

# Title 132H WAC

## COMMUNITY COLLEGES—BELLEVUE COMMUNITY COLLEGE

### Chapters

- 132H-106** Bylaws and standing orders of Community College District VIII.
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- 132H-400** Student athletic participation.

### DISPOSITION OF CHAPTERS FORMERLY CODIFIED IN THIS TITLE

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

- 132H-104-010** Regular meeting of Community College District VIII board of trustees. [Order 26, § 132H-104-010, filed 3/7/75; Order 5, § 132H-104-010, filed 10/5/72.] Repealed by 78-10-017 (Order 61, Resolution No. 116), filed 9/13/78. Statutory Authority: RCW 28B.50.140.
- 132H-104-020** Procedure—Audience participation. [Order 8, § 132H-104-020, filed 3/9/73.] Repealed by 78-10-017 (Order 61, Resolution No. 116), filed 9/13/78. Statutory Authority: RCW 28B.50.140.
- 132H-104-030** Procedure—Order of the agenda. [Order 8, § 132H-104-030, filed 3/9/73.] Repealed by 78-10-017 (Order 61, Resolution No. 116), filed 9/13/78. Statutory Authority: RCW 28B.50.140.
- 132H-104-040** Preparation of agenda materials. [Order 8, § 132H-104-040, filed 3/9/73.] Repealed by 78-10-017 (Order 61, Resolution No. 116), filed 9/13/78. Statutory Authority: RCW 28B.50.140.
- 132H-104-050** Distribution of board materials. [Order 8, § 132H-104-050, filed 3/9/73.] Repealed by 78-10-017 (Order 61, Resolution No. 116), filed 9/13/78. Statutory Authority: RCW 28B.50.140.
- 132H-104-120** Appointing authority. [Order 9, § 132H-104-120, filed 3/9/73.] Repealed by 78-10-017 (Order 61, Resolution No. 116), filed 9/13/78. Statutory Authority: RCW 28B.50.140.
- 132H-104-130** Delegation of authority for higher education personnel law—Classified personnel. [Order 50, § 132H-104-130,

- filed 4/8/77; Order 9, § 132H-104-130, filed 3/9/73.] Repealed by 78-10-017 (Order 61, Resolution No. 116), filed 9/13/78. Statutory Authority: RCW 28B.50.140.
- 132H-104-140** Written contracts. [Order 9, § 132H-104-140, filed 3/9/73.] Repealed by 78-10-017 (Order 61, Resolution No. 116), filed 9/13/78. Statutory Authority: RCW 28B.50.140.
- 132H-104-150** Tenure. [Order 9, § 132H-104-150, filed 3/9/73.] Repealed by 78-10-017 (Order 61, Resolution No. 116), filed 9/13/78. Statutory Authority: RCW 28B.50.140.

#### Chapter 132H-105

#### BYLAWS AND STANDING ORDERS OF COMMUNITY COLLEGE DISTRICT VIII

- 132H-105-010** Introduction. [Statutory Authority: RCW 28B.50.140. 81-19-094 (Order 74, Resolution No. 141), § 132H-105-010, filed 9/18/81; 78-10-017 (Order 61, Resolution No. 116), § 132H-105-010, filed 9/13/78.] Repealed by 92-13-093 (Order 111, Resolution No. 202), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. Later promulgation, see WAC 132H-106-010.
- 132H-105-020** Offices of the board of trustees. [Statutory Authority: RCW 28B.50.140. 78-10-017 (Order 61, Resolution No. 116), § 132H-105-020, filed 9/13/78.] Repealed by 92-13-093 (Order 111, Resolution No. 202), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. Later promulgation, See WAC 132H-106-020.
- 132H-105-030** Meetings of the board of trustees. [Statutory Authority: RCW 28B.50.140. 83-05-051 (Order 83, Resolution No. 154), § 132H-105-030, filed 2/16/83; 78-10-017 (Order 61, Resolution No. 116), § 132H-105-030, filed 9/13/78.] Repealed by 92-13-093 (Order 111, Resolution No. 202), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. Later promulgation, see WAC 132H-106-030.
- 132H-105-040** Agenda. [Statutory Authority: RCW 28B.50.140. 82-09-025 (Order 77, Resolution No. 146), § 132H-105-040, filed 4/13/82; 79-10-050 (Order 65, Resolution No. 122), § 132H-105-040, filed 9/17/79; 78-10-017 (Order 61, Resolution No. 116), § 132H-105-040, filed 9/13/78.] Repealed by 92-13-093 (Order 111, Resolution No. 202), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-105-050** Records of board meetings. [Statutory Authority: RCW 28B.50.140. 78-10-017 (Order 61, Resolution No. 116), § 132H-105-050, filed 9/13/78.] Repealed by 92-13-093 (Order 111, Resolution No. 202), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-105-060** Parliamentary procedure. [Statutory Authority: RCW 28B.50.140. 78-10-017 (Order 61, Resolution No. 116), § 132H-105-060, filed 9/13/78.] Repealed by 92-13-093 (Order 111, Resolution No. 202), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-105-070** Officers of the board. [Statutory Authority: RCW 28B.50.140. 78-10-017 (Order 61, Resolution No. 116), § 132H-105-070, filed 9/13/78.] Repealed by 92-13-093 (Order 111, Resolution No. 202), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. Later promulgation, see WAC 132H-106-040.
- 132H-105-090** Restrictions of individual authority. [Statutory Authority: RCW 28B.50.140. 78-10-017 (Order 61, Resolution No. 116), § 132H-105-090, filed 9/13/78.] Repealed by 92-13-093 (Order 111, Resolution No. 202), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.

