matter of business received too late for inclusion on the agenda if in his judgment the expedient consideration of the matter would be beneficial to the college.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-104-080, filed 7/21/92, effective 8/21/92; Order 005, § 132I-104-080, filed 2/27/74.]

WAC 132I-104-090 Order of business. (1) The order of business governing all regular meetings of the board of trustees shall be as follows:

- (a) Roll call
- (b) Approval of previous minutes
- (c) Correspondence
- (d) Standing reports
- (e) Recommendations for action
- (f) Reports
- (g) Discussion
- (h) Unscheduled business
- (i) New business
- (j) Adjournment

(2) The order of business may be changed by the chair with the consent of the board members present. The chair may announce at the beginning of each meeting that members of the audience may speak to any item on the agenda at the time of its presentation to the board. The chair shall have the right to limit the length of time used by a speaker for the discussion of a subject.

(3) Proposed new policies and/or changes in policy will be presented first to the board of trustees as a report. Board action will be taken normally at a subsequent meeting. If expedient action on the matter would be clearly beneficial to the college, the board may consider, by casting not less than four affirmative votes, taking action at the time the policy is first presented to the board.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-104-090, filed 7/21/92, effective 8/21/92; Order 010, § 132I-104-090, filed 10/31/75; Order 008, § 132I-104-090, filed 11/27/74; Order 005, § 132I-104-090, filed 2/27/74.]

WAC 132I-104-100 Records of board action. All business transacted in official board meetings shall be recorded in minutes and filed for reference. Records are kept in the office of the secretary of the board.

[Order 005, § 132I-104-100, filed 2/27/74.]

WAC 132I-104-110 Changes to bylaws of the board of trustees. The board of trustees may adopt bylaws to govern its operations. A record of these bylaws shall be maintained in the office of the president. Bylaws of the board may be revised by majority vote of the board provided such changes are proposed at least one regular meeting prior to the meeting at which the vote is taken. Bylaws may be revised by unanimous vote of the board at the same meeting at which the revision is originally proposed.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-104-110, filed 7/21/92, effective 8/21/92; Order 005, § 132I-104-110, filed 2/27/74.]

Chapter 132I-108 WAC
MODEL RULES OF PROCEDURE

Highline Community College
Office of Personnel Services
P.O. Box 98000
Des Moines, WA 98198-9800

WAC

132I-108-010	Adoption of model rules of procedure.
132I-108-020	Appointment of presiding officers.
132I-108-030	Method of recording.
132I-108-040	Application for adjudicative proceeding.
132I-108-050	Brief adjudicative procedures.
132I-108-060	Discovery.
132I-108-070	Adjudicative proceedings open.
132I-108-080	Procedure for closing parts of the hearings.
132I-108-090	Recording devices.
132I-108-100	Petitions for stay of effectiveness.
132I-108-110	Reconsideration.
132I-108-120	Absence of president.

WAC 132I-108-010 Adoption of model rules of procedure. The model rules of procedure adopted by the chief administrative law judge pursuant to RCW 34.05.250, as now or hereafter amended, are hereby adopted for use at this institution. Those rules may be found at chapter 10-08 WAC. Other procedural rules adopted in this title are supplementary to the model rules of procedure. In the case of a conflict between the model rules of procedure and procedural rules adopted in this title, the procedural rules adopted by this institution shall govern. Rules adopted at this institution prior to July 1, 1989, remain in full force and effect unless specifically repealed or amended.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-108-010, filed 7/21/92, effective 8/21/92.]

WAC 132I-108-020 Appointment of presiding officers. The president or president's designee shall designate a presiding officer for an adjudicative proceeding. The presiding officer shall be an administrative law judge, or a member in good standing of the Washington State Bar Association, or a panel of individuals, the president or his or her designee, or any combination of the above. When more than one individual is designated to be the presiding officer, one person shall be designated by the president or president's designee to make decisions concerning discovery, closure, means of recording adjudicative proceedings, and similar matters.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-108-020, filed 7/21/92, effective 8/21/92.]

WAC 132I-108-030 Method of recording. Proceedings shall be recorded by a method determined by the presiding officer, among those available pursuant to the model rules of procedure in WAC 10-08-170.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-108-030, filed 7/21/92, effective 8/21/92.]

WAC 132I-108-040 Application for adjudicative proceeding. An application for an adjudicative proceeding shall be in writing. Application forms are available at the following address:

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

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-108-040, filed 7/21/92, effective 8/21/92.]

WAC 132I-108-050 Brief adjudicative procedures. (1) This rule is adopted in accordance with RCW 34.05.482 through 34.05.494, the provisions of which are hereby adopted. Brief adjudicative procedures shall be used in all matters related to:

(a) Parking violations. The procedural rules in chapter 132I-116 WAC apply to these proceedings;

(b) Student conduct proceedings. The procedural rules in chapter 132I-120 WAC apply to these proceedings;

(c) Outstanding debts owed by students or employees. The procedural rules in chapter 132I-122 WAC apply to these proceedings;

(d) Use of college facilities. The procedural rules in chapter 132I-140 WAC apply to these proceedings;

(e) Residency determinations made pursuant to RCW 28B.15.013. The procedural rules in chapter 132I-160 WAC apply to these proceedings;

(f) Use of library—fines. The procedural rules in chapter 132I-168A WAC apply to this section;

(g) Challenges to contents of education records. The procedural rules in chapter 132I-280 WAC apply to these proceedings;

(h) Loss of eligibility for participation in institution sponsored athletic events, pursuant to chapter 69.41 RCW. The procedural rules in chapter 132I-400 WAC apply to these proceedings.

(2) Brief adjudicative proceedings are informal hearings and shall be conducted in a manner which will bring about a prompt fair resolution of the matter.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-108-050, filed 7/21/92, effective 8/21/92.]

WAC 132I-108-060 Discovery. Discovery in adjudicative proceedings may be permitted at the discretion of the presiding officer. In permitting discovery, the presiding officer shall make reference to the civil rules of procedure. The presiding officer shall have the power to control the frequency and nature of discovery permitted, and to order discovery conferences to discuss discovery issues.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-108-060, filed 7/21/92, effective 8/21/92.]

WAC 132I-108-070 Adjudicative proceedings open. Adjudicative proceedings shall be open to the public, except for student disciplinary matters, in compliance with 20 U.S.C. Sec. 1232g, the Family Educational Rights and Privacy Act, unless the student chooses to have the hearing open to the public; and faculty and administrative exempt

disciplinary proceedings, unless the person subject of the proceedings chooses to have the hearing open to the public.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-108-070, filed 7/21/92, effective 8/21/92.]

WAC 132I-108-080 Procedure for closing parts of the hearings. A party may apply for a protective order to close part of a hearing. The party making the request should state the reasons for making the application to the presiding officer. If the other party opposes the request, a written response to the request shall be made within ten days of the request to the presiding officer. The presiding officer shall determine which, if any, parts of the proceeding shall be closed, and state the reasons therefor in writing within twenty days of receiving the request.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-108-080, filed 7/21/92, effective 8/21/92.]

WAC 132I-108-090 Recording devices. No cameras or recording devices shall be allowed in those parts of proceedings which the presiding officer has determined shall be closed pursuant to WAC 132I-108-070, except for the method of official recording selected by the presiding officer.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-108-090, filed 7/21/92, effective 8/21/92.]

WAC 132I-108-100 Petitions for stay of effectiveness. Disposition of a petition for stay of effectiveness of a final order shall be made by the official, officer, or body of officers, who entered the final order.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-108-100, filed 7/21/92, effective 8/21/92.]

WAC 132I-108-110 Reconsideration. (1) A student may file a petition for reconsideration of a final order. Such petition must be filed upon the office of the president within ten days of the service of a final order and must state the specific grounds upon which relief is requested.

(2) No petition for reconsideration may stay the effectiveness of an order.

(3) The petition shall be disposed of by the presiding officer who issued the final order.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-108-110, filed 7/21/92, effective 8/21/92.]

WAC 132I-108-120 Absence of president. The president may designate another employee of the college to act in his place on a temporary basis during his absence. An employee appointed under this provision shall only have the authority to act upon matters which require a decision by the president within a limited period of time and the president, due to his absence, would be unable to decide such matter.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-108-120, filed 7/21/92, effective 8/21/92.]

Chapter 132I-116 WAC

PARKING AND TRAFFIC REGULATIONS

WAC

132I-116-010	Purpose.
132I-116-020	Definitions.
132I-116-030	Applicable parking and traffic rules and regulations— Areas affected.
132I-116-040	Parking and traffic responsibility.
132I-116-050	Permits required for vehicles on campus.
132I-116-070	Authorization for issuance of permits.
132I-116-090	Display of permit.
132I-116-100	Transfer of permits.
132I-116-110	Permit revocation.
132I-116-130	Responsibility of person to whom permit issued.
132I-116-140	Designation of parking spaces.
132I-116-150	Parking within designated spaces.
132I-116-160	Day parking.
132I-116-170	Night parking.
132I-116-190	Regulatory signs and directions.
132I-116-200	Speed limit.
132I-116-210	Pedestrian's right of way.
132I-116-222	Impounding of vehicles.
132I-116-230	Report of accident.
132I-116-240	Specific traffic and parking regulations and restrictions authorized.
132I-116-250	Enforcement.
132I-116-260	Issuance of traffic citations.
132I-116-270	Fines and penalties.
132I-116-275	Schedule of fines and penalties.
132I-116-280	Parking fees.
132I-116-285	Schedule of parking fees.
132I-116-290	Liability of college.
132I-116-300	Appeal of fines and penalties.

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

132I-116-060	Registration of student vehicles. [Order 003, § 132I-116-060, filed 9/27/73.] Repealed by 84-14-020 (Order 020), filed 6/26/84. Statutory Authority: RCW 28B.50.140.
132I-116-080	Valid permit. [Order 015, § 132I-116-080, filed 8/19/76; Order 003, § 132I-116-080, filed 9/27/73.] Repealed by 84-14-020 (Order 020), filed 6/26/84. Statutory Authority: RCW 28B.50.140.
132I-116-120	Right to refuse permit. [Order 003, § 132I-116-120, filed 9/27/73.] Repealed by 84-14-020 (Order 020), filed 6/26/84. Statutory Authority: RCW 28B.50.140.
132I-116-180	Parking in prohibited places. [Order 003, § 132I-116-180, filed 9/27/73.] Repealed by 84-14-020 (Order 020), filed 6/26/84. Statutory Authority: RCW 28B.50.140.
132I-116-220	Two-wheeled motorbikes or bicycles. [Order 003, § 132I-116-220, filed 9/27/73.] Repealed by 84-14-020 (Order 020), filed 6/26/84. Statutory Authority: RCW 28B.50.140.

WAC 132I-116-010 Purpose. Pursuant to RCW 28B.50.140(10), as now or hereafter amended, the board of trustees of Highline Community College District 9 is granted authority to make rules and regulations for pedestrian and vehicular traffic over property owned, operated, or maintained by the college district. The purposes of parking and traffic rules and regulations are:

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

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140, 92-15-115, § 132I-116-010, filed 7/21/92, effective 8/21/92. Statutory Authority: RCW 28B.50.140, 84-14-020 (Order 020), § 132I-116-010, filed 6/26/84; Order 003, § 132I-116-010, filed 9/27/73.]

WAC 132I-116-020 Definitions. As used in this document, the following words shall mean:

(1) **College:** Highline Community College, or any additional community college hereafter established with Community College District 9, state of Washington, and collectively, those responsible for its control and operations.

(2) **College community:** Trustees, students, employees, and guests on college owned or controlled facilities.

(3) **College facilities:** Includes any or all property controlled or operated by the college.

(4) **Student:** Includes all persons enrolled at the college, both full time and part time.

(5) **Campus police chief:** An employee of Highline Community College District 9, state of Washington, who is responsible to the vice president for campus security, safety, parking, and traffic control.

(6) **Vehicle:** An automobile, truck, motor-driven cycle, scooter, or any vehicle powered by an engine. Also included will be bicycles and other nonengine vehicles.

(7) **Visitor:** Any person(s) who comes on to the campus as guest(s) or to visit the campus for meetings and/or other purposes.

(8) **School year:** Unless otherwise designated, the time period commencing with the summer quarter of the community college calendar year and extending through the subsequent fall, winter, and spring quarters.

[Statutory Authority: RCW 28B.50.140, 84-14-020 (Order 020), § 132I-116-020, filed 6/26/84; Order 015, § 132I-116-020, filed 8/19/76; Order 014, § 132I-116-020, filed 1/6/76; Order 003, § 132I-116-020, filed 9/27/73.]

WAC 132I-116-030 Applicable parking and traffic rules and regulations—Areas affected. The following rules and regulations apply upon lands devoted to educational and recreational activities of Highline Community College.

(1) The motor vehicle and other traffic laws of the state of Washington. These shall be applicable upon all lands located within the state of Washington.

(2) The municipal traffic code of the city of Des Moines, state of Washington. This code applies upon all lands located within the city of Des Moines.

(3) The Highline Community College parking and traffic regulations. These shall be applicable to all lands which are or may hereafter be devoted to the educational, recreational, or parking activities of Highline Community College. In case of conflict with the state or municipal motor vehicle laws, those laws shall govern and take precedence over the college rules.

[Statutory Authority: RCW 28B.50.140, 84-14-020 (Order 020), § 132I-116-030, filed 6/26/84; Order 003, § 132I-116-030, filed 9/27/73.]

WAC 132I-116-040 Parking and traffic responsibility. The vice-president is responsible for parking and traffic management on campus. In general, the responsibility is delegated to the campus police chief who is to coordinate with the dean of students. Likewise, duly appointed campus security officers and other security employees of Highline

Community College shall be delegated the authority to enforce all college parking and traffic regulations.

[Statutory Authority: RCW 28B.50.140, 84-14-020 (Order 020), § 132I-116-040, filed 6/26/84; Order 014, § 132I-116-040, filed 1/6/76; Order 003, § 132I-116-040, filed 9/27/73.]

WAC 132I-116-050 Permits required for vehicles on campus. No person shall park or leave any vehicle, whether attended or unattended, upon the campus of Highline Community College without a permit issued by the campus security office. All persons parking on the campus will be given a reasonable time to secure a temporary or permanent permit from the campus security office.

(1) A valid permit is:

(a) A current Highline Community College vehicle permit displayed in accordance with instructions.

(b) A temporary or guest permit authorized by the campus security office and displayed in accordance with instructions.

(2) Parking permits are not transferable, except as provided in WAC 132I-116-100.

(3) The college reserves the right to refuse the issuance of a parking permit.

[Statutory Authority: RCW 28B.50.140, 84-14-020 (Order 020), § 132I-116-050, filed 6/26/84; Order 003, § 132I-116-050, filed 9/27/73.]

WAC 132I-116-070 Authorization for issuance of permits. The campus security office is authorized to issue parking permits to students, faculty, and staff members of the college pursuant to the following regulations:

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

(2) Faculty and staff members may be issued a parking permit upon the registration of their vehicles at the time they begin their employment at the college.

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

(4) Car pool permits may be purchased by faculty, staff, and students. A car pool is defined as being from two to five persons. One transferable permit will be issued by the campus security office for each car pool. This permit is transferable only among the registered members of the car pool. This permit will be displayed in accordance with the instructions provided with the permit. A condition of issuance is that at no time will more than one vehicle owned by members of the pool be parked on campus.

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

(6) Any permit-holder may obtain temporary parking permits at the campus security office without charge for an unregistered vehicle when necessary due to the nonavailability of his registered vehicle.

[Statutory Authority: RCW 28B.50.140, 84-14-020 (Order 020), § 132I-116-070, filed 6/26/84; Order 015, § 132I-116-070, filed 8/19/76; Order 014, § 132I-116-070, filed 1/6/76; Order 003, § 132I-116-070, filed 9/27/73.]

WAC 132I-116-090 Display of permit. The parking permit issued by the college shall be permanently affixed on the inside of the rear window on the lower left corner directly behind the driver. If the vehicle is a convertible or a truck camper, or has no permanently fixed rear window, the permit shall be displayed on the front windshield. Permits not displayed in accordance with the provisions of this section shall not be valid and vehicles displaying the improper placed permit shall be subject to citation. Permits shall be displayed on the front fender of a motorcycle, scooter, or bicycle.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140, 92-15-115, § 132I-116-090, filed 7/21/92, effective 8/21/92. Statutory Authority: RCW 28B.50.140, 84-14-020 (Order 020), § 132I-116-090, filed 6/26/84; Order 003, § 132I-116-090, filed 9/27/73.]

WAC 132I-116-100 Transfer of permits. Parking permits are not transferable. If a vehicle is sold or traded, a new permit will be issued to the permit holder at no additional cost if the permit holder does the following:

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

(4) Permits may be reissued as authorized by the campus police chief.

[Statutory Authority: RCW 28B.50.140, 84-14-020 (Order 020), § 132I-116-100, filed 6/26/84; Order 014, § 132I-116-100, filed 1/6/76; Order 003, § 132I-116-100, filed 9/27/73.]

WAC 132I-116-110 Permit revocation. Parking permits are licenses and the property of the college and may be recalled for any of the following reasons:

- (1) When the purpose for which the permit was issued changes or no longer exists; or
 - (2) When a permit is used for an unregistered vehicle or by an unauthorized individual; or
 - (3) Falsification of a parking permit application; or
 - (4) Continued violation of parking rules and regulations;
- or
- (5) Counterfeiting or altering of a parking permit; or
 - (6) Failure to comply with a final decision of the citation review committee or institutional hearing officer.

[Statutory Authority: RCW 28B.50.140, 84-14-020 (Order 020), § 132I-116-110, filed 6/26/84; Order 003, § 132I-116-110, filed 9/27/73.]

WAC 132I-116-130 Responsibility of person to whom permit issued. The person to whom a permit is issued is responsible for all violations of the parking and traffic rules and regulations involving the vehicle for which the permit was issued and to which it was affixed: *Provided, however,* That such responsibility shall not relieve other persons who violate these rules and regulations. In the event that a vehicle in violation is not registered with the college, the current registered owner will be responsible for the violation(s) of the campus regulations.

[Order 003, § 132I-116-130, filed 9/27/73.]

WAC 132I-116-140 Designation of parking spaces. The parking spaces available on campus shall be designated and allocated in such a manner as will best achieve the objective of the rules and regulations contained in this document.

(1) Faculty and staff spaces shall be designated.

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

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

(4) Parking spaces shall be designated for motorcycles, motorized bicycles, and scooters.

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

[Statutory Authority: RCW 28B.50.140, 84-14-020 (Order 020), § 132I-116-140, filed 6/26/84; Order 003, § 132I-116-140, filed 9/27/73.]

WAC 132I-116-150 Parking within designated spaces. (1) Any person parking a vehicle on Highline Community College property shall park his vehicle in designated parking areas only. These areas are marked by a curb, white lines, or signs. Parking on or over a line constitutes a violation.

(2) No vehicle may be parked any place where official signs prohibit parking, or within ten feet of a fire hydrant; on any area which has been landscaped or designed for landscaping; or any cement walkway or unpaved pathway designated for pedestrian use, except for the purposes of maintenance by an appropriate Highline Community College employee or by an agent from an outside firm employed by Highline Community College, or in the case of emergency vehicles.

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

(4) Vehicles which have been parked in excess of 72 hours and which appear to be inoperative or abandoned may be impounded and stored at the expense of either or both owner and operator thereof.

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

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

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

(8) Designated parking areas on campus for student use will be open from 6:30 a.m. to 10:45 p.m., Monday through Friday. In addition, the Midway Drive-in Theater parking lot (when designated), is available for student parking between 7:30 a.m. and 5:00 p.m., Monday through Friday.

(9) No vehicle shall be parked on the campus except in those areas set aside and designated pursuant to WAC 132I-116-140.

[Statutory Authority: RCW 28B.50.140. 84-14-020 (Order 020), § 132I-116-150, filed 6/26/84; Order 003, § 132I-116-150, filed 9/27/73.]

WAC 132I-116-160 Day parking. The rules and regulations pertaining to the use of certain parking permits in specified areas as contained in WAC 132I-116-140 shall be in force during the hours of 7:00 a.m. to 4:00 p.m.

[Statutory Authority: RCW 28B.50.140. 84-14-020 (Order 020), § 132I-116-160, filed 6/26/84; Order 003, § 132I-116-160, filed 9/27/73.]

WAC 132I-116-170 Night parking. Students, faculty, and staff may park in any area A or B spaces on a first-come first-serve basis between the hours of 4:00 p.m. and 10:45 p.m.

[Statutory Authority: RCW 28B.50.140. 84-14-020 (Order 020), § 132I-116-170, filed 6/26/84; Order 003, § 132I-116-170, filed 9/27/73.]

WAC 132I-116-190 Regulatory signs and directions. The campus police chief is authorized to erect signs, barricades, and other structures and to paint marks or other directions upon the entry ways and streets on campus and upon the various parking lots owned or operated by the college. Such signs, barricades, structures, markings, and directions shall be so made and placed as to best effectuate the objectives of these rules and regulations, in the opinion of the vice-president or his designee. Drivers of vehicles shall observe and obey the signs, barricades, structures, markings, and directions erected pursuant to this section. Drivers shall also comply with the directions given them by the campus security officer or other campus security personnel in the control and regulation of traffic.

[Statutory Authority: RCW 28B.50.140. 84-14-020 (Order 020), § 132I-116-190, filed 6/26/84; Order 014, § 132I-116-190, filed 1/6/76; Order 003, § 132I-116-190, filed 9/27/73.]

WAC 132I-116-200 Speed limit. No vehicle shall be operated on the campus at a speed in excess of ten miles per hour or as posted. No vehicle of any type shall at any time use the campus parking lots for testing, racing, or other unauthorized activities.

[Order 003, § 132I-116-200, filed 9/27/73.]

WAC 132I-116-210 Pedestrian's right of way. (1) The operator of a vehicle shall yield right of way, slowing down or stopping, if need be, to so yield to any pedestrian, but no pedestrian shall suddenly leave a curb or other place of safety and walk or run into the path of a vehicle which is so close that it is impossible or unsafe for the driver to yield.

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

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

[Statutory Authority: RCW 28B.50.140. 84-14-020 (Order 020), § 132I-116-210, filed 6/26/84; Order 003, § 132I-116-210, filed 9/27/73.]

[Title 132I WAC—page 12]

WAC 132I-116-222 Impounding of vehicles. Any vehicle parked upon lands devoted to the educational, recreational, or parking activities of Highline Community College in violation of these regulations, including the motor vehicle and other traffic laws of the state of Washington and the traffic code of the city of Des Moines as incorporated in WAC 132I-116-030, may be impounded and taken to such place for storage as the campus police chief selects. The expense of such impounding and storage shall be charged to the owner or operator of the vehicle and paid by him prior to its release. The college and its employees shall not be liable for loss or damage of any kind resulting from such immobilization, impounding, and/or storage.

Impounding of vehicles shall include but not be limited to the following:

- (1) Blocking roadway which blocks the flow of traffic;
- (2) Blocking walkway which impedes the flow of pedestrian traffic;
- (3) Blocking a fire hydrant or fire-land;
- (4) Creating a safety hazard in the opinion of the campus police chief or his designee;
- (5) Blocking another legally parked car;
- (6) Parking in a marked "tow-away" zone;
- (7) Having an accumulation of four outstanding parking/traffic violations.

[Statutory Authority: RCW 28B.50.140. 84-14-020 (Order 020), § 132I-116-222, filed 6/26/84.]

WAC 132I-116-230 Report of accident. The operator of any vehicle involved in an accident on campus resulting in injury to or death of any person or total or claimed damage to either or both vehicles of any amount, shall within 24 hours report such accident to the campus police chief. This does not relieve any person so involved in an accident from his responsibility to file a state of Washington motor vehicle accident report within 24 hours after such accident.

[Statutory Authority: RCW 28B.50.140. 84-14-020 (Order 020), § 132I-116-230, filed 6/26/84; Order 014, § 132I-116-230, filed 1/6/76; Order 003, § 132I-116-230, filed 9/27/73.]

WAC 132I-116-240 Specific traffic and parking regulations and restrictions authorized. Upon special occasions or during emergencies, the campus police chief is authorized to impose additional traffic and parking regulations and restrictions consistent with the objectives specified in WAC 132I-116-010.

[Statutory Authority: RCW 28B.50.140. 84-14-020 (Order 020), § 132I-116-240, filed 6/26/84; Order 014, § 132I-116-240, filed 1/6/76; Order 003, § 132I-116-240, filed 9/27/73.]

WAC 132I-116-250 Enforcement. Parking rules and regulations will be enforced throughout the calendar year. Parking and traffic rules and regulations are enforced on a 24 hour daily basis.

[Statutory Authority: RCW 28B.50.140. 84-14-020 (Order 020), § 132I-116-250, filed 6/26/84; Order 014, § 132I-116-250, filed 1/6/76; Order 003, § 132I-116-250, filed 9/27/73.]

WAC 132I-116-260 Issuance of traffic citations. Upon the violation(s) of any of the rules and regulations

contained in this document the campus police chief or subordinates are authorized to issue traffic citations, setting forth the date, the approximate time, permit number, license number, name of permit holder, infraction, officer, and schedule of fines. Such traffic citations may be served by attaching or affixing a copy thereof in some prominent place outside such vehicle or by personally serving the operator. Violation(s) of the college parking and traffic rules and regulations refers to:

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

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

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

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

(5) Parking in the wrong area. Parking in faculty/staff areas, disabled persons area, or visitor area and/or any other area differing from the locations indicated on the issued permit.

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

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

(8) Wrong way on one-way-roads. Upon a roadway so designated for one-way traffic, a vehicle shall be driven only in the direction designated at all or such times as shall be indicated by official traffic control devices.

(9) Permits not displayed pursuant to the provisions of this chapter shall not be valid.

(10) Other violations. Clearly indicated and an actual violation of the law or traffic ordinances. The violation must be recorded in the space provided on HCC parking/traffic citation.

[Statutory Authority: RCW 28B.50.140. 84-14-020 (Order 020), § 132I-116-260, filed 6/26/84; Order 014, § 132I-116-260, filed 1/6/76; Order 003, § 132I-116-260, filed 9/27/73.]

WAC 132I-116-270 Fines and penalties. (1) Fines may be levied for all violations of the rules and regulations contained in WAC 132I-116-260.

In addition to a fine imposed under these regulations, illegally parked vehicle(s) may be taken to a place for storage as the campus police chief selects. The expenses of such impoundings and storage shall be the responsibility of the registered owner or driver of the vehicle. The college shall not be liable for loss or damage of any kind resulting from such impounding and storage.

(2) Parking and traffic fines and penalties schedule shall be adopted by the board of trustees.

(3) An accumulation of traffic violations by a student shall be cause for disciplinary action, and the dean of students may initiate disciplinary proceedings against such students.

(4) An accumulation of traffic violations by faculty or staff members shall be turned over to the controller for the collection of fines not received by the vice-president, or his designee.

(5) Parking and traffic violations will be processed by the college. Parking and traffic fines are to be paid to the campus security office.

(6) The schedule of fines shall be reviewed by a parking advisory committee appointed by the student affairs council as requested by the dean of students or the vice-president.

(7) Parking and traffic fines shall be charged for offenses as indicated in a separate document.

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

(a) Student may not be eligible to register;

(b) Student may not be able to obtain a transcript or his grades or credits;

(c) Student may not receive a degree until all fines are paid;

(d) Student may be denied future parking privileges;

(e) Vehicle may be impounded.

(9) Parking and traffic fines are due twenty days from the date of citation. Provided that if an appeal is taken, such fine shall be due twenty days from the date of service upon the violator of the result of the appeal.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-116-270, filed 7/21/92, effective 8/21/92. Statutory Authority: RCW 28B.50.140. 84-14-020 (Order 020), § 132I-116-270, filed 6/26/84; Order 014, § 132I-116-270, filed 1/6/76; Order 003, § 132I-116-270, filed 9/27/73.]

WAC 132I-116-275 Schedule of fines and penalties. Highline Community College parking and traffic fine schedule is as follows:

** Parked in wrong area (student in staff or visitor area)	\$5.00
** Parked in no parking zone	5.00
** Parked in firelane	5.00
** improperly parked - i.e., parked in a manner to obstruct traffic; occupying more than one space or over separator line; backed into stall (must be head-in); space not designated for parking	5.00
** No current HCC parking permit displayed	5.00
* No parking permit displayed (Fine will be reduced to one dollar if the citation is returned to the campus security office within five school days from date of issuance and a current parking permit is picked up during the five school-day period.)	5.00

First violation only:

** all of the above fines are \$5.00 for the first offense, and all subsequent offenses are \$15.00 each.

No current handicap permit	\$25.00
Speeding	10.00
Reckless/negligent driving	10.00

Failure to yield right-of-way	10.00
Failure to stop for stop sign	10.00
Wrong way on one-way road	10.00
Others - i.e., use of permit for vehicle other than to which registered; improper display of permit; use of forged, lost, or stolen permit	5.00

Effective Winter Quarter 1992

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-116-275, filed 7/21/92, effective 8/21/92.]

WAC 132I-116-280 Parking fees. Parking fees shall be adopted by the board of trustees, specifying the charge per year and quarter.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-116-280, filed 7/21/92, effective 8/21/92. Statutory Authority: RCW 28B.50.140. 84-14-020 (Order 020), § 132I-116-280, filed 6/26/84; Order 015, § 132I-116-280, filed 8/19/76; Order 003, § 132I-116-280, filed 9/27/73.]

WAC 132I-116-285 Schedule of parking fees. Highline Community College parking fees are as follows:

Parking Fees:

Students registered for 0-5 credits	\$5.00 per quarter
Students registered for 6 or more credits	\$8.00 per quarter
Part-time faculty and staff	\$5.00 per quarter
Full-time faculty and staff	\$8.00 per quarter
Motorcycles, motorbikes, scooters	\$5.00 per quarter
Additional, replacement/ second car	\$3.00 per quarter
Car pool permits (5 or more people)	No charge
Each additional vehicle in car pool (5 or more people)	No charge
Senior citizens registering under tuition waiver	\$3.00 per quarter
Annual permits (4 quarters)	\$29.00
Annual permits (3 quarters)	\$24.00
Special rates (summer quarters)	\$5.00 per quarter

All other registered students, i.e., community service self-supporting programs, GED will pay a \$.25 daily fee, any other exceptions must see the campus police chief in the campus security office. These fees include the state sales tax as required.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-116-285, filed 7/21/92, effective 8/21/92.]

WAC 132I-116-290 Liability of college. The college assumes no liability under any circumstances for vehicles on campus.

[Order 003, § 132I-116-290, filed 9/27/73.]

WAC 132I-116-300 Appeal of fines and penalties. Any fines and penalties levied against a violator of the rules and regulations set forth herein, may be appealed. The appeal must be made in writing, within twenty calendar days from the date of the citation, to the campus police chief, who will:

- (1) Review the appeal to determine whether a satisfactory solution, to all parties, can be reached without further administrative action.
- (2) If the appellant is not satisfied with the decision of the campus police chief, an appeal may be made, in writing, to the college's vice-president within twenty-one calendar

days of the appellant's receipt of the decision. Within twenty working days from the receipt of any such appeal, the college's vice-president shall render a written decision. The dean of administration's decision will be final.

(3) The final legal recourse for an appellant is to the Washington state superior court system.

(4) In the event that the appeal involves an impounded vehicle, the owner of such vehicle shall have the right to a hearing within forty-eight hours of a request, or the first workday after impoundment if the vehicle is impounded on a Friday or on a Thursday if a three-day weekend, whichever is longer, for such, before the campus police chief. The owner of the vehicle shall also be entitled to a release of his vehicle upon payment of a bond in the amount of the sum of the impoundment costs and the total of all fines due and owing. If at the hearing it is shown that the vehicle was improperly impounded, the owner of the vehicle shall be entitled to a refund of the costs of impoundment.

(5) In all appeals under this section, the appellant carries the burden of proof, which shall be a preponderance of the evidence.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-116-300, filed 7/21/92, effective 8/21/92. Statutory Authority: RCW 28B.50.140. 84-14-020 (Order 020), § 132I-116-300, filed 6/26/84; Order 014, § 132I-116-300, filed 1/6/76; Order 003, § 132I-116-300, filed 9/27/73.]