132H-105-100	Fiscal year of the board of trustees. [Statutory Authority: RCW 28B.50.140. 78-10-017 (Order 61, Resolution No. 116), § 132H-105-100, filed 9/13/78.] Repealed by 92-13-093 (Order 111, Resolution No. 202), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.	filed 10/17/72.] Repealed by 92-13-094 (Order 112, Resolution No. 203), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
132H-105-110	Seal and name of the college. [Statutory Authority: RCW 28B.50.140. 78-10-017 (Order 61, Resolution No. 116), § 132H-105-110, filed 9/13/78.] Repealed by 92-13-093 (Order 111, Resolution No. 202), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. Later promulgation, see WAC 132H-106-050.	132H-112-021 Ballots. [Order 7, § 132H-112-021, filed 10/17/72.] Repealed by 92-13-094 (Order 112, Resolution No. 203), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
132H-105-120	Delegation of responsibility. [Statutory Authority: RCW 28B.50.140. 78-10-017 (Order 61, Resolution No. 116), § 132H-105-120, filed 9/13/78.] Repealed by 92-13-093 (Order 111, Resolution No. 202), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.	132H-112-024 Record of vote—Signature—Challenge. [Order 7, § 132H-112-024, filed 10/17/72.] Repealed by 92-13-094 (Order 112, Resolution No. 203), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
132H-105-130	Appointing authority. [Statutory Authority: RCW 28B.50.140. 78-10-017 (Order 61, Resolution No. 116), § 132H-105-130, filed 9/13/78.] Repealed by 92-13-093 (Order 111, Resolution No. 202), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.	132H-112-027 Incorrectly marked ballot. [Order 7, § 132H-112-027, filed 10/17/72.] Repealed by 92-13-094 (Order 112, Resolution No. 203), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
132H-105-140	Delegation of authority for higher education personnel law—Classified personnel. [Statutory Authority: RCW 28B.50.140. 88-13-047 (Order 95, Resolution No. 178), § 132H-105-140, filed 6/10/88; 78-10-017 (Order 61, Resolution No. 116), § 132H-105-140, filed 9/13/78.] Repealed by 92-13-093 (Order 111, Resolution No. 202), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.	132H-112-030 Privacy for voter—Equipment. [Order 7, § 132H-112-030, filed 10/17/72.] Repealed by 92-13-094 (Order 112, Resolution No. 203), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
132H-105-150	Written contracts. [Statutory Authority: RCW 28B.50.140. 78-10-017 (Order 61, Resolution No. 116), § 132H-105-150, filed 9/13/78.] Repealed by 92-13-093 (Order 111, Resolution No. 202), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.	132H-112-033 Folding ballot—Ballot box. [Order 7, § 132H-112-033, filed 10/17/72.] Repealed by 92-13-094 (Order 112, Resolution No. 203), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
132H-105-160	Tenure. [Statutory Authority: RCW 28B.50.140. 78-10-017 (Order 61, Resolution No. 116), § 132H-105-160, filed 9/13/78.] Repealed by 92-13-093 (Order 111, Resolution No. 202), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.	132H-112-036 Challenged ballot—Procedure. [Order 7, § 132H-112-036, filed 10/17/72.] Repealed by 92-13-094 (Order 112, Resolution No. 203), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
132H-105-170	Bylaws of the board of trustees. [Statutory Authority: RCW 28B.50.140. 78-10-017 (Order 61, Resolution No. 116), § 132H-105-170, filed 9/13/78.] Repealed by 92-13-093 (Order 111, Resolution No. 202), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. Later promulgation, see WAC 132H-106-060.	132H-112-039 Employees present entitled to vote—Sealing ballot box—Unused ballots. [Order 7, § 132H-112-039, filed 10/17/72.] Repealed by 92-13-094 (Order 112, Resolution No. 203), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
<b>Chapter 132H-112 RULES FOR SELECTION OF A BARGAINING AGENT</b>		132H-112-042 Election inspectors' duties after voting has terminated. [Order 7, § 132H-112-042, filed 10/17/72.] Repealed by 92-13-094 (Order 112, Resolution No. 203), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
132H-112-003	Purpose. [Order 7, § 132H-112-003, filed 10/17/72.] Repealed by 92-13-094 (Order 112, Resolution No. 203), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.	132H-112-045 Disposition of challenged ballots—Tally sheets—Investigation by chief election officer. [Order 7, § 132H-112-045, filed 10/17/72.] Repealed by 92-13-094 (Order 112, Resolution No. 203), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
132H-112-006	Request for election—Canvass of academic employees by independent and neutral person or association. [Order 7, § 132H-112-006, filed 10/17/72.] Repealed by 92-13-094 (Order 112, Resolution No. 203), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.	132H-112-048 Counting of ballots—Procedure—Certification of results of election—Retention of ballots—Signed voting lists. [Order 7, § 132H-112-048, filed 10/17/72.] Repealed by 92-13-094 (Order 112, Resolution No. 203), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
132H-112-009	Notice of election—Organizations to be included on ballot—Time for filing. [Order 7, § 132H-112-009, filed 10/17/72.] Repealed by 92-13-094 (Order 112, Resolution No. 203), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.	132H-112-051 Electioneering within the polls forbidden. [Order 7, § 132H-112-051, filed 10/17/72.] Repealed by 92-13-094 (Order 112, Resolution No. 203), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
132H-112-012	Contents of notice of election—Designation of chief election officer—Duties. [Order 7, § 132H-112-012, filed 10/17/72.] Repealed by 92-13-094 (Order 112, Resolution No. 203), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.	132H-112-054 Contest of election—Time for filing objections—Investigation of objections. [Order 7, § 132H-112-054, filed 10/17/72.] Repealed by 92-13-094 (Order 112, Resolution No. 203), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
132H-112-015	List of academic employees—Posting of list. [Order 7, § 132H-112-015, filed 10/17/72.] Repealed by 92-13-094 (Order 112, Resolution No. 203), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.	132H-112-057 Persons eligible to vote—Definition of "academic employee." [Order 7, § 132H-112-057, filed 10/17/72.] Repealed by 92-13-094 (Order 112, Resolution No. 203), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
132H-112-018	Election inspectors—Duties—Right to challenge voter—Improper conduct. [Order 7, § 132H-112-018,	132H-112-060 Election determined by majority of valid votes cast—Run-off election. [Order 7, § 132H-112-060, filed 10/17/72.] Repealed by 92-13-094 (Order 112, Resolution No. 203), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
		132H-112-063 Time lapse for new election. [Order 10, § 132H-112-063, filed 3/9/73; Order 7, § 132H-112-063, filed 10/17/72.] Repealed by 92-13-094 (Order 112, Resolution No. 203), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.