Chapter 132I-120 WAC

STUDENT RIGHTS AND RESPONSIBILITIES
(Formerly chapter 132I-14 WAC)

WAC

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DISPOSITION OF SECTIONS FORMERLY
CODIFIED IN THIS CHAPTER

- 132I-120-300 Right of academic freedom. [Statutory Authority: RCW 28B.50.140. 88-07-120 (Order 022), § 132I-120-300, filed 3/23/88.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-120-305 Right of equal protection. [Statutory Authority: RCW 28B.50.140. 88-07-120 (Order 022), § 132I-120-305, filed 3/23/88.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-120-310 Right of access to college facilities. [Statutory Authority: RCW 28B.50.140. 88-07-120 (Order 022), § 132I-120-310, filed 3/23/88.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-120-320 Right to invite outside speakers. [Statutory Authority: RCW 28B.50.140. 88-07-120 (Order 022), § 132I-120-320, filed 3/23/88.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-120-325 Right of publication. [Statutory Authority: RCW 28B.50.140. 88-07-120 (Order 022), § 132I-120-325, filed 3/23/88.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-120-335 Right of sale and distribution of material and right to conduct fund raising activities. [Statutory Authority: RCW 28B.50.140. 88-07-120 (Order 022), § 132I-120-335, filed 3/23/88.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-120-345 Right to privacy of records. [Statutory Authority: RCW 28B.50.140. 88-07-120 (Order 022), § 132I-120-345, filed 3/23/88.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-120-405 Violations. [Statutory Authority: RCW 28B.50.140. 89-08-016 (Order 023), § 132I-120-405, filed 3/27/89; 88-07-120 (Order 022), § 132I-120-405, filed 3/23/88.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-120-420 Disciplinary procedure. [Statutory Authority: RCW 28B.50.140. 88-07-120 (Order 022), § 132I-120-420, filed 3/23/88.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-120-425 Emergency withdrawal. [Statutory Authority: RCW 28B.50.140. 89-08-016 (Order 023), § 132I-120-425, filed 3/27/89; 88-07-120 (Order 022), § 132I-120-425, filed 3/23/88.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-120-430 Administrative withdrawal. [Statutory Authority: RCW 28B.50.140. 89-08-016 (Order 023), § 132I-120-430, filed 3/27/89; 88-07-120 (Order 022), § 132I-120-430, filed 3/23/88.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132I-120-440 Procedure of the college discipline committee. [Statutory Authority: RCW 28B.50.140. 88-07-120 (Order 022), § 132I-120-440, filed 3/23/88.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.

WAC 132I-120-010 Purpose. Community College District 9 serves its community and the general public by providing continuing educational opportunities for all persons who are eligible to attend. To fulfill this purpose, the college provides students with broad, comprehensive pro-

grams of general education, including university-parallel transfer courses, developmental-remedial programs, and vocational-technical curricula. The college also provides cultural, recreational, and community service activities. The college provides health, guidance, and counseling services which every student is encouraged to make use of on a voluntary basis. The confidentiality of counseling, health, and adviser services will be strictly maintained except as called for by legal requirement.

As members of the college community, students are encouraged through free inquiry and free expression, to develop their capacity for critical judgment and to engage in sustained and independent search for knowledge. It is the responsibility of the student to observe and help maintain appropriate conditions in the classroom, on campus, and in the larger community.

Highline Community College may take appropriate disciplinary action when student conduct unreasonably interferes with the college's educational responsibilities, its subsidiary responsibilities, or to protect the health and safety of persons on or in college facilities, to maintain and protect college property or private property on college facilities, to protect college records, to provide college services, and/or to sponsor non-classroom activities such as lectures, concerts, athletic events, and social functions.

The purpose of these rules is to prescribe standards of conduct for students of Community College District No. 9, the violations which may constitute sufficient cause for disciplinary action as described in and in accordance with the procedures established in WAC 132I-120-010 through 132I-120-520.

A student's registration constitutes acceptance of the responsibility to comply with the general policies and regulations established by the college.

[Statutory Authority: RCW 28B.50.140. 88-07-120 (Order 022), § 132I-120-010, filed 3/23/88.]

WAC 132I-120-020 General policies. (1) Highline Community College is an agency of the state of Washington and adheres to all local, state, and federal laws. The college is obligated to demonstrate respect for laws by cooperating in their enforcement.

(2) Highline Community College cannot and will not establish regulations which would abridge constitutional rights.

(3) Proper procedures are established to maintain conditions conducive to the effective performance of the function of the college, to protect individual students from unfair imposition of penalties, and to assure due process. Highline Community College is granted the right by law to adopt such rules as are deemed necessary to govern its operations.

(4) If these rules are broken, the college has the right and the obligation to take that action which is in the best interest of the entire college and which is commensurate with the constitutional rights of the individual.

(5) If a student is charged with an off-campus violation of the law, the matter shall be of no disciplinary concern to the college unless the student is incarcerated and unable to comply with academic requirements. If the violation of law occurs on campus and is also a violation of a published

college regulation, the college may institute its own proceedings against the offender or may refer the violation to the appropriate civilian authorities for disposition. The college shall not proceed with a disciplinary action that in fact or appearance duplicates punishment for the same offense unless the interests of the college are implicated in some separate way by violation of law.

(6) The Highline College Student Union will have the right to participate in the formulation and review of all policies and rules pertaining to student conduct and in the enforcement of all such rules as provided by these rules.

(7) Rules of conduct and procedures of enforcement shall be printed and made available to all students.

(8) All rules herein adopted concerning student conduct shall apply to every student attending the college in any college facility.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-120-020, filed 7/21/92, effective 8/21/92. Statutory Authority: RCW 28B.50.140. 88-07-120 (Order 022), § 132I-120-020, filed 3/23/88.]

WAC 132I-120-030 Definitions. (1) As used in these rules, the following words and phrases shall mean:

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

(b) "College" means Highline Community College, or any additional community college hereafter established with Community College District 9, state of Washington, and collectively, those responsible for its control and operation.

(c) "College community" means trustees, students, employees, and guests on college owned or controlled facilities.

(d) "College facilities" means and includes any or all property controlled and/or operated by the college.

(e) "Day" means a calendar day except the effective day of any provision of these rules shall be the day following a Saturday, Sunday or holiday.

(f) "HCSU" refers to Highline College Student Union, the official student government association.

(g) "President" means the chief executive officer of the college appointed by the board of trustees, and for the purposes of these rules includes "acting president" or the delegated authority in the absence of the president.

(h) "Board of trustees" means the board members appointed by the governor of the state of Washington who have final authority for the governance of Highline Community College.

(i) "Student" means and includes all persons enrolled at the college, both full time and part time.

(j) "Student group" means a number of students who have not complied with the formal requirements of becoming officially recognized as student organization.

(k) "Student organization" means a number of students who have complied with the formal requirements of college recognition as provided by the HCSU.

(2) All other terms have their natural meaning unless the context dictates otherwise.

[Statutory Authority: RCW 28B.50.140. 88-07-120 (Order 022), § 132I-120-030, filed 3/23/88.]

WAC 132I-120-100 Student responsibilities. (1) Students who choose to attend Highline Community College also choose to participate actively in the adult learning process offered by the college. As a process, learning is not a product or commodity which is bought and sold, but rather, is a relationship between teachers who are willing and competent to teach and learners who are willing and competent to learn. Therefore, the responsibility for learning is shared equally between students and staff.

(2) The college is responsible for providing its students with an educational environment rich in the high quality resources needed by students to attain their individual educational goals. In return, students are responsible for making themselves aware of the full breadth of the resources available, for the timely choosing and appropriate use of those resources, and for the specific behavioral tasks necessary for attaining desired learning outcomes. Examples of specific student responsibilities are:

(a) To become knowledgeable of and adhere to the college's policies, practices, and procedures;

(b) To participate actively in the learning process, both in and out of the classroom;

(c) To seek timely assistance in meeting educational goals;

(d) To attend all class sessions;

(e) To adequately prepare to participate fully in class activities;

(f) To participate actively in the advising system,

(g) To develop skills required for learning, e.g., basic skills, time management, motivation, study skills, and openness to the educational process;

(h) To assume final authority for the selection of appropriate educational goals;

(i) To select courses appropriate for meeting chosen educational goals;

(j) To evaluate the quality and quantity of resources available to students; and

(k) To contribute towards improving the college.

(3) As members of the Highline community, students are expected to obey all college rules and regulations and are prohibited from engaging in any unlawful conduct. Any student shall be subject to disciplinary action as provided for in this chapter (see WAC 132I-120-410) who, either as a principal actor, aider, abettor, or accomplice as defined in RCW 9A.08.020, as now law or hereafter amended, interferes with the personal rights or privileges of others or the educational process of the college; violates any provision of this chapter; or commits any of the following personal, property or status offenses which are hereby prohibited:

(a) Personal offenses.

(i) Assault, reckless endangerment, intimidation, or interference upon another person in the manner set forth in RCW 9A.36.010, 9A.36.020, 9A.36.030, 9A.36.040, 9A.36.050, or 28B.10.570 through 28B.10.572, as now law or hereafter amended.

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

(iii) Failure to follow instructions. Inattentiveness, inability, or failure of student to follow instructor's instructions, thereby infringing upon the rights and privileges of other students.

(iv) Illegal assembly, obstruction, or disruption. Any assembly or other act which materially and substantially interferes with vehicular or pedestrian traffic, classes, hearings, meetings, the educational and administrative functions of the college, or the private rights and privileges of others.

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

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

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

(b) Property offenses.

(i) Theft or robbery. Theft of the property of the district or of another as defined in the RCW 9A.56.010 through 9A.56.060 and 9A.56.100 as now law or hereafter amended.

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

(iii) Unauthorized use of college equipment and supplies. Converting of college equipment or supplies for personal gain or use without proper authority.

(c) Status offenses.

(i) Cheating and plagiarism. Submitting to a faculty member any work product that the student fraudulently represents to the faculty member as the student's work product for the purpose of fulfilling any assignment or task required by the faculty member as part of the student's program of instruction.

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

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

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

(v) Smoking. Smoking in any classroom or laboratory, the library, or in any college facility or office posted "no smoking" or any other smoking not in compliance with chapter 70.160 RCW as now law or hereafter amended.

(vi) Controlled substances. Using, possessing, being demonstrably under the influence of, or selling any narcotic or controlled substance as defined in chapter 69.50 RCW as now law or hereafter amended, except when the use or

possession of a drug is specifically prescribed as medication by an authorized medical doctor or dentist. For the purpose of this regulation, "sale" shall include the statutory meaning defined in RCW 69.50.410 as now law or hereafter amended.

(vii) Alcoholic beverages. Being demonstrably under the influence of any form of alcoholic beverage. Possessing or consuming any form of alcoholic beverage on college property, with the exception of sanctioned events, approved by the president or his or her designee in compliance with state law.

(d) Failure to comply with the following regulations governing firearms and weapons:

(i) It shall be the policy of the college that carrying, exhibiting, displaying, or drawing any weapon, such as a dagger, sword, knife, or any other cutting or stabbing instrument or club or any other weapons apparently capable of producing bodily harm and/or property damage is prohibited on or in college facilities.

(ii) Explosives, incendiary devices, or any weapon facsimile are prohibited on or in college facilities.

(iii) It shall be the policy of the college that carrying of firearms on college facilities is prohibited except and unless the firearm is registered with the campus security for a specific period of time that the firearm is carried on campus.

(iv) The above regulations shall not apply to equipment or material owned, used, or maintained, by the college; nor will they apply to law enforcement officers.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-120-100, filed 7/21/92, effective 8/21/92. Statutory Authority: RCW 28B.50.140. 88-07-120 (Order 022), § 132I-120-100, filed 3/23/88.]

WAC 132I-120-105 Student rights. The following enumerated rights are guaranteed to each student within the limitations of statutory law and college policy which are deemed necessary to achieve the educational goals of the college:

(1) Academic freedom.

(a) Students are guaranteed the rights of free inquiry, expression, and assembly upon and within college facilities that are generally open and available to the public.

(b) Students are free to pursue appropriate educational objectives from among the college's curricula, programs, and services, subject to the limitations of RCW 28B.50.090 (3)(b).

(c) Students shall be protected from academic evaluation which is arbitrary, prejudiced, or capricious, but are responsible for meeting the standards of academic performance established by each of their instructors.

(d) Students have the right to a learning environment which is free from unlawful discrimination, inappropriate and disrespectful conduct, and sexual harassment.

(2) Due process.

(a) The rights of students to be secure in their persons, quarters, papers, and effects against unreasonable searches and seizures is guaranteed.

(b) No disciplinary sanction may be imposed on any student without notice to the accused of the nature of the charges.

(c) A student accused of violating this code of student rights and responsibilities is entitled, upon request, to procedural due process as set forth in this chapter.

(3) Distribution and posting. Students may distribute or post printed or published material subject to official procedures printed and available in the dean of students office. All free publications not in violation of state and/or federal laws such as books, magazines, newspapers, handbills, leaflets, or similar materials may be distributed on campus. The college may restrict the distribution of any publications, where such distribution unreasonably interferes with college operations. Such materials may be distributed from authorized public areas in the student center and at any outdoor area on campus consistent with the maintenance of college property, with the free flow of traffic and persons, and not in a manner which in itself limits the orderly operation of college affairs. Any person desiring to distribute such publications shall first register with the dean of students so that reasonable areas and times can be assured and the activities of the institution will not be unduly interfered with. All handbills, leaflets, newspapers, and similarly related matter must bear identification as to the publishing agency and distributing organization or individual.

(4) Off-campus speakers. Recognized student organizations shall have the right to invite outside speakers to speak on campus subject to the availability of campus facilities, funding, and compliance with the college procedures available in the administrative office.

(5) Incidental sales. Students have the right to engage in incidental sales of personal property in a private transaction provided college facilities are not explicitly used for this purpose.

(6) Commercial activities. The use of college grounds or facilities for commercial or private gain purposes is prohibited except where commercial activity such as sale of books, instructional supplies, or food contribute to the operation of the instructional program or where limited sale is specifically authorized by the dean of students for the benefit of an approved activity.

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

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

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-120-105, filed 7/21/92, effective 8/21/92.]

WAC 132I-120-315 Right of assembly. (1) Students have the right to conduct or may participate in any assembly as defined in WAC 132I-120-030(1) on facilities that are generally available to the public provided that such assemblies:

- (a) Are conducted in an orderly manner;
- (b) Do not unreasonably interfere with classes, scheduled meetings or ceremonies, or regular functions of the college;
- (c) Do not unreasonably interfere with pedestrian or vehicular traffic; or

(d) Do not cause destruction or damage to college property, including library materials, or private property on college facilities.

(2) Any student group or student organization which wishes to schedule an assembly must reserve the college facilities in the office of the coordinator of student activities.

(3) Assemblies which violate these rules may be ordered to disperse by the college in accordance with Washington state statutes.

(4) A nonstudent who violates any provision of the rule will be referred to civilian authorities for criminal prosecution.

[Statutory Authority: RCW 28B.50.140. 89-08-016 (Order 023), § 132I-120-315, filed 3/27/89; 88-07-120 (Order 022), § 132I-120-315, filed 3/23/88.]

WAC 132I-120-330 Right of ownership of works. It shall be the policy of Highline Community College that employees of the college shall not use students' published and unpublished works for personal gain without written consent of the student.

[Statutory Authority: RCW 28B.50.140. 88-07-120 (Order 022), § 132I-120-330, filed 3/23/88.]

WAC 132I-120-340 Right to be interviewed. (1) Every student has the right to be interviewed on campus by any legal organization desiring to recruit at the college.

(2) Any student, student group, or student organization may assemble in protest against any such organization provided that such protest does not interfere with any other student's right to have such an interview, and provided that such protest is in accordance with WAC 132I-120-315.

[Statutory Authority: RCW 28B.50.140. 88-07-120 (Order 022), § 132I-120-340, filed 3/23/88.]

WAC 132I-120-400 Authority and responsibility for discipline. (1) The board of trustees acting in accordance with Washington state statutes does by written order delegate to the president of the college authority to administer disciplinary action. All disciplinary action in which there is a recommendation that a student be suspended or expelled from the college shall be acted upon by the president as defined in WAC 132I-120-030 (1)(g).

(2) Administration of the disciplinary procedure is the responsibility of the dean of students.

(3) The instructor is responsible for conduct in the classroom and is authorized to take such steps as are necessary when behavior of the student interrupts the normal classroom procedure. When such behavior may be so serious as to result in expulsion from the class, the instructor must report the infraction in writing to the dean of students at the earliest opportunity.