**Chapter 132H-128**  
**REDUCTION IN FORCE POLICY**

- 132H-128-010 Title. [Order 44, § 132H-128-010, filed 1/14/74.] Repealed by 92-13-095 (Order 113, Resolution No. 204), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-128-020 Objective. [Order 44, § 132H-128-020, filed 1/14/74.] Repealed by 92-13-095 (Order 113, Resolution No. 204), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-128-030 Authority. [Order 44, § 132H-128-030, filed 1/14/74.] Repealed by 92-13-095 (Order 113, Resolution No. 204), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-128-040 Procedure. [Order 29, § 132H-128-040, filed 3/7/75; Order 44, § 132H-128-040, filed 1/14/74.] Repealed by 92-13-095 (Order 113, Resolution No. 204), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.

**Chapter 132H-148**  
**AFFIRMATIVE ACTION PROGRAM**

- 132H-148-010 Title. [Order 3, § 132H-148-010, filed 9/19/72.] Repealed by 92-13-096 (Order 114, Resolution No. 205), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-148-020 Equal opportunity employer. [Order 3, § 132H-148-020, filed 9/19/72.] Repealed by 88-23-051 (Order 97, Resolution No. 182), filed 11/14/88. Statutory Authority: RCW 28B.50.140.
- 132H-148-030 Responsibility for administration and implementation. [Order 3, § 132H-148-030, filed 9/19/72.] Repealed by 88-23-051 (Order 97, Resolution No. 182), filed 11/14/88. Statutory Authority: RCW 28B.50.140.
- 132H-148-040 Affirmative action committee. [Order 36, § 132H-148-040, filed 10/10/75. Prior: Order 3, § 132H-148-040, filed 9/19/72.] Repealed by 88-23-051 (Order 97, Resolution No. 182), filed 11/14/88. Statutory Authority: RCW 28B.50.140.
- 132H-148-050 Personnel recruitment. [Order 3, § 132H-148-050, filed 9/19/72.] Repealed by 88-23-051 (Order 97, Resolution No. 182), filed 11/14/88. Statutory Authority: RCW 28B.50.140.
- 132H-148-060 Utilization analysis. [Order 3, § 132H-148-060, filed 9/19/72.] Repealed by 88-23-051 (Order 97, Resolution No. 182), filed 11/14/88. Statutory Authority: RCW 28B.50.140.
- 132H-148-070 Complaint of discrimination grievance procedure. [Order 3, § 132H-148-070, filed 9/19/72.] Repealed by 88-23-051 (Order 97, Resolution No. 182), filed 11/14/88. Statutory Authority: RCW 28B.50.140.
- 132H-148-080 Dissemination. [Order 3, § 132H-148-080, filed 9/19/72.] Repealed by 88-23-051 (Order 97, Resolution No. 182), filed 11/14/88. Statutory Authority: RCW 28B.50.140.
- 132H-148-090 Purchasing subcontractors. [Order 3, § 132H-148-090, filed 9/19/72.] Repealed by 88-23-051 (Order 97, Resolution No. 182), filed 11/14/88. Statutory Authority: RCW 28B.50.140.
- 132H-148-100 Public works projects. [Order 3, § 132H-148-100, filed 9/19/72.] Repealed by 88-23-051 (Order 97, Resolution No. 182), filed 11/14/88. Statutory Authority: RCW 28B.50.140.
- 132H-148-110 Equal employment opportunity/affirmative action policy. [Statutory Authority: RCW 28B.50.140. 88-23-051 (Order 97, Resolution No. 182), § 132H-148-110, filed 11/14/88.] Repealed by 92-13-096 (Order 114, Resolution No. 205), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.

**Chapter 132H-200**  
**GENERAL OPERATING POLICIES OF COMMUNITY COLLEGE DISTRICT VIII**

- 132H-200-010 Title. [Statutory Authority: RCW 28B.50.140. 83-18-001 (Order 85, Resolution No. 158), § 132H-200-010, filed 8/25/83.] Repealed by 92-19-048, filed 9/10/92, effective 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-200-020 Purpose. [Statutory Authority: RCW 28B.50.140. 83-18-001 (Order 85, Resolution No. 158), § 132H-200-020, filed 8/25/83.] Repealed by 92-19-048, filed 9/10/92, effective 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.

- 132H-200-040 Organization/operation information. [Statutory Authority: RCW 28B.50.140. 90-09-065 (Order 101, Resolution No. 188), § 132H-200-040, filed 4/18/90, effective 5/19/90.] Repealed by 92-19-048, filed 9/10/92, effective 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-200-100 Policy on the illness of alcoholism and other chemical dependency. [Statutory Authority: RCW 28B.50.140. 83-18-001 (Order 85, Resolution No. 158), § 132H-200-100, filed 8/25/83.] Repealed by 92-19-048, filed 9/10/92, effective 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-200-110 General policy on sexual harassment. [Statutory Authority: RCW 28B.50.140. 84-07-039 (Order 86, Resolution No. 162), § 132H-200-110, filed 3/20/84.] Repealed by 92-19-048, filed 9/10/92, effective 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-200-200 Commercial activity policy. [Statutory Authority: RCW 28B.50.140. 88-07-036 (Order 95, Resolution No. 177), § 132H-200-200, filed 3/11/88.] Repealed by 92-19-048, filed 9/10/92, effective 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-200-250 Policy on life threatening, chronic or debilitating illness. [Statutory Authority: RCW 28B.50.140. 88-13-048 (Order 96, Resolution No. 180), § 132H-200-250, filed 6/10/88.] Repealed by 92-19-048, filed 9/10/92, effective 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.

**Chapter 132H-106 WAC**

**BYLAWS AND STANDING ORDERS OF COMMUNITY COLLEGE DISTRICT VIII**

**WAC**

- 132H-106-010 Board of trustees.
- 132H-106-020 Offices of the board of trustees.
- 132H-106-030 Meetings of the board of trustees.
- 132H-106-040 Officers of the board.
- 132H-106-050 Seal and name of the college.
- 132H-106-060 Bylaws of the board of trustees.

**WAC 132H-106-010 Board of trustees.** The board of trustees is an agency of the state and derives its authority as described in chapter 8, Laws of 1967 ex. sess. It shall be the responsibility of the board of trustees to establish policy and to evaluate the total college program. The board of trustees shall appoint a college president to administer the college and shall delegate to him/her the authority and responsibility for implementation of board policy.

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

**WAC 132H-106-020 Offices of the board of trustees.** The board of trustees shall maintain an office at Bellevue Community College, 3000 Landerholm Circle S.E., Bellevue, Washington 98007-6484, where all records, minutes and the official college seal shall be kept.

Persons may obtain information from and submit written comments or requests to the secretary of the board who is located in this office.

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

**WAC 132H-106-030 Meetings of the board of trustees.** Meetings may be held upon request by the chair or by a majority of the members of the board.

The board of trustees customarily holds a regular meeting on the second Tuesday of each month at such time and place as it may designate.

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

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

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

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

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

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

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

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

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

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

### Chapter 132H-108 WAC

#### PRACTICE AND PROCEDURE AND FORMAL HEARING RULES FOR CONTESTED CASE HEARINGS

##### WAC

132H-108-410	Model rules of procedure.
132H-108-420	Appointment of presiding officers.
132H-108-430	Method of recording.
132H-108-440	Application for adjudicative proceeding.
132H-108-450	Brief adjudicative procedures.
132H-108-460	Discovery.
132H-108-470	Procedure for closing parts of the hearings.
132H-108-480	Recording devices.

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

132H-108-005	Formal hearing policy. [Order 42, § 132H-108-005, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
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132H-108-010	Grammatical definition. [Order 42, § 132H-108-010, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
132H-108-020	Definitions. [Order 42, § 132H-108-020, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
132H-108-030	Appearance and practice before agency. [Order 42, § 132H-108-030, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
132H-108-040	Notice and opportunity for hearing in contested cases. [Order 42, § 132H-108-040, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
132H-108-050	Service of process—By whom served. [Order 42, § 132H-108-050, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
132H-108-060	Upon whom served. [Order 42, § 132H-108-060, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
132H-108-070	Service upon parties. [Order 42, § 132H-108-070, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
132H-108-080	Method of service. [Order 42, § 132H-108-080, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
132H-108-090	When service complete. [Order 42, § 132H-108-090, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
132H-108-100	Filing with agency. [Order 42, § 132H-108-100, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
132H-108-110	Depositions and interrogatories in contested cases—Right to take. [Order 42, § 132H-108-110, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
132H-108-120	Scope. [Order 42, § 132H-108-120, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
132H-108-130	Officer before whom taken. [Order 42, § 132H-108-130, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
132H-108-140	Authorization. [Order 42, § 132H-108-140, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
132H-108-150	Protection of parties and deponents. [Order 42, § 132H-108-150, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
132H-108-160	Oral examination and cross-examination. [Order 42, § 132H-108-160, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
132H-108-170	Recordation. [Order 42, § 132H-108-170, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
132H-108-180	Signing attestation and return. [Order 42, § 132H-108-180, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
132H-108-190	Use and effect. [Order 42, § 132H-108-190, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
132H-108-200	Fees of officers and deponents. [Order 42, § 132H-108-200, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
132H-108-210	Depositions upon interrogatories—Submission of interrogatories. [Order 42, § 132H-108-210, filed 3/5/76.]

- Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
- 132H-108-220 Interrogation. [Order 42, § 132H-108-220, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
- 132H-108-230 Attestation and return. [Order 42, § 132H-108-230, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
- 132H-108-240 Provisions of deposition rule. [Order 42, § 132H-108-240, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
- 132H-108-250 Hearing officers. [Order 42, § 132H-108-250, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
- 132H-108-260 Hearing procedures. [Order 42, § 132H-108-260, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
- 132H-108-270 Duties of hearing officers. [Order 42, § 132H-108-270, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
- 132H-108-280 Stipulations and admissions of record. [Order 42, § 132H-108-280, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
- 132H-108-290 Definition of issues before hearing. [Order 42, § 132H-108-290, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
- 132H-108-300 Continuances. [Order 42, § 132H-108-300, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
- 132H-108-310 Rules of evidence—Admissibility criteria. [Order 42, § 132H-108-310, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
- 132H-108-320 Tentative admission—Exclusion—Discontinuance—Objections. [Order 42, § 132H-108-320, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.
- 132H-108-330 Form and content of decisions in contested cases. [Order 42, § 132H-108-330, filed 3/5/76.] Repealed by 90-09-066 (Order 102, Resolution No. 189), filed 4/18/90, effective 5/19/90. Statutory Authority: RCW 28B.50.140.

**WAC 132H-108-410 Model rules of procedure.** The model rules of procedure adopted by the chief administrative law judge pursuant to RCW 34.05.250, as now or hereafter amended, are hereby adopted for use at this institution. Those rules may be found at chapter 10-08 WAC. Other procedural rules adopted in this title are supplementary to the model rules of procedure. In the case of a conflict between the model rules of procedure and procedural rules adopted in this title, the procedural rules adopted by this institution shall govern. Rules adopted at this institution prior to July 1, 1989, remain in full force and effect unless specifically repealed or amended.

[Statutory Authority: RCW 28B.50.140. 90-09-066 (Order 102, Resolution No. 189), § 132H-108-410, filed 4/18/90, effective 5/19/90.]

**WAC 132H-108-420 Appointment of presiding officers.** The president or president's designee shall designate a presiding officer for an adjudicative proceeding. The presiding officer shall be an administrative law judge, a member in good standing of the Washington State Bar Association, a panel of individuals, the president or his or her designee, or

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any combination of the above. Where more than one individual is designated to be the presiding officer, one person shall be designated by the president or president's designee to make decisions concerning discovery, closure, means of recording adjudicative proceedings, and similar matters.

[Statutory Authority: RCW 28B.50.140. 90-09-066 (Order 102, Resolution No. 189), § 132H-108-420, filed 4/18/90, effective 5/19/90.]

**WAC 132H-108-430 Method of recording.** Proceedings shall be recorded by a method determined by the presiding officer, among those available, pursuant to the model rules of procedure in WAC 10-08-170.

[Statutory Authority: RCW 28B.50.140. 90-09-066 (Order 102, Resolution No. 189), § 132H-108-430, filed 4/18/90, effective 5/19/90.]

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

[Statutory Authority: RCW 28B.50.140. 90-09-066 (Order 102, Resolution No. 189), § 132H-108-440, filed 4/18/90, effective 5/19/90.]

**WAC 132H-108-450 Brief adjudicative procedures.** This rule is adopted in accordance with RCW 34.95.482-494 [34.05.482-494], the provisions of which are hereby adopted. Brief adjudicative procedures shall be used in all matters related to:

- (1) Residency determinations made pursuant to RCW 28B.15.013, conducted by the admissions office;
- (2) Disputes concerning educational records;
- (3) Student conduct proceedings. The procedural rules in chapter 132H-200 WAC apply to these procedures.
- (4) Parking violations. The procedural rules in chapter 132H-116 WAC apply to these proceedings;
- (5) Outstanding debts owed by students or employees;
- (6) Loss of eligibility for participation in institution-sponsored athletic events, pursuant to chapter 132H-400 WAC.

[Statutory Authority: RCW 28B.50.140. 90-09-066 (Order 102, Resolution No. 189), § 132H-108-450, filed 4/18/90, effective 5/19/90.]