(4) The student has the right to appeal any disciplinary action of an instructor to the dean of students as in accordance with the procedures set forth in WAC 132I-120-426 through 132I-120-432.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-120-400, filed 7/21/92, effective 8/21/92. Statutory Authority: RCW 28B.50.140. 89-08-016 (Order 023), § 132I-120-400, filed 3/27/89; 88-07-120 (Order 022), § 132I-120-400, filed 3/23/88.]

WAC 132I-120-410 Definition of disciplinary action.

The following disciplinary action may be imposed upon students according to the procedure outlined in WAC 132I-120-421.

(1) **Admonition:** An oral statement to a student that there is a violation and that continued violation may be cause for further disciplinary action.

(2) **Warning:** Notice in writing that continuation or repetition of conduct deemed wrongful, within a period of time stated in the warning, may be cause for more severe disciplinary action.

(3) **Disciplinary probation:** Formal action placing specific conditions upon the student's continued attendance and warning the student that further misconduct may subject him/her to dismissal.

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

(5) **Summary suspension:** Exclusion from classes and other privileges or activities in accordance with WAC 132I-120-426.

(6) **Suspension:** Exclusion from classes and other privileges or activities as set forth in the notice for a definite period of time.

(7) **Dismissal:** Termination of student status for an indefinite period of time. Conditions of reinstatement, if any, shall be stated in the order of dismissal.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-120-410, filed 7/21/92, effective 8/21/92. Statutory Authority: RCW 28B.50.140. 89-08-016 (Order 023), § 132I-120-410, filed 3/27/89; 88-07-120 (Order 022), § 132I-120-410, filed 3/23/88.]

WAC 132I-120-415 Authority to request identification. In situations of apparent misconduct or apparent unauthorized presence in a college facility, it may be necessary for properly identified college personnel to ask a person to produce evidence of being a currently enrolled student at the college. Failure to comply with a legitimate request for identification from a properly identified college personnel is a violation of this chapter (see WAC 132I-120-100 (c)(iii)) and may result in a disciplinary action if the person is found to be a student. In emergency situations, cases of serious misconduct or where there is a substantial danger to the college community or college property, failure to produce identification by a student may result in the assumption by college personnel that the person questioned is not a student and may result in direct civil or criminal action.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-120-415, filed 7/21/92, effective 8/21/92. Statutory Authority: RCW 28B.50.140. 88-07-120 (Order 022), § 132I-120-415, filed 3/23/88.]

WAC 132I-120-421 Initial disciplinary proceedings.

(1) All disciplinary proceedings will be initiated by the appropriate dean or his or her designated representative. The student may be placed on suspension pending commencement of disciplinary action, pursuant to the conditions set forth in WAC 132I-120-426.

(2) Any student accused of violating any provision of the rules of conduct shall be called for an initial meeting and

receive written notice of such meeting by first class mail with the appropriate dean or his or her designated representative. The student will be informed in writing of what provision or provisions of the rules of conduct he/she is charged with violating, and what appears to be the range of penalties, if any, which might result from initiation of disciplinary proceedings.

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

(a) Terminate the proceeding, exonerating the student or students;

(b) Dismiss the case after whatever counseling and advice the dean deems appropriate;

(c) Impose verbal warning to student directly, not subject to the student's right of appeal as provided in this chapter;

(d) Impose additional sanctions of reprimand, probation, suspension, or dismissal, subject to the student's right of appeal as provided in the following provisions.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-120-421, filed 7/21/92, effective 8/21/92.]

WAC 132I-120-424 Summary suspension—Purpose.

The purpose of WAC 132I-120-426 through 132I-120-432 is to establish rules implementing RCW 34.05.410 (1)(b) and 34.05.479.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-120-424, filed 7/21/92, effective 8/21/92.]

WAC 132I-120-426 Summary suspension proceedings. (1) If a dean or his or her designee(s) has cause to believe that any student:

(a) Has committed a felony; or

(b) Has violated any provision of this chapter; and

(c) Presents an imminent danger either to himself or herself, other persons on the college campus, or to the educational process; that student shall be summarily suspended and shall be served by certified and regular mail at the student's last known address, or shall be personally served.

Summary suspension is appropriate only where (c) of this subsection can be shown, either alone or in conjunction with (a) or (b) of this subsection. The dean or his or her designee shall enter an order as provided by law if the student is to be suspended.

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

(a) The charges against the student including reference to the provisions of WAC 132I-120-100 or statutory law involved; and

(b) That the student charged must appear before the appropriate dean or his or her designee at a time specified in the notice for a hearing. The hearing shall be held as soon as practical after the summary suspension.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-120-426, filed 7/21/92, effective 8/21/92.]

WAC 132I-120-427 Procedures of summary suspension hearing. (1) The summary suspension hearing shall be considered an emergency adjudicative proceeding. The

proceeding must be conducted as soon as possible and the appropriate dean will preside over the meeting.

(2) The dean shall, at a summary suspension proceeding, determine whether there is probable cause to believe that continued suspension is necessary and/or whether some disciplinary action is appropriate.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-120-427, filed 7/21/92, effective 8/21/92.]

WAC 132I-120-428 Decision by the dean. If the dean, following the conclusion of the summary suspension hearing, finds that there is probable cause to believe that:

(1) The student against whom specific violations are alleged has actually committed one or more such violations; and

(2) Summary suspension of said student is necessary for the safety of the student, other students or persons on college facilities, the educational process of the institution, or to restore order to the campus; and

(3) Such violation or violations constitute grounds for disciplinary action as provided for in WAC 132I-120-100; then the dean may continue to enforce the suspension of the student from college and may impose any other disciplinary action appropriate.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-120-428, filed 7/21/92, effective 8/21/92.]

WAC 132I-120-429 Notice of suspension. (1) If a student's summary suspension is upheld or if the student is otherwise disciplined, the student will be provided with a written notice including the dean's findings of fact and conclusions which lead the dean to believe that the summary suspension of the student should continue.

(2) The student suspended pursuant to the authority of this rule shall be served a copy of the notice of suspension by personal service or by certified and regular mail at the student's last known address within three working days following the conclusion of the hearing with the dean.

(3) The notice of suspension shall state the duration of the suspension or nature of the disciplinary action and conditions under which the suspension may be terminated.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-120-429, filed 7/21/92, effective 8/21/92.]

WAC 132I-120-431 Suspension for failure to appear. The dean is authorized to enforce the suspension of the summarily suspended student in the event the student has been served pursuant to the notice requirement and fails to appear at the time designated for the summary suspension proceeding.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-120-431, filed 7/21/92, effective 8/21/92.]

WAC 132I-120-432 Appeals from summary suspension hearing. Any student aggrieved by an order issued at the summary suspension proceeding may appeal to the discipline committee. No such appeal shall be entertained, however, unless:

(1) The student has first appeared before the appropriate dean at the student hearing in accordance with WAC 132I-120-427;

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

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

(4) The appeal conforms to the standards set forth in WAC 132I-120-441(2).

The discipline committee shall, within five working days, conduct a formal hearing in the manner described in WAC 132I-120-442.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-120-432, filed 7/21/92, effective 8/21/92.]

WAC 132I-120-435 Discipline committee. The college discipline committee will hear and make recommendations on all disciplinary cases referred to it by the dean of students or appealed to it by students who have been disciplined by the dean.

(1) The college discipline committee will be composed of the following members:

(a) A chair will be designated by the president of the college for a period of one year. The chair will be non-voting. It is the responsibility of the chair to ensure that all procedural guidelines specified in WAC 132I-120-440 are followed, to take whatever steps are necessary during the hearing itself to ensure that the hearing is conducted in a safe and orderly manner, to advise the members of the committee concerning precedents and guidelines affecting the individual case, and to inform the student in writing of the action taken by the college discipline committee following the hearing.

(b) Two faculty members recommended by the faculty senate and appointed by the president. Two alternatives shall be recommended and appointed to serve in the event that appointees are unable to serve or complete their term. The committee members shall serve for one year terms.

(c) Two full-time student representatives shall be chosen by the HCSU in such manner as the members thereof shall determine. For the purposes of these rules a full-time student shall be defined as currently enrolled in twelve or more credit hours. Two alternates shall be appointed to serve in the event that members are unable to serve or complete their term.

(2) The committee shall be formed as early as possible in the fall quarter and shall be convened by the dean of students during the first four weeks of fall quarter to discuss these rules. Other meetings may be held as determined by the chairperson or requested by the committee members.

(3) Faculty or student members may be excused from service for the entire year, for a particular period of time, or after a particular case. Replacement of excused members shall be made from respective panels.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-120-435, filed 7/21/92, effective 8/21/92. Statutory Authority: RCW 28B.50.140. 88-07-120 (Order 022), § 132I-120-435, filed 3/23/88.]

WAC 132I-120-441 Appeals of disciplinary action—Generally. (1) Appeals contesting any disciplinary action

may be made by the student(s) involved. Such appeals shall be made in the following order:

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

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

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

(a) The appeal must be in writing and must clearly state errors in fact or matters in extenuation or mitigation which justify the appeal; and

(b) The appeal must be filed within twenty-one days from the date of service upon the student of notice that disciplinary action was being taken.

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

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-120-441, filed 7/21/92, effective 8/21/92.]

WAC 132I-120-442 Hearing procedures before the discipline committee. (1) The discipline committee shall conduct a hearing within fourteen working days after disciplinary action has been referred to it.

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

(a) Waives the opportunity for a brief adjudicative proceeding; or

(b) By his conduct in the judgment of the hearing officer makes it impossible to conduct a brief adjudicative proceeding; or

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

(3) The student has a right to a fair and impartial hearing before the discipline committee on any charge of violating the rules of conduct. However, the student's failure to cooperate with the committee's hearing procedures shall not preclude the discipline committee from making its findings of fact, conclusions, and recommendations.

(4) The student may be represented by counsel of his or her choice at the disciplinary hearing. If the student elects to choose a duly licensed attorney admitted to practice in the state of Washington as counsel, the student shall notify the chair at least five working days prior to the hearing.

(5) In all disciplinary proceedings, the college may be represented by a designee appointed by the president. That designee will then present the college's case against the student accused of violating the rules of conduct; provided, that in those cases in which the student elects to be represented by a licensed attorney, the president may elect to have the college represented by an assistant attorney general.

(6) The record in a formal hearing shall consist of all documents as required by law and as specified in RCW 34.05.476 as new law or hereafter amended.

(7) All records of disciplinary proceedings shall be maintained in the administrative office and shall be available only during the course of the disciplinary proceedings to the discipline committee, the student, and his/her attorney, and any other college official designated by the president.

(8) Following the conclusion of the disciplinary proceeding, access to records of the case and the hearing files will be limited to those designated by the college president.

(9) Following final disposition of the case and any appeals therefrom, the president may direct the destruction of any records of any disciplinary proceedings, provided that such destruction is in conformance with the requirements of chapter 40.14 RCW, as now law or hereafter amended.

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

(11) If at any time during the hearing a visitor disrupts the proceedings, the chair of the discipline committee may exclude that person from the hearing room.

(12) Any student of the college attending the disciplinary hearing who continues to disrupt the proceedings after the presiding officer has asked him/her to cease or to leave the hearing room, shall be subject to disciplinary action.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-120-442, filed 7/21/92, effective 8/21/92.]

WAC 132I-120-443 Evidence admissible in hearings. (1) Only those matters presented at the hearing, in the presence of the accused student (except where the student fails to attend after receipt of proper notice) will be considered in determining whether the discipline committee has sufficient cause to believe that the accused student is guilty of violating the rules he or she is charged with having violated. Hearsay evidence is admissible in the hearing.

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

(3) Evidence or testimony to be offered by or on behalf of the student in extenuation or mitigation shall not be presented or considered until all substantive evidence or testimony has been presented.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-120-443, filed 7/21/92, effective 8/21/92.]

WAC 132I-120-444 Decision by the discipline committee. (1) Upon conclusion of the disciplinary hearing, the discipline committee shall consider all the evidence therein presented and decide by majority vote whether to

uphold the initial disciplinary action or to recommend institution of any of the following actions:

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

(b) That the college impose any of the disciplinary actions as provided in this chapter.

(2) The committee's written decision shall include findings of fact, conclusions of law, and recommendations for the final disposition of the matter at issue.

(3) Within seven working days of the conclusion of the hearing, the student will be provided with a copy of the committee's findings of fact and conclusions. The copy shall be dated and contain a statement advising the student of his or her right, to submit a written statement to the president of the college appealing the recommendation of the discipline committee.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-120-444, filed 7/21/92, effective 8/21/92.]

WAC 132I-120-445 Readmission after dismissal. A student dismissed from the college may be readmitted only on written petition to the president of the college. Petitions must indicate how specific conditions have been met and reasons which support a reconsideration. The president may use whatever review procedures are at his/her disposal in consideration of readmission. The president shall convey a decision in writing to the student.

[Statutory Authority: RCW 28B.50.140. 88-07-120 (Order 022), § 132I-120-445, filed 3/23/88.]

WAC 132I-120-450 Final appeal. Any student who is aggrieved by the findings or conclusions of an appeal to the discipline committee may appeal the same in writing to the president within twenty-one days of service of notice upon the student of the action taken by the committee. The president may, at his or her discretion, suspend any disciplinary action pending determination of the merits of the findings, conclusions and disciplinary actions imposed. In the consideration of such an appeal, the president shall base his findings and decision only on the official written record of the case.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-120-450, filed 7/21/92, effective 8/21/92.]

WAC 132I-120-500 Review of rules. These rules will be reviewed annually by the dean of students. A review committee shall convene upon the request of the dean of students.

[Statutory Authority: RCW 28B.50.140. 88-07-120 (Order 022), § 132I-120-500, filed 3/23/88.]

WAC 132I-120-510 Membership of review committee. (1) The review committee shall be composed of eight members. Four of these members shall be students appointed by the HCSU chair. Four members shall be appointed by the dean of students. Each member shall have one vote. The dean of students shall serve as a nonvoting chair.

(2) The term of office shall be for one academic year starting at the beginning of fall quarter.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-120-510, filed 7/21/92, effective 8/21/92. Statutory Authority: RCW 28B.50.140. 88-07-120 (Order 022), § 132I-120-510, filed 3/23/88.]

WAC 132I-120-520 Function of the review committee. (1) The review committee will establish procedures for review and possible revision of these rules.

(2) All proposed amendments shall be submitted to the dean of students, who will send copies of each proposal to members of the review committee for their consideration. The review committee will hear and consider all proposed amendments and publish proposed recommendations for review by the college community.

(3) Recommendations for revision of these rules shall be made to the board of trustees.

(4) These rules shall be published and made available to the college community.

[Statutory Authority: RCW 28B.50.140. 88-07-120 (Order 022), § 132I-120-520, filed 3/23/88.]

WAC 132I-120-530 Jurisdiction. (1) All rules adopted in this chapter shall apply to every student whenever said student is present upon or in any college facility and whenever said student is present at or engaged in any college-sponsored activity which is held on or in noncollege facilities.

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

(a) Possible prosecution under the state criminal law;
(b) Any other civil or criminal remedies available to the public; or

(c) Appropriate disciplinary action pursuant to the state of Washington higher education personnel board rules or the district's policies and regulations.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-120-530, filed 7/21/92, effective 8/21/92.]

Chapter 132I-122 WAC

WITHHOLDING SERVICES FOR OUTSTANDING DEBTS

WAC

132I-122-010	Statement of policy.
132I-122-020	Withholding services for outstanding debts.
132I-122-030	Appeal of initial order upholding the withholding of services for outstanding debts.

WAC 132I-122-010 Statement of policy. The college expects that students who receive services for which a financial obligation is incurred will exercise responsibility in meeting these obligations. Appropriate college staff are empowered to act in accordance with regularly adopted procedures to carry out the intent of this policy, and if necessary to initiate legal action to insure that collection matters are brought to a timely and satisfactory conclusion.

Admission to or registration with the college, conferring of degrees and issuance of academic transcripts may be

withheld for failure to meet financial obligations to the college.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-122-010, filed 7/21/92, effective 8/21/92.]

WAC 132I-122-020 Withholding services for outstanding debts. Upon receipt of a request for services where there is an outstanding debt due the institution from the requesting person, the institution shall notify the person, in writing by certified mail to the last known address, that the services will not be provided since there is an outstanding debt due the institution, and further that until that debt is satisfied, no such services will be provided to the individual.

Notification that services will be withheld shall also inform the individual that he or she has a right to a hearing before a person designated by the president of the institution if he or she believes that no debt is owed. Notification shall also indicate that the request for the hearing must be made within twenty-one days from the date such notice is received. Upon receipt of a timely request for a hearing, the person designated by the president shall have the records and files of the institution available for review and, at that time, shall hold a brief adjudicative proceeding concerning whether the individual owes or owed any outstanding debts to the institution. After the brief adjudicative proceeding, an order shall be entered by the president's designee indicating whether the institution is correct in withholding services and/or applying off set for the outstanding debt. If the outstanding debt is found to be owed by the individual involved, no further services shall be provided. The order and notice of discontinued service shall be sent to the individual within ten days after the hearing.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-122-020, filed 7/21/92, effective 8/21/92.]

WAC 132I-122-030 Appeal of initial order upholding the withholding of services for outstanding debts. Any person aggrieved by an order issued under 132I-122-020 may file an appeal with the president. The appeal must be in writing and must clearly state errors in fact or matters in extenuation or mitigation which justify the appeal. The appeal must be filed within twenty-one days from the date on which the appellant received notification of the order issued under WAC 132I-122-020 upholding the withholding of services for outstanding debts. The president's determination shall be final.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-122-030, filed 7/21/92, effective 8/21/92.]

**Chapter 132I-124 WAC
GENERAL CONDUCT**

WAC
132I-124-010 Smoking.

WAC 132I-124-010 Smoking. It shall be the policy of Highline Community College, consistent with its efforts to promote wellness, fitness, and a campus environment conducive to work, study, and activities for staff, students, and the public to maintain a smoke/tobacco free indoor

campus environment. Use of tobacco products is permitted on campus outside of the buildings. Receptacles for smoking materials are provided and all are urged to use them to maintain litter free campus grounds.

The college recognizes the rights of those who choose to use tobacco and as such does not prohibit the use of tobacco products; it does, however, restrict the use of these materials to areas outside college facilities and vehicles.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-124-010, filed 7/21/92, effective 8/21/92.]

**Chapter 132I-130 WAC
TUITION AND FEE SCHEDULE**

WAC
132I-130-010 Tuition and fee schedules.
132I-130-020 Location of schedules.
132I-130-030 Tuition and fee waivers.

WAC 132I-130-010 Tuition and fee schedules. Chapter 28B.15 RCW sets the parameters for tuition and fee levels at state community colleges. The legislature establishes the tuition and fee rates each biennium. The tuition and fee rates charged by Highline are based on this legislation, the specific amounts to be charged are transmitted to Highline Community College by the state board for community college education.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-130-010, filed 7/21/92, effective 8/21/92.]

WAC 132I-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 class schedule and at the following locations on the Highline campus:

- (1) The office of admissions;
- (2) The registration and records office;
- (3) The controller's office;
- (4) The continuing education office.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-130-020, filed 7/21/92, effective 8/21/92.]

WAC 132I-130-030 Tuition and fee waivers. (1) Highline may periodically establish tuition and fee waivers as authorized by state law and by the state board for community and technical colleges. This will be done in accordance with chapter 131-28 WAC and under regular college fiscal processes. Information regarding specific waivers will be available as provided in WAC 132I-130-020.

(2) Upon an applicant's request, individual determinations on tuition and fee waivers will be reviewed by the college (registrar), in a brief adjudicative proceeding under RCW 34.05.482 through 34.05.494.

[Statutory Authority: RCW 28B.50.140(13). 95-09-072, § 132I-130-030, filed 4/19/95, effective 5/20/95.]

**Chapter 132I-131 WAC
SCHOLARSHIPS**

WAC

132I-131-010 Scholarships.

WAC 132I-131-010 Scholarships. Detailed information concerning the criteria, eligibility, procedures for application, and other information regarding scholarships may be obtained at the following address:

Highline Community College
Attn: Scholarships
PO Box 98000
2400 South 240th Street
Des Moines, WA 98198-9800

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-131-010, filed 7/21/92, effective 8/21/92.]

**Chapter 132I-132 WAC
FINANCIAL AID**

WAC

132I-132-010 Financial aid.

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

Highline Community College
Attn: Office of Financial Aid
PO Box 98000
2400 South 240th Street
Des Moines, WA 98198-9800

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

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-132-010, filed 7/21/92, effective 8/21/92.]

**Chapter 132I-133 WAC
ORGANIZATION**

WAC

132I-133-010 Organization—Operation—Information.

WAC 132I-133-010 Organization—Operation—Information. (1) Organization. Community College District No. 9 is established in Title 28B RCW as a public institution of higher education. The institution is governed by a five-member board of trustees, appointed by the governor. The board employs a president, who is the chief executive officer of the institution. The president establishes the structure of the administration.

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

Highline Community College
PO Box 98000
2400 South 240th Street
Des Moines, WA 98198-9800

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The office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, except legal holidays.

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

Highline Community College
PO Box 98000
2400 South 240th Street
Des Moines, WA 98198-9800

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-133-010, filed 7/21/92, effective 8/21/92.]

**Chapter 132I-134 WAC
DESIGNATION OF RULES COORDINATOR**

WAC

132I-134-010 Rules coordinator.

WAC 132I-134-010 Rules coordinator. The rules coordinator for this institution shall have an office located at the office of the director of personnel, with the following mailing address:

Highline Community College
Office of Personnel Services
PO Box 98000
2400 South 240th Street
Des Moines, WA 98198-9800

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-134-010, filed 7/21/92, effective 8/21/92.]

**Chapter 132I-140 WAC
USE OF FACILITIES**

WAC

132I-140-010	Purpose.
132I-140-015	Trespass.
132I-140-016	Prohibited conduct at college facilities.
132I-140-110	Right to deny use of facilities.
132I-140-120	Basis of fee assessment.
132I-140-130	Application procedures.
132I-140-134	Request for brief adjudicative proceeding over denial of facility use.
132I-140-135	Appeal of denial of facility use.
132I-140-140	Supervision during activity.
132I-140-150	Care and maintenance of facilities and equipment.
132I-140-160	Athletic facilities.
132I-140-170	Liability for damage.

WAC 132I-140-010 Purpose. The trustees of Highline Community College believe that educational and community service opportunities are extended to the community when the college's buildings, grounds, and facilities are made available for use by the students, faculty, administration, staff, and the community. This use shall not interfere with regular college activities and shall be in accordance with the public interest, welfare, laws of the state of Washington, and in the best interest(s) of the college as interpreted by the administration of Highline Community College and/or the board of trustees.

Intended or actual use in conflict with these policies or construed to be in any way detrimental to the college's best interests and/or original intent for that facility are strictly prohibited.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-140-010, filed 7/21/92, effective 8/21/92.]

WAC 132I-140-015 Trespass. (1) Individuals who are not students or members of the faculty or staff and who violate these regulations 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 his or her 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, as not law or hereafter amended.

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

(3) Persons who violate a district policy may have their license or privilege to be on district property revoked and be ordered to withdraw from and refrain from entering upon any district property. Remaining on or reentering district property after one's license or privilege to be on that property has been revoked shall constitute trespass and such individual shall be subject to arrest for criminal trespass.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-140-015, filed 7/21/92, effective 8/21/92.]

WAC 132I-140-016 Prohibited conduct at college facilities. (1) State law governs the use or possession of intoxicants on campus or at college functions. The use or possession of unlawful drugs or narcotics, not medically prescribed, on college property or at college functions, is prohibited. Students obviously under the influence of intoxicants, unlawful drugs, or narcotics while in college facilities shall be subject to disciplinary action.

(2) The use of tobacco is restricted by law and by regulations of the smoking policy to designated smoking areas.

(3) Destruction of public property is prohibited by state law.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-140-016, filed 7/21/92, effective 8/21/92.]

WAC 132I-140-110 Right to deny use of facilities. (1) The trustees reserve the right to deny facility use to individuals or groups of a private nature whose activities, be they secret or otherwise, are inconsistent with the open and public nature of Highline Community College and where such use would conflict with the purpose of state and federal laws against discrimination.

(2) If at any time actual use of college facilities by the individual or group constitutes an unreasonable disruption of the normal operation of the college, such use shall immediately terminate, all persons engaged in such use shall

immediately vacate the premises, and leave the college property upon command of the appropriate college official.

(3) Any individual or group granted permission to use college facilities shall agree in advance to abide by all college rules and regulations. The college reserves the right to deny use of college facilities to any individual or group whose past conduct indicates a likelihood that college rules and regulations will not be obeyed.

(4) No single group shall be allowed use of facilities on a regular or continuing basis.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-140-110, filed 7/21/92, effective 8/21/92.]

WAC 132I-140-120 Basis of fee assessment. (1) The basis for establishing and charging use 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 position of the board of trustees is 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 continuing education.

(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 and/or the board of trustees believes a commercial facility can be patronized. At no time shall facility use be granted for a commercial activity at a rental rate, or upon terms, less than the full and fair rental value of premises used.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-140-120, filed 7/21/92, effective 8/21/92.]

WAC 132I-140-130 Application procedures. (1) At least seven college 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 on a "use of facility" form which may be obtained through the college's office of community services. A single application may be sufficient for a series of meetings by an organization unless those meetings vary significantly in some substantive way; then 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) Large events, events requiring expenditures on the part of the college, or where significant areas are made available to 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 board of trustees reserves the right to cancel any permit and refund any payments for use of college facilities and equipment if the groups use of college facilities and/or equipment would violate any federal, state, local, or school law, regulation, or rule or when the planned use could subject the college to any liability.

(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) The decision to issue permits is based on the assumption that any admission charges are to be specified and approved by the college.

(9) Organizations using Highline Community College's facilities shall conduct all activities in accordance with all applicable local, state, and federal laws including the rules and regulations adopted by Community College District 9 as stated in Title 132I WAC and in the use of facility form.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-140-130, filed 7/21/92, effective 8/21/92.]

WAC 132I-140-134 Request for brief adjudicative proceeding over denial of facility use. Any organization that is denied use of college facilities may challenge said denial by filing an appeal as specified in WAC 132I-140-135(2) with the president's designee.

Upon receipt of such appeal, the president's designee shall hold a brief adjudicative proceeding.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-140-134, filed 7/21/92, effective 8/21/92.]

WAC 132I-140-135 Appeal of denial of facility use.

(1) Any organization whose application for facility use has been denied may appeal such decision to the president.

(2) The appeal must be in writing and must clearly state errors in fact or matters in extenuation or mitigation which justify the appeal. The appeal must be filed within twenty-one days from the date of service upon appellant of the order denying use of facilities.

(3) The president's determination shall be final.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-140-135, filed 7/21/92, effective 8/21/92.]

WAC 132I-140-140 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 be provided, the trustees reserve the right to require a staff member represent the college at any activity on Highline Community College facilities. Such service shall be paid at the current rate, by the organization requesting use of the facility (see WAC 132I-140-160), and does not relieve the organization from safeguarding the college's property.

(2) The security staff or some other authority of the college will open and lock all rented facilities. Keys to buildings or facilities will not be issued or loaned on any occasion to any using organization with the exception of keys to designated off-campus locations.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-140-140, filed 7/21/92, effective 8/21/92.]

WAC 132I-140-150 Care and maintenance of facilities and equipment. (1) College-owned equipment shall not be removed from college facilities for loan or rental. Organizations wishing to use equipment in connection with a rental should make arrangements through the office of continuing education at the time of application. Further rental and operational restrictions may be outlined when the application is approved.

(2) Appropriate equipment is expected when using facilities when the absence of such special equipment may be detrimental to that facility (e.g., tennis shoes must be worn on gymnasium floors).

(3) Organizations allowed use of facilities are required to leave premises in as good condition as when the organization was admitted to its use. After facility use, organizations are required to arrange for proper disposal of decorations and other refuse when restoring the facility to its original condition for resumption of college use.

(4) Custodial and other services beyond those regularly scheduled to support normal college activities may be required for specific activities by outside groups, based on the size of group, the complexities of the event, or the facilities being used. Needed custodial services beyond that normally scheduled will result in that organization being charged at the established rate. All extra custodial time required as a result of the organization's use of the facility will be charged to the organization, including those receiving complimentary usage.

(5) The security staff should be contacted for problems with facilities. The security staff will monitor any permit violations.

(6) All moving of college equipment for facility use will be under permission and supervision of the college.

(7) Any decoration or use of facility that may result in permanent damage or injury to the facility is strictly prohibited.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-140-150, filed 7/21/92, effective 8/21/92.]

WAC 132I-140-160 Athletic facilities. (1) Highline Community College playing fields may be used by community members and groups provided such use does not interfere with regular college activities and that proper permits for use of college grounds have been secured for activities other than unorganized casual use.

(2) Highline Community College allows only highly restricted use in scheduling the use of the swimming pool. Permitted users shall comply with all pool regulations, as determined by the college. Such regulations may vary based on the anticipated use. Applications should be made on a use of facility form obtained through the college's office of continuing education. A condition of rental is the college's right to set forth the number of lifeguards and to select and hire these lifeguards on its own criteria. Cost of usage will include these employee's salaries and other personnel expenses.

(3) The pavilion may be used by community organizations subject to the same restrictions and regulations govern-

ing the use of other facilities. Because of the size of the facility, most users will be required to have college personnel on site during usage. Cost of usage will include these employee's salaries and other personnel expenses.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-140-160, filed 7/21/92, effective 8/21/92.]

WAC 132I-140-170 Liability for damage. The lessee of college facilities, including agreement signatories and individual organizations leaders, shall be liable for any damage to college property occurring or having apparently occurred during the time the facility was being used by the organization. The lessee also agrees to hold harmless and indemnify Highline Community College, its agents, employees, officers, trustees, students and/or attorneys for any claim made against the college as a result of the lessee's use of college facilities. The college reserves the right to require using organizations to purchase insurance, naming the college as the insured, and may specify the amount of that insurance.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-140-170, filed 7/21/92, effective 8/21/92.]

Chapter 132I-160 WAC

ADMISSIONS AND REGISTRATION PROCEDURES

WAC

132I-160-010	Purpose.
132I-160-020	Definitions.
132I-160-025	Admission policy.
132I-160-031	Admission policy for applicants who are not able to demonstrate they are competent to profit from the college's courses.
132I-160-032	Admission policy for applicants who are currently enrolled in a common school district or private high school.
132I-160-033	Admission requirements.
132I-160-035	Admission procedures.
132I-160-045	Admission requirements for applicants who are currently enrolled in a common school district or private high school.
132I-160-047	Admission procedures for applicants who are currently enrolled in a common school district or private high school.
132I-160-060	Residency.
132I-160-065	Registration procedures.
132I-160-090	Changes in registration.
132I-160-100	Fees.
132I-160-110	Refunds.
132I-160-120	Appeals.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

132I-160-030	Basic policy of admissions. [Order 013, § 132I-160-030, filed 1/6/76.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
132I-160-040	Nonmatriculant policy of admissions. [Order 013, § 132I-160-040, filed 1/6/76.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
132I-160-050	Additional admissions procedures for special programs. [Order 013, § 132I-160-050, filed 1/6/76.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.

132I-160-070 Appointments to register. [Order 013, § 132I-160-070, filed 1/6/76.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.

132I-160-080 Registration. [Order 013, § 132I-160-080, filed 1/6/76.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.

WAC 132I-160-010 Purpose. The purpose of these policies and procedures is to establish a standard set of admission and registration practices that are necessary and appropriate for the administration of Highline Community College. For admission information contact the Admission Office, Highline Community College, 2400 South 240th Street, P.O. Box 98000, Des Moines, Washington 98198-9800. For registration information contact the registrar's office at the same address.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-160-010, filed 7/21/92, effective 8/21/92; Order 013, § 132I-160-010, filed 1/6/76.]

WAC 132I-160-020 Definitions. The following terms are defined below:

(1) Applicants: Persons seeking admission to Highline Community College.

(2) Students: Applicants granted admission to Highline Community College.

(3) Veterans: Applicants or students who are eligible to receive Department of Veterans' Affairs Educational Benefits.

(4) Vietnam veterans: Veterans who have documented service in Cambodia, Laos, Thailand, or Vietnam during the period of August 5, 1964, to April 11, 1975.

(5) International students: Applicants or students who are not United States citizens and who need F-1 or J-1 visas to attend Highline Community College.

(6) Newly admitted students: Students who have not previously attended Highline Community College.

(7) Currently enrolled students: Students who are registered in credit courses in the current quarter who wish to register for the following quarter. Students may skip summer quarter and maintain this status.

(8) Former students: Students who were registered in credit courses in a previous quarter but who are not currently enrolled in credit courses.

(9) Resident students: Resident students are applicants who can prove they have lived in Washington state for the entire year before the start of the quarter in which they register. Resident status may also be extended under certain conditions to Washington state higher education employees, federal employees, military personnel, and some veterans. These rules may extend to spouses, minor children, and dependents under most circumstances. More detailed definition is available in RCW 28B.15.012. A copy of the Revised Code of Washington is available in the Highline Community College library.

(10) Nonresident students: Students who meet the definition according to RCW 28B.15.012(3). A copy of the Revised Code of Washington is available in the Highline Community College library.

(11) Not regularly admitted students: Students who are eighteen years old or older and who do not have a high school diploma or GED.

(12) Registration by appointment: The initial period of registration for each quarter. Students and applicants are assigned days and times to register based upon the number of credits earned at Highline Community College. Students and applicants who wish to register for evening, Saturday, or continuing education courses do not require registration appointments. Those students register on a first-come, first-served basis during open enrollment.

(13) Late registration: The period of registration after registration by appointment. It continues through the end of the first week of the quarter. Few courses are available.

(14) Open enrollment: Class registration for which no appointments are necessary. Registration occurs on a first-come first-serve basis. Open enrollment occurs any time during the registration period for applicants or students who wish to register for evening, Saturday, or continuing education courses. It occurs during late registration for applicants or students who wish to register for daytime credit courses.

(15) GED: The General Educational Development test of the American Council on Education.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-160-020, filed 7/21/92, effective 8/21/92; Order 013, § 132I-160-020, filed 1/6/76.]

WAC 132I-160-025 Admission policy. Highline Community College will admit applicants who:

(1) Are competent to profit from the college's courses; and

(2) Would not by their presence or conduct create a disruptive atmosphere within the college; and

(3) Are at least eighteen years old, or who have an approved high school diploma or GED certificate, or who are juniors or seniors in high school with college level academic skills and who have the written permission of the principal of the high school the applicant attends; provided that such admission is not inconsistent with the best interests of the applicant, other students, or the orderly operation of the community college, public or private secondary schools, or other institutions of higher education.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-160-025, filed 7/21/92, effective 8/21/92.]

WAC 132I-160-031 Admission policy for applicants who are not able to demonstrate they are competent to profit from the college's courses. Applicants, regardless of age, who have either a high school diploma or a GED credential are assumed to be competent to profit from the college's courses. Applicants who are eighteen years old or older without a high school diploma or GED credential are provisionally admitted in keeping with the open door policy. However, these students may not necessarily be competent to profit from the college's courses. Therefore, these students are considered not regularly admitted students.

Provisional admission for these not regularly admitted students may be revoked if prior school records or professional testing or evaluation determines that the student is not competent to profit from the college's courses. The college may request such information on an as-needed basis. A

review committee consisting of the director of admissions, a professional counselor, and the section 504 compliance officer shall review such documentation and make any determination of revocation.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-160-031, filed 7/21/92, effective 8/21/92.]

WAC 132I-160-032 Admission policy for applicants who are currently enrolled in a common school district or private high school. Highline Community College admits applicants who are concurrently enrolled in a common school district or accredited private school and Highline Community College. These applicants must meet the requirements in WAC 132I-160-045.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-160-032, filed 7/21/92, effective 8/21/92.]

WAC 132I-160-033 Admission requirements. There are some requirements in addition to the general admission policy (WAC 132I-160-025). These are:

(1) Highline does not require specific test scores for admission to the college. However, assessment for advising, placement, and retention is required for all new students with less than forty-five transferable college-level credits and for entry into selected courses and programs. The college uses the ASSET system for this purpose. It is given at frequent intervals in the Highline Community College testing center.

(2) The following programs have special admission requirements and procedures: Dental Assistant, Diving Technician, Medical Assistant, Registered Nursing, Respiratory Care, GED, and High School. These programs have specific selection procedures due to limited space or special requirements. The requirements and procedures differ for each program. They are updated annually. Contact the Highline Community College office of admissions, for specific information.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-160-033, filed 7/21/92, effective 8/21/92.]

WAC 132I-160-035 Admission procedures. Applicants can become newly admitted students in two ways: Formal and informal. Both methods require applicants to meet the policy listed in WAC 132I-160-025 and the requirements listed in WAC 132I-160-033. The formal method is used for applicants who wish to register for daytime credit courses and who want the earliest possible registration appointment. The informal method is used by applicants who wish to register for evening or Saturday credit courses. The informal method is also used by all applicants during late registration. Persons granted admission by either process are newly admitted students.

(1) These are the formal application procedures:

(a) Complete and return either a state of Washington uniform community college application form or a Highline Community College application form to the admission office. These forms are available at any community college and at most high schools. Contact the admission office at Highline Community College to request an application form. There is no admission fee.

(b) Highline does not require transcripts from other colleges or high schools for admission to the college.

Admission to some special programs requires transcripts. Students who wish to transfer credit from other accredited institutions to Highline should have official transcripts mailed to the registration office. Students wishing transcript evaluations must also complete a transcript evaluation request form which is available from the registration office. The registration office will notify students in writing of the evaluation. Transcript evaluation is a service and is not required for admission to the college.

(c) Falsification of documents for admission may result in disciplinary, civil, or criminal proceedings.

(2) These are the informal application procedures:

(a) Register for any credit course during open enrollment. No appointment is necessary during open enrollment. No application form is required. There is no admission fee.

(b) Highline does not require transcripts from other colleges or high schools for admission to the college. Admission to some special programs requires transcripts. Students who wish to transfer credit from other accredited institutions to Highline should have official transcripts mailed to the registration office. Students wishing transcript evaluations must complete a transcript evaluation request form which is available from the registration office. The registration office will notify students in writing of the evaluation. Transcript evaluation is a service and is not required for admission to the college.

(c) Falsification of documents for admission may result in disciplinary, civil, or criminal proceedings.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-160-035, filed 7/21/92, effective 8/21/92.]

WAC 132I-160-045 Admission requirements for applicants who are currently enrolled in a common school district or private high school. Applicants who are currently enrolled in a common school district or accredited private school and Highline Community College must meet the following requirements:

(1) Applicants must be currently enrolled as juniors or seniors in a common school district or accredited private school. Students enrolled in a home school are not eligible for admission.

(2) Applicants must take the entire ASSET assessment process and score at college level.

(3) Applicants must not be on academic or disciplinary warning, probation, suspension, or dismissal status in their high school.

(4) Applicants must have permission from their high school principal; applicants under the age of eighteen must also have permission of a parent or legal guardian.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-160-045, filed 7/21/92, effective 8/21/92.]

WAC 132I-160-047 Admission procedures for applicants who are currently enrolled in a common school district or private high school. Applicants who are currently enrolled in a common school district or accredited private school and Highline Community College must perform the following procedures:

(1) Demonstrate college level skills on the ASSET placement test.

(2) Submit an official "authorization to register." This form is available from Federal Way, South Central, and Highline high schools and the admission office of Highline Community College.

(3) The authorization to register form must have the signature of the high school principal, a college curriculum adviser, and, for students under the age of eighteen, a parent or legal guardian.

(4) Pay for tuition, books, fees, and supplies.

(5) Enroll only during open enrollment.

(6) Enroll only in college level courses (numbered 100 or above). The college may limit access to some college level courses for these students.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-160-047, filed 7/21/92, effective 8/21/92.]

WAC 132I-160-060 Residency. Students who meet the definition of resident students according to RCW 28B.15.012(2) shall be classified as resident students. Students not eligible for residency classification will be classified as nonresident students. A copy of the Revised Code of Washington is available in the Highline Community College library.

Students who have questions about their classification must complete a residency questionnaire and submit the necessary documentation to the registrar. This questionnaire is available in the registration office. The registrar will review the questionnaire and will notify the student in writing of the decision within one week. Appeals of the decision of the registrar are referred by the registrar to the office of the attorney general. A written response is generally available to the student within thirty days.

Students are responsible for registering under the proper residency classification. Students who are not sure of their residency status should fill out and then submit a completed residency questionnaire to the registrar.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-160-060, filed 7/21/92, effective 8/21/92; Order 013, § 132I-160-060, filed 1/6/76.]

WAC 132I-160-065 Registration procedures. There are two categories of registration procedures. One category applies only to daytime credit courses while the other category applies to evening and Saturday credit courses and all continuing education courses. In both cases, registration is not completed until the student completes and submits all registration material, pays in full for all tuition and fees, and has all these items accepted by the registration office.

(1) Daytime credit courses. The college prints the schedule of dates and times to register in "The Quarterly," which is Highline Community College's quarterly schedule of course offerings. One to two weeks before the start of registration, "The Quarterly" is available on campus in Building 6 and by mail. The registration office schedules currently enrolled, former, and newly admitted students, in that order, into three sets of registration appointments according to these rules:

(a) Currently enrolled students are assigned the first set of registration appointments on the basis of the number of credits earned at Highline Community College. Students with the highest number of earned credits are assigned the

first block of appointments. Subsequent blocks of appointments are assigned on the basis of descending number of credits. Appointments are by date and students may register at any time on or after that date. Appointment dates are only found in registration appointment books located in the registration area, faculty buildings, the library, the Federal Way center, and the advising resource center. Appointment dates are listed by name. These appointment books are available two weeks before registration begins.

(b) Former students are assigned a date to register after currently enrolled student appointments. This date is announced in "The Quarterly." Former students may register any time on or after this date.

(c) Newly admitted students who complete the formal application process described in WAC 132I-160-030 are assigned the last set of appointments. The admissions office will notify these students by mail of their specific appointment time and date. Newly admitted students may register at their scheduled date and time, may reschedule with the admissions office for a later appointment, or may register during late registration.

(d) Late registration occurs after the period of appointments. It is a period of open enrollment. Fewer courses are available during this period. Students register without appointments. Any student eligible for admission (WAC 132I-160-030) may register during late registration. Mail-in registration is accepted during this period. Forms for mail-in registration are in "The Quarterly." Telephone registration is accepted during specific time periods only. These time periods are listed in "The Quarterly."

(2) Evening and Saturday credit courses and continuing education courses. Any student and any applicant eligible for admission (WAC 132I-160-030) may register for evening, Saturday, and continuing education courses at any time during the registration period without an appointment. Mail-in registration is accepted during this period. Forms for mail-in registration are in "The Quarterly." Telephone registration is accepted during specific time periods only. These time periods are listed in "The Quarterly."

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-160-065, filed 7/21/92, effective 8/21/92.]

WAC 132I-160-090 Changes in registration. (1) Changes in schedule: Students may change their course schedule after initial registration. Deadlines for changes are announced in "The Quarterly." Submit the change of schedule (add/drop) form to the registration office. Instructors' signatures are required after the first week of the quarter. This form is available in the registration area and educational planning center. Students may wish to talk with an advisor first.

(2) Dropping a course: Students may drop courses until the end of the ninth week of the quarter (except during summer). Instructors' signatures are required after the first week of the quarter. Classes dropped during the first three weeks of the quarter will not appear on student transcripts. Instructors have the option of assigning either a withdrawal grade (W) or, if the student is performing failing work at the time of withdrawal, a failing grade (0.0) to students who withdraw from a course after the third week of the quarter.

Students may wish to talk with an adviser first. Check "The Quarterly" for the deadline to drop (withdraw) from courses.

(3) Withdrawal from college: Students who wish to withdraw from Highline Community College use the same procedures as for dropping a course. The signature of the instructor of each course is required on the change of schedule (add/drop) form after the first week of the quarter. Students who do not officially withdraw and simply cease to attend courses may be assumed by the instructor to have not met minimum course requirements and therefore may be graded as having failed (0.0) the course.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-160-090, filed 7/21/92, effective 8/21/92; Order 013, § 132I-160-090, filed 1/6/76.]

WAC 132I-160-100 Fees. (1) Tuition and fees are based on residency requirements (WAC 132I-160-060) and upon chapter 28B.15 RCW, College and university fees. Tuition and fees are set by the Washington state legislature and are subject to change. The current tuition and fee schedule is available in "The Quarterly."

(2) Special quarterly fees:

(a) Parking: Students who park on-campus must pay a parking fee. On-campus parking rates vary according to the number of credit hours. Information about on-campus parking fees, traffic rules and regulations is available at the campus Security Office, Building 6, 878-3710, extension 218.

(b) Some courses may have additional fees as listed in the official quarterly course schedule. These fees are established by the board of trustees and are listed as "special instructional fees." Further information is available through the registration office.

(c) Some testing services charge a fee. A list of these services and fees may be obtained from the testing center.

(d) Some laboratory courses may assess a breakage fee.

(e) Processing fees: No processing fee will be charged for registration changes initiated by the college or for students wishing to add credits. Changes resulting in a reduced number of credits will be charged a two-dollar processing fee. All changes after the end of the third week of the quarter will result in a two-dollar processing fee. There is no charge for a complete withdrawal.

(f) An explanation of fees may be obtained under the "Quarterly Tuition and Fee Schedule" section of the Highline Community College catalog.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-160-100, filed 7/21/92, effective 8/21/92; Order 013, § 132I-160-100, filed 1/6/76.]

WAC 132I-160-110 Refunds. Refunds resulting from official withdrawal from courses will be computed as follows for state supported courses:

(1) One hundred percent. The refund will be one hundred percent of the amount paid if an official withdrawal form is received in the registration office or at the Highline College Federal Way Center before the sixth day of instruction of the quarter for which the fees have been paid. The deadlines vary for summer quarter courses, late-starting courses, or short courses. Deadlines are published in the quarterly class schedule.

(2) Cancelled courses. When Highline Community College cancels a course, Highline will refund the total amount paid for the course unless the student enrolls in a course to replace the cancelled course. If the new course is for fewer credits, Highline will refund the difference.

(3) Forty percent. Highline Community College will refund forty percent of the total amount paid if an official withdrawal form is received in the registration office or at the Highline Community College Federal Way Center on or after the sixth day of instruction, provided such withdrawal occurs within the first twenty calendar days following the beginning of instruction. The deadlines vary for summer quarter courses, late-starting courses, or short courses. Deadlines are published in the quarterly class schedule.

(4) Summer quarter, late starting, and short courses. Refunds for these courses will be determined by the registrar.

(5) Continuing education classes. To obtain refunds for self-support courses, withdrawals must be received forty-eight hours before the first scheduled course meeting. Other refunds, except for course cancellation, will be made at the discretion of the director of continuing education.

(6) There is no refund of the nonrefundable fall quarter registration deposit to students who did not pay the total amount of their tuition and fees before the deadline. This deadline is published in the quarterly class schedule.

(7) A processing fee will be withheld from all refunds issued, except when Highline Community College cancels a course, in accordance with chapter 131-28 WAC and under regular college fiscal processes.

[Statutory Authority: RCW 28B.50.140(13), 95-15-026, § 132I-160-110, filed 7/11/95, effective 8/11/95. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140, 92-15-115, § 132I-160-110, filed 7/21/92, effective 8/21/92; Order 013, § 132I-160-110, filed 1/6/76.]

WAC 132I-160-120 Appeals. Students have the right to appeal admission and registration decisions. Students are entitled to two levels of appeal. All appeals must be in writing. Admission decisions are appealed at the first level to the director of admissions and at the second level to the dean of students. Registration decisions are appealed at the first level to the registrar and at the second level to the dean of administration. The student must initiate an appeal at the first level. If the student is not satisfied with the decision at the first level, the student may appeal at the second level. The results of a second level appeal are final. Students may expect a written response to an appeal within ten working days.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140, 92-15-115, § 132I-160-120, filed 7/21/92, effective 8/21/92.]

Chapter 132I-168A WAC USE OF THE LIBRARY

WAC

132I-168A-010	Purpose of the library.
132I-168A-030	Definition of terms.
132I-168A-040	Classification of materials.
132I-168A-050	Borrower classification.
132I-168A-060	Periods of circulation.
132I-168A-070	Holds, recalls and searches.
132I-168A-080	Return of library materials.

(1997 Ed.)

132I-168A-090	Schedule of fines and charges.
132I-168A-100	Appeals of fines and charges.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

132I-168A-020	Basis of policies and procedures. [Order 012, § 132I-168-020 (codified as WAC 132I-168A-020), filed 10/31/75.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
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WAC 132I-168A-010 Purpose of the library. Highline Community College library, in its role of cooperating against the abridgment of free expression and free access to ideas, provides public information and enlightenment through its responsibility to maintain books and other materials of value for their wide range of information, interest, viewpoints and enlightenment on the problems and issues of our times. Just as its doors remain open to all individuals, regardless of age, sex, race, religion, national origin or socio-political views, so its shelves remain open to all books regardless of the author's age, sex, race, religion, national origin or socio-political viewpoint. Further, Highline Community College's library perceives itself as challenger to all attempts at censorship and/or proscription of views of either patron or authors because it is an educational institution for democratic living.

[Order 012, § 132I-168-010 (codified as WAC 132I-168A-010), filed 10/31/75.]

WAC 132I-168A-030 Definition of terms. (1) Circulating material: Materials designated as available for library patrons to check out.

(2) **Circulation period:** The length of time materials may be checked out of the library. The time period varies with material's classification.

(3) **Holds:** A request that material be held for a specific library patron's use when returned to the circulation desk.

(4) **Library day:** A library day is constituted by each day the library is open to the public.

(5) **Library hours:** A library hour is constituted by each hour the library is open to the public.

(6) **Noncirculating materials:** Materials designated not available for library patrons to check out. Rare exceptions may be authorized by a librarian.

(7) **Recalls:** A request for a patron to return circulating materials under conditions prescribed in WAC 132I-276-070.

(8) **Reserve material:** Materials placed under specially supervised circulation at special request of a Highline instructor.

(9) **Search:** A patron may request the library to make special efforts to locate a particular piece of library material.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140, 92-15-115, § 132I-168A-030, filed 7/21/92, effective 8/21/92; Order 012, § 132I-168-030 (codified as WAC 132I-168A-030), filed 10/31/75.]

WAC 132I-168A-040 Classification of materials. Library materials may be divided generically into the following classes: Books, periodicals, microform, audio-tape material, video-tape material, slides, recordings, and vertical

file materials. These genera may be additionally classified as circulating, of limited circulation or noncirculating, depending upon the content, demand and availability of the specific material, but not necessarily depending upon the form of the material. Because of a special interest in a material for a limited period of time, library materials may be placed in a "reserve" section for specially supervised circulation only at the request of an instructor. The director of the library may classify certain library materials as part of a special collection due to the rarity, condition, or some other degree of speciality of that material. Patrons should consult the office of the director of the library for any restrictions or particular conditions regarding the use of such materials.

[Order 012, § 132I-168-040 (codified as WAC 132I-168A-040), filed 10/31/75.]

WAC 132I-168A-050 Borrower classification.

Consistent with a community college being the symbol of a community's recognition of the value of education, the library acts as Highline college's emissary to all those acknowledging that value and actively seeking it. Within this principle are readily identifiable groups that have varying demands upon existing facilities. These groups are as follows:

- (1) Currently enrolled students
- (2) All faculty and staff of Highline Community College
- (3) The community at large which includes former students and graduated alumni
- (4) Other libraries

Patrons wishing to retain anonymity against future searches of library records may make special arrangements to check out materials on a disposable book card. Books, packages, briefcases and similar receptacles are subject to inspection upon leaving the library. Library privileges may be refused to patrons who repeatedly cause disturbances and have been forewarned of the possibility of such action.

[Order 012, § 132I-168-050 (codified as WAC 132I-168A-050), filed 10/31/75.]

WAC 132I-168A-060 Periods of circulation. Printed materials in the Highline Community College library are available to borrowers under the following guidelines. The established loan time period for circulating materials is based upon anticipated demand and is so established by the director of the library and his staff. This schedule is based on a circulation period of two weeks starting from the Wednesday following the borrowing date. Circulation periods are subject periodic review by the director and his staff. Certain library materials, because of their high demand, the high degree of readily accessible facts and information, their essential capacity as a means to greater information sources or due to the specific nature of their form, may be designated as noncirculating by the library. Listening-language lab materials are classified as noncirculating. Materials classified as noncirculating do not circulate without the permission of a librarian. Two renewals, each of a two-week duration, are permissible unless someone has requested the material. Further renewals are subject to the discretion of the office of the director of the library. Overdue materials may be renewed in accordance with these

procedures. Telephone renewals are permissible. Vertical file materials are subject to the same regulations as stated above except that the circulation period is three library days. Audio-visual materials circulate for three days through an instructor at the college. All periodicals (except the most recent issue of each title) may circulate for a three-day period. Renewals of periodicals are subject to the same regulations concerning renewals of other printed materials except that the length of renewal for periodicals is equal to the length of the original circulating period and that periodicals may only be renewed once.

[Order 012, § 132I-168-060 (codified as WAC 132I-168A-060), filed 10/31/75.]

WAC 132I-168A-070 Holds, recalls and searches.

(1) Holds:

(a) Reserve materials: Faculty members (only) may request that certain library materials be placed on "reserve" for restricted circulation periods of two hours, twenty-four hours, or three days. Library patrons may check out only one reserve item at a time unless special permission to use more than one reserve item has been obtained from a librarian, a circulation technician or from the instructor who placed the items on reserve. Reserve materials may not be renewed without special permission from a librarian or from the instructor requesting the materials held for reserve. Materials must remain available for others to use for at least one hour from the time of return.

(b) Materials placed on regular "hold": A patron may request a hold placed on any circulating material except reserve materials. Book materials on "hold" circulate under the rules and regulations governing regular library materials except that they must be checked out before they are allowed from the hold section (circulation desk).

(2) Recalls: After a patron has requested that a certain material be placed on "hold," that material may be recalled any time after the initial circulation period has ended. Material placed on long-term loan may be recalled at any time. Materials needed to facilitate an instructor's reserve request may be recalled at any time. Materials checked out to noncollege patrons but needed for use by on-campus patrons may be recalled at any time.

(3) Searches: When a patron has been unable to locate a particular item in the library, a "search" for that item may be requested by filing appropriate search forms obtainable from the circulation desk or the office of the director of the library.

[Order 012, § 132I-168-070 (codified as WAC 132I-168A-070), filed 10/31/75.]

WAC 132I-168A-080 Return of library materials.

The library considers materials returned as of the date such materials are found in any of the library receiving points. Reserve, overnight, reference and special collection materials are considered returned when received at the point of circulation. After-hours receiving points are emptied when the library reopens on the following day. Materials found there will be considered as returned as of closing time the previous day. Equipment must be returned to the location from which it was circulated.

[Order 012, § 132I-168-080 (codified as WAC 132I-168A-080), filed 10/31/75.]

WAC 132I-168A-090 Schedule of fines and charges.

(1) Fines. The schedule of fines and charges is posted at the circulation desk and is available through the office of the director of the library. All patrons are subject to uniform application of this schedule. There are no fines levied for overdue materials that are in regular circulation. Fines are charged for overdue reserve, overnight, reference and special collections materials as follows:

(a) For materials under two to twenty-four hour circulation, fines are levied at a rate of \$.25/library hour up through the first four hours inclusive and \$.10/library hour thereafter.

(b) For materials under three-day loan, fines are levied at a rate of \$.50/library day.

(c) For periodicals, fines are levied at a rate of \$.25/library day per item up to a maximum of \$2.00.

(2) Damage and replacement charges.

(a) Damage charges for all library materials, regardless of classification, will reflect the cost of repair but will not exceed the cost of replacement. Damages to special collection materials will be determined by the director of the library of his delegate. Charges for damaged reprints reflect the current copy-machine rates.

(b) Replacement charges are \$2.00 over the current list price of the lost or missing item. This rate for replacement applies to all library materials except:

(i) Vertical file materials which are assessed at \$2.00 per item;

(ii) Special collection materials which are assessed as determined by the director of the library or his delegate, and;

(iii) Periodical materials which are assessed at \$2.00 above the current list price for each periodical in addition to which bound periodicals will have an additional charge levied to reflect the cost of replacement and the cost of binding in volumes.

(3) Notification of overdue materials will be by mail to the address listed on the book card, registration roster or in the office of the registrar. Notice of materials placed on reserve may be by telephone and/or by mail. Responsibility for correct address information lies with the patron exclusively.

(4) Anyone owing over a total of \$50.00 in fines, damages and/or replacement charges shall have library privileges withheld as notified, in writing, by the director of the library or his delegate.

(5) Failure to return library materials and/or to settle disputes concerning fines, damages or replacement fees by the end of the quarter during which the material was circulated or the fine or fee was incurred may result in having library privileges suspended until the dispute is satisfactorily settled.

(6) Fines accrue from the first day or hour such materials are overdue.

(7) Failure to accommodate a library hold or recall effort may result in fines or similar appropriate disciplines.

(8) College employees who are terminating their employment at Highline Community College may have outstanding fines and/or charges deducted from final paychecks or may have final paychecks withheld until charges are paid.

(1997 Ed.)

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-168A-090, filed 7/21/92, effective 8/21/92; Order 012, § 132I-168-090 (codified as WAC 132I-168A-090), filed 10/31/75.]

WAC 132I-168A-100 Appeals of fines and charges.

(1) Library patrons wishing to appeal fines and/or charges assessed by the library may do so by completing library forms found at the circulation desk. Completed forms are to be filed with a librarian at the circulation desk. Failure to file this form within twenty library days of the assessment of the fine or charge in question or within twenty days of the time the library patron was made aware of the fine or should have been aware of the fine shall be deemed a waiver of the right to appeal.

(2) Upon receipt of a properly filed request for a brief adjudicative proceeding, the librarian shall conduct a hearing. Within ten days of such hearing, the librarian shall serve the patron with an initial order either upholding or denying the patron's appeal. Such order shall comply with the requirements of RCW 34.05.485 and WAC 10-08-210.

(3) If the initial order is considered unsatisfactory, the library patron may file an appeal with the appropriate dean or his or her designee. Such request shall be made in writing, shall clearly state the grounds for the appeal, and shall be postmarked within twenty-one days of the date of service of the initial order. Failure to file this request within twenty-one library days shall be deemed as acceptance of the disposition proposed by the director.

(4) The dean's decision shall be final.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-168A-100, filed 7/21/92, effective 8/21/92; Order 012, § 132I-168-100 (codified as WAC 132I-168A-100), filed 10/31/75.]

Chapter 132I-276 WAC

ACCESS TO PUBLIC RECORDS

WAC

132I-276-010	Access to public records.
132I-276-015	Records index.
132I-276-020	Purpose.
132I-276-030	Request for documents—Procedure.
132I-276-045	Review of denials of public records request.
132I-276-050	Exemptions.
132I-276-060	Copying.
132I-276-070	Protest.
132I-276-080	Office hours.
132I-276-090	Sanctions.
132I-276-100	Public records Form 1.
132I-276-110	Public records Form 2.

WAC 132I-276-010 Access to public records. This chapter shall be known as Highline Community College rules on public records.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-276-010, filed 7/21/92, effective 8/21/92.]

WAC 132I-276-015 Records index. A records index of all documents as required by law shall be maintained by the college.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-276-015, filed 7/21/92, effective 8/21/92.]

WAC 132I-276-020 Purpose. The purpose of this chapter is to ensure compliance by Highline Community College with chapter 42.17 RCW while at the same time preserving the orderly operation of the community college district and the privacy of the students and employees of the college.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-276-020, filed 7/21/92, effective 8/21/92.]

WAC 132I-276-030 Request for documents—Procedure. (1) All documents which are public records as defined by chapter 42.17 RCW are presumptively available for public access, except as restricted by WAC 132I-276-050. Any person wishing to inspect a public record shall submit Form 1, described in WAC 132I-276-100. Each request must be presented to the records officer, or to his secretary during regular office hours of the college, as defined in WAC 132I-276-080.

(2) The records officer shall, by the close of that business day, if the request is presented before noon, or noon the following business day if the request is presented in the afternoon:

- (a) Make the requested document available; or
- (b) State that such a document does not exist; or
- (c) Ask for clarification of the document requested; or
- (d) Deny access because the document is exempt from public inspection under WAC 132I-168-050.

The action taken shall be marked on Form 1 and returned to the person submitting the form.

(3) The registrar is hereby designated as the records officer.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-276-030, filed 7/21/92, effective 8/21/92.]

WAC 132I-276-045 Review of denials of public records request. (1) Any person who objects to the denial of a request for a public record may petition for prompt review of such decision by filing Form 2 (WAC 132I-276-110), together with Form 1 as returned.

(2) The written request (Forms 1 & 2) by a person demanding prompt review of a decision denying a public record shall be submitted to the president or his designee.

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

(4) During the course of the review the president or his or her designee shall consider the obligations of the district to fully comply with the intent of chapter 42.17 RCW insofar which requires providing full public access to official records, but shall also consider both the exemptions provided in RCW 42.17.310 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: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-276-045, filed 7/21/92, effective 8/21/92.]

WAC 132I-276-050 Exemptions. (1) Public access to documents exempt under RCW 42.17.310 or exempted

from disclosure by other state or federal law shall not be granted, unless the records officer determines that disclosure would not affect any vital governmental interest. If the interest can be protected by deletion of person references, access shall be granted following deletion of such material, and a reasonable time shall be allowed for deleting the material.

(2) Individual files on students of Highline Community College shall be available for inspection only as described by chapter 132I-280 WAC. The only information contained in the individual file of an employee shall be the name, status, salary, and teaching duties of the employee. The employee, however, shall have full access to his/her personnel file.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-276-050, filed 7/21/92, effective 8/21/92.]

WAC 132I-276-060 Copying. Persons granted access to public records pursuant to Form 1 shall be allowed to copy such documents on a designated copier of Highline Community College on payment of fifty cents per copy. The registrar will designate the copier and inspect the copies and records after the copying is completed. Payment shall be made to a cashier of the college who will issue a receipt which must be presented to the person in charge of the copying machine. The charge of fifty cents per copy is the reasonable cost of paper and copying charges for Highline Community College.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-276-060, filed 7/21/92, effective 8/21/92.]

WAC 132I-276-070 Protest. Any employee or individual who believes a document has been or is about to be released, and, who believes his or her right to privacy will be infringed by public inspection of the document may file a protest with the president. If after consideration of the request for inspection and the protest, the president believes inspection should be denied, he or she should take appropriate action, including, if appropriate, the filing of a Section 33 request for an injunction.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-276-070, filed 7/21/92, effective 8/21/92.]

WAC 132I-276-080 Office hours. For purposes of this chapter, the regular office hours of Highline Community College shall be considered 9:00 a.m. through 4:00 p.m., Monday through Friday; except for legal holidays for state employees.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-276-080, filed 7/21/92, effective 8/21/92.]

WAC 132I-276-090 Sanctions. In accordance with RCW 42.17.290, if a person granted access to public records pursuant to this chapter destroys, mutilates, or fails to return such documents, or who returns the documents in an unreasonably disorganized fashion, then the president may order that an adjudicative proceeding as defined in chapter 34.05 RCW be conducted to determine if sanctions should be levied against such person.

Any sanctions imposed under this provision shall be strictly limited to protecting public records and in no way

shall they be imposed so as to violate the college's duty to comply with chapter 42.17 RCW.

Any sanctions imposed under this section may be appealed to the president. The president shall review the record of the proceedings which give rise to the appeal.

The appeal must be in writing and must clearly state errors in fact or matters in extenuation or mitigation which justify the appeal. The appeal must be filed within twenty-one days from the date of service of the initial order. The president's determination shall be final. If a student or employee of the district willfully destroys or mutilates records of the district, he/she may be subject to disciplinary proceedings pursuant to the student code of rights and responsibilities, or to the relevant rules and regulations of the district pertaining to faculty and classified staff.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-276-090, filed 7/21/92, effective 8/21/92.]

WAC 132I-276-100 Public records Form 1.

Community College District IX
Public Records Form 1

To:

The applicant requests inspection of the following documents:

- 1.
2.
3.

The applicant agrees to return the documents unharmed and in an orderly fashion.

Signed
Address

This form must be presented to the records officer or their secretary.

Disposition:

- The requested document is available for inspection.
..... The college is not in possession of such a document.
..... Please clarify precisely what documents are being requested as it cannot be determined from your application what documents are desired.
..... The requested is denied because the document is:
..... (a) Personal information in a file maintained for a student of this institution.
..... (b) Personal information in a file maintained for an employee of the district disclosure of which would violate the employee's right to privacy.
..... (c) A preliminary draft, note, recommendation, or interagency memorandum in which opinions are expressed or policies formulated or recommended, which document has not been publicly cited by this agency in connection with an agency action.

- (d) A record which is relevant to a controversy to which this agency is a party which record would not be available to another party under the rules of pretrial discovery.
..... (e) The document contains personal information which, when deleted, can be released, and such deletions will be completed by
..... (f) Other.

.....
.....

Signed

Title

A refusal to make a record available for inspection may be appealed to the president.

Received:
Returned:
Demand:

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-276-100, filed 7/21/92, effective 8/21/92.]

WAC 132I-276-110 Public records Form 2.

Community College District IX
Public Records Form 2

To:

The applicant has been denied inspection of a document which is possessed by Community College District IX. The denial was made following submission of Form 1 (attached hereto).

The applicant appeals the disposition made on Form 1 and requests you to review this denial prior to the close of the second business day following the denial of the request.

Signed
Address

This form must be presented to the secretary of the president. The appellant understands the president is not available until, and agrees to an extension of the return until

Signed

Disposition:

- Inspection of the documents is granted.
..... Inspection will be granted following deletion of personal material in the requested documents.
..... Inspection of the documents is denied because

Signed
Title

Received:
Returned:
Demand:

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-276-110, filed 7/21/92, effective 8/21/92.]

Chapter 132I-280 WAC

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

WAC

132I-280-010	Confidentiality of student records.
132I-280-015	Definition of a student.
132I-280-020	Education records—Student's right to inspect.
132I-280-025	Requests and appeal procedures.
132I-280-030	Release of personally identifiable records.
132I-280-035	College records.
132I-280-040	Review of records requests and requests to amend.

WAC 132I-280-010 Confidentiality of student records. The college continually receives requests from outside sources for information about students, both past and present. The staff and faculty of the college are reminded that 20 U.S.C 1232(g) the Family Educational Rights and Privacy Act of 1974 directs the college to adopt a policy on student education records to insure that information contained in such records is treated in a responsible manner with due regard to the personal nature of the information contained in those records. In order to prevent embarrassment or possible legal involvement of the college and its employees because of improper disclosure of information, it is important that college policy be implemented in the release of such information.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-280-010, filed 7/21/92, effective 8/21/92.]

WAC 132I-280-015 Definition of a student. A student is defined as any person who is or has been officially registered at Highline Community College and with respect to whom the college maintains education records or personally identifiable information.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-280-015, filed 7/21/92, effective 8/21/92.]

WAC 132I-280-020 Education records—Student's right to inspect. (1) A student has the right to inspect and review his or her education records.

(a) For purposes of this section the term "education records" means those records, files, documents, and other materials which contain information directly related to a student.

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

(i) Records of instructional, supervisory, and administrative personnel which exist solely for the use of the maker and which are not accessible or revealed to any other person except a substitute.

(ii) In the case of persons who are employed by an educational institution but who are not attending that institution, records made and maintained in the normal course of business which relate exclusively to such person in that person's capacity as an employee and are not available for any other use.

(iii) Records on a student which are created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional capacity, or

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assisting in that capacity and which are created, maintained, or used only in connection with the treatment of the student, and are not available to anyone other than persons providing such treatment; provided, however, that such records can be personally reviewed by a physician or other appropriate professional of the student's choice.

(2)(a) Recommendations, evaluations, or comments concerning a student that are provided in confidence, either expressed or implied, as between the author and the recipient, shall be made available to the student, except as provided in (b), (c), and (d) of this subsection.

(b) The student may specifically release his right to review where the information consists only of confidential recommendations respecting:

- (i) Admission to any educational institution; or
- (ii) An application for employment; or
- (iii) Receipt of an hour or honorary recognition.

(c) A student's waiver of his or her right of access to confidential statements shall apply only if:

(i) The student is, upon request, notified of the names of all persons making confidential statements concerning him; and

(ii) Such confidential statements are used solely for the purpose for which they were originally intended; and

(iii) Such waivers are not required as a condition for admission to, receipt of financial aid form, or receipt of any other services or benefits from the college.

(d) Recommendations, evaluations, or comments concerning a student that have been provided in confidence, either expressed or implied, as between the author and the recipient, prior to January 1, 1975, shall not be subject to release under (a) of this subsection. Such records shall remain confidential and shall be released only with the consent of the author. Such records shall be used by the institution only for the purpose for which they were originally intended.

(3) Where requested records or data include information on more than one student, the student shall be entitled to receive or be informed of only that part of the record or data that pertains to the student.

(4) Students have the right to obtain copies of their educational records. Charges for the copies shall not exceed the cost normally charged by the college (except in cases where charges have previously been approved by the board of trustees action for certain specified services, such as transcripts and grade sheets).

(5) The college registrar is the official custodian of academic records and therefore is the only official who may issue a transcript of the student's official academic record.

(6) Student education records may be destroyed in accordance with a department's routine retention schedule. In no case will any record which is requested by a student for review in accordance with this section and WAC 132I-280-025 be removed or destroyed prior to providing the student access.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-280-020, filed 7/21/92, effective 8/21/92.]

WAC 132I-280-025 Requests and appeal procedures. (1) A request by a student for review of information

should be made in writing to the college individual or office having custody of the particular record.

(2) An individual or office must respond to a request for education records within a reasonable period of time, but in no case more than thirty days after the request has been made. A college individual or office which is unable to comply with a student's request within the above-stated time period shall inform the student of that fact and the reasons in writing.

(3)(a) A student who feels that his or her request has not been properly answered by a particular individual or office or who feels that the information contained in those records is incorrect should contact the appropriate dean responsible for the individual or office for mediation.

(b) In cases where a student remains dissatisfied after consulting with the appropriate dean the student may then request a hearing by the president or his or her designee(s). Following the hearing, the hearing officer shall render his or her decision within a reasonable period of time. In all cases the decision of the hearing officer shall be final.

(c) In no case shall any request for review by a student be considered by the college which has not been filed with that body in writing within ninety days from the date of the initial request to the custodian of the record.

(d) The college shall not review any matter regarding the appropriateness of official academic grades beyond that provided for in WAC 132I-120-427, et seq.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-280-025, filed 7/21/92, effective 8/21/92.]

WAC 132I-280-030 Release of personally identifiable records. (1) 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 following:

(a) College staff, faculty, and students when officially appointed to a faculty council or administrative committee, when the information is required for a legitimate educational interest within the performance of their responsibilities to the college, with the understanding that its use will be strictly limited to the performance of those responsibilities.

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

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

(d) Organizations conducting studies for or on behalf of the college for purposes of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal

identification of students by persons other than representatives of such organizations, and such information will be destroyed when no longer needed for the purposes for which it was provided.

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

(f) Any person or entity designated by judicial order or lawfully issued subpoena, upon condition that the student is notified of all such orders or subpoenas in advance of the compliance therewith. Any college individual(s) or office(s) receiving a subpoena or judicial order for education records shall immediately notify the assistant attorney general for the college before releasing the documents.

(2) Where the consent of a student is obtained for the release of education records, it shall be in writing, signed and dated by the person giving such consent, and shall include:

(a) A specification of the records to be released;

(b) The reasons for such release; and

(c) The names of the parties to whom such records will be released.

(3) In cases where records are made available without student release as permitted by subsection (1)(b), (c), (d), (e), and (f) of this section, the college shall maintain a record kept with the education record released which will indicate the parties which have requested or obtained access to a student's records maintained by the college and which will indicate the legitimate interest of the investigating party. Releases in accordance with subsection (1)(a) of this section need not be recorded.

(4) Personally identifiable education records released to third parties, with or without student consent, shall be accompanied by a written statement indicating that the information cannot be subsequently released in a personally identifiable form to any other parties without obtaining consent of the student.

(5) The term "directory information" used in subsection (1) of this section is defined as a student's name, address, telephone number, dates of attendance, and degrees and awards received. Students may request that the college withhold directory information through written notice to the registration office.

(6) Information from education records may be released to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other person(s).

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-280-030, filed 7/21/92, effective 8/21/92.]

WAC 132I-280-035 College records. All college individuals or offices having custody of education records will develop procedures in accord with WAC 132I-280-010 through 132I-280-040. Any supplementary regulations found necessary by departments will be filed with the college which will be responsible for periodic review of policy and procedures.

No records shall be kept that reflect a student's political or ideological beliefs or associations.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-280-035, filed 7/21/92, effective 8/21/92.]

WAC 132I-280-040 Review of records requests and requests to amend. (1) The registrar shall be responsible for reviewing unusual requests for information and for assisting in the interpretation of these rules.

(2)(a) A student who believes that information contained in his or her educational records is inaccurate or misleading or violates his or her privacy may request that the college amend these records.

(b) The college shall decide within ten working days of a student's request to amend records whether or not it will amend those records.

(c) If the college decides to refuse to amend the educational records of the student according to his or her request, it shall so inform the student of the refusal and advise the student of the right to a hearing.

(d) The student feeling aggrieved by a denial of his or her request to amend educational records may file an appeal requesting a formal adjudicative proceeding before the president or their designee.

(e) If, at the conclusion of the hearing process, the college still declines to amend the student's educational records, the student may place a statement in his or her educational records explaining that he or she feels that the records are erroneous and setting out the reasons for this belief. This statement shall be retained as long as the disputed information is on file and shall be forwarded with this information any time it is disclosed to an outside agency.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-280-040, filed 7/21/92, effective 8/21/92.]

Chapter 132I-300 WAC

GRIEVANCE PROCEDURES—TITLE IX— HANDICAPPED

WAC

132I-300-010	Statement of policy.
132I-300-020	Discrimination and sexual harassments complaints— Procedure.

WAC 132I-300-010 Statement of policy. It is the policy of Highline Community College not to discriminate on the basis of sex, disability, sexual orientation, race, color, national origin, or age in admission and access to, or treatment or employment in its programs or activities as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, the Age Discriminating Act and their implementing regulations.

Sexual harassment is a form of sex discrimination. It occurs in a variety of situations which share a common element: The inappropriate introduction of sexual activities or comments into the work or learning situation, the creation of relationships of unequal power and/or elements of coercion, such as requests for sexual favors as a criterion for granting work, study, or grading benefits. Sexual harassment may also involve relationships among peers of repeated sexual advances or demeaning verbal behavior resulting in a harmful effect on a person's ability to study or work in the academic setting.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-300-010, filed 7/21/92, effective 8/21/92.]

WAC 132I-300-020 Discrimination and sexual harassments complaints—Procedure. (1) Any student or employee who believes that he or she has been the subject of discrimination or sexual harassment, should report the incident or incidents to one of the following college representatives: Title IX officer, coordinator of health services, director of the women's programs, director of continuing education. The college encourages the timely reporting of any incident(s) of discrimination or sexual harassment.

(2) All reports of incident(s) will be forwarded to the Title IX officer for coordination and a determination on how to process the complaint.

(3) The Title IX officer shall be an employee designated as such by the president. The president shall communicate his or her designation of the Title IX officer to the community college as part of the president's statement as set forth in Section I, Part 1.

(4) The student or employee who files a complaint alleging discrimination or sexual harassment (the complainant) may submit a brief written statement of facts through one of the college representatives to the Title IX officer. If the complainant does not submit a written statement, the Title IX officer shall prepare a statement of facts which is approved by the complainant.

(5) The Title IX officer shall appoint one of the college representatives to investigate the complaint. The Title IX officer shall inform the complainant of the appointment.

(6) The college representative shall conduct an investigation based upon the written statement submitted by the complainant. If the complainant did not file a written statement, the representative shall conduct an investigation based upon the statement prepared by the Title IX officer. The Title IX officer will notify the person who is alleged to have committed the discrimination, or the harassment (respondent) of the complaint.

(7) The college representative shall conduct a thorough investigation. The investigation shall include, but is not limited to, providing the complainant and the respondent the opportunity to state their positions and interviewing witness. The investigation shall be concluded within a reasonable time, normally thirty days.

(8) At the conclusion of the investigation the college representative shall set forth his or her findings and recommendations in writing. The representative shall send a copy of the findings and recommendations to the complainant, the respondent, and the Title IX officer.

(9) The Title IX officer shall consider the findings and recommendations of the representative. The Title IX officer shall determine whether disciplinary action is appropriate. The Title IX officer shall advise the complainant and respondent of his or her decision.

(10) If the Title IX officer determines that disciplinary actions should be instituted against an employee the applicable provisions of employee rights and responsibilities shall be followed. These provisions include but are limited to, state and federal constitutional and statutory provisions, rules of the higher education personnel board, collective bargaining agreements, and college policies.

(11) If the Title IX officer determines that disciplinary action should be instituted against a student, the applicable provisions of the college student code shall be followed.

(12) If the Title IX officer determines that disciplinary action is not appropriate and the complainant disagrees, the complainant may appeal, in writing, to the president.

(13) The procedures regarding complaints of discrimination shall be published and distributed as determined by the Title IX officer. Any person who believes he or she has been subjected to sexual harassment will be provided a copy of this policy and procedure.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-300-020, filed 7/21/92, effective 8/21/92.]

Chapter 132I-325 WAC SEPA RULES

WAC

132I-325-010 Implementation of State Environmental Policy Act.

WAC 132I-325-010 Implementation of State Environmental Policy Act. (1) It shall be the policy of Community College District No. 9 that all actions taken by the district shall comply with the provisions of chapter 43.21C RCW (State environmental policy, chapters 197-11 and 131-24 WAC, as presently enacted or hereafter amended).

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-325-010, filed 7/21/92, effective 8/21/92.]

Chapter 132I-400 WAC LOSS OF ELIGIBILITY—STUDENT ATHLETIC PARTICIPATION

WAC

132I-400-010 Grounds for ineligibility.
132I-400-020 Suspension procedure—Right to hearing.
132I-400-030 Suspension procedure—Hearing.
132I-400-040 Decision.

WAC 132I-400-010 Grounds for ineligibility. Any student found by the college to have violated chapter 69.41 RCW by virtue of a criminal conviction or otherwise insofar as it prohibits the possession, use, or sale of legend drugs, including anabolic steroids, will be disqualified from participation in any school-sponsored athletic event or activity.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-400-010, filed 7/21/92, effective 8/21/92.]

WAC 132I-400-020 Suspension procedure—Right to hearing. Any student notified of a claimed violation of WAC 132I-400-010 shall have the right to a brief adjudicative hearing if a written request for such a hearing is received by the dean of students within twenty-one days of receipt of a declaration of further athletic ineligibility. If no written request is received within twenty-one days after receipt of the declaration of athletic ineligibility, the student will be deemed to have waived any right to a brief adjudicative hearing and will be declared ineligible from further

participation in school-sponsored athletic events for the remainder of the school year.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-400-020, filed 7/21/92, effective 8/21/92.]

WAC 132I-400-030 Suspension procedure—Hearing. If a timely written request for a hearing is made, the dean of students shall designate a hearing officer who shall be a college officer who is not involved with the athletic program to conduct the brief adjudicative hearing. The hearing officer shall promptly conduct the hearing and permit affected parties to explain both the college's view of the matter and the student's view of the matter. The brief adjudicative proceeding shall be conducted in accordance with the Administrative Procedure Act, RCW 34.05.482 through 34.05.494.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-400-030, filed 7/21/92, effective 8/21/92.]

WAC 132I-400-040 Decision. (1) The college official who acts as hearing officer shall issue a written decision which shall include a brief statement of the reasons for the decisions and a notice that judicial review may be available. All documents presented, considered, or prepared by the hearing officer shall be maintained as the official record of the brief administrative proceeding. A decision must be promptly rendered after the conclusion of the brief adjudicative hearing and in no event later than twenty days after the request for hearing is received by the dean of students.

(2) The student may appeal the hearing officer's decision to the president, in accordance with the procedures set forth in WAC 132I-120-450. The president's decision shall be final.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-400-040, filed 7/21/92, effective 8/21/92.]

Chapter 132I-500 WAC SEVERABILITY

WAC

132I-500-010 Severability.

WAC 132I-500-010 Severability. If any provision of this title or its application to any person or circumstance is held invalid, the remainder of the title or the application of the provision to other persons or circumstances is not affected.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-500-010, filed 7/21/92, effective 8/21/92.]