**WAC 132H-108-460 Discovery.** Discovery in adjudicative proceedings may be permitted at the discretion of the presiding officer. In permitting discovery, the presiding officer shall make reference to the civil rules of procedure. The presiding officer shall have the power to control the frequency and nature of discovery permitted, and to order discovery conferences to discuss discovery issues.

[Statutory Authority: RCW 28B.50.140. 90-09-066 (Order 102, Resolution No. 189), § 132H-108-460, filed 4/18/90, effective 5/19/90.]

**WAC 132H-108-470 Procedure for closing parts of the hearings.** A party may apply for a protective order to close part of a hearing. The party making the request should state the reasons for making the application to the presiding officer. If the other party opposes the request, a written

response to the request shall be made within 10 days of the request to the presiding officer. The presiding officer shall determine which, if any, parts of the proceeding shall be closed, and state the reasons therefor in writing within 20 days of receiving the request.

[Statutory Authority: RCW 28B.50.140. 90-09-066 (Order 102, Resolution No. 189), § 132H-108-470, filed 4/18/90, effective 5/19/90.]

**WAC 132H-108-480 Recording devices.** No cameras or recording devices shall be allowed in those parts of proceedings which the presiding officer has determined shall be closed pursuant to WAC 132H-108-410, except for the method of official recording selected by the institution.

[Statutory Authority: RCW 28B.50.140. 90-09-066 (Order 102, Resolution No. 189), § 132H-108-480, filed 4/18/90, effective 5/19/90.]

### Chapter 132H-116 WAC PARKING AND TRAFFIC RULES

#### WAC

132H-116-300	Preamble.
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132H-116-320	Applicable parking and traffic rules and regulations.
132H-116-330	Enforcement of parking and traffic rules and regulations.
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132H-116-353	Right to appeal revocation.
132H-116-354	Transfer of permits.
132H-116-355	Responsibility of person to whom permit issued.
132H-116-356	Display of permits.
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132H-116-360	Visitors—Exemption from permit requirements.
132H-116-405	Allocation of parking spaces.
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132H-116-415	Day and evening parking.
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132H-116-431	Regulatory signs and directions.
132H-116-432	Speed.
132H-116-433	Pedestrian's right of way.
132H-116-460	Parking—Operator's responsibility.
132H-116-470	Exceptions to parking and traffic restrictions.
132H-116-590	Motocycles, bicycles, scooters.
132H-116-615	Issuance of traffic citations.
132H-116-620	Fines, penalties and impounding.
132H-116-630	Appeals of fines and penalties.
132H-116-655	Report of accident.
132H-116-730	Regulatory signs, markings, barricades, etc.
132H-116-750	Delegation of authority.
132H-116-765	Liability of college.
132H-116-790	Prohibition of literature.
132H-116-791	Enforcement.

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

132H-116-010	Prohibition of dumping. [Order 2, § 132H-116-010, filed 7/13/72 and Emergency Order 1, filed 7/13/72.] Repealed by Order 18, filed 8/10/73. Later promulgation, see WAC 132H-116-220.
132H-116-020	Off-road motor vehicle traffic. [Order 2, § 132H-116-020, filed 7/13/72 and Emergency Order 1, filed 7/13/72.] Repealed by Order 18, filed 8/10/73.
132H-116-030	Horseback riding. [Order 2, § 132H-116-030, filed 7/13/72 and Emergency Order 1, filed 7/13/72.] Repealed by Order 18, filed 8/10/73. Later promulgation, see WAC 132H-116-230.
132H-116-040	Driving without license. [Order 2, § 132H-116-040, filed 7/13/72 and Emergency Order 1, filed 7/13/72.] Repealed by Order 18, filed 8/10/73. Later promulgation, see WAC 132H-116-070.
132H-116-050	Title. [Order 12, § 132H-116-050, filed 3/12/73.] Repealed by Order 43, filed 8/10/76.

132H-116-070	Section I—Obligations of vehicle operator. [Order 12, § 132H-116-070, filed 3/12/73.] Repealed by Order 43, filed 8/10/76.
132H-116-080	Section II—Objectives of traffic rules and regulations. [Order 12, § 132H-116-080, filed 3/12/73.] Repealed by Order 43, filed 8/10/76. Later promulgation, see WAC 132H-116-310.
132H-116-090	Section III—Traffic rules and regulations. [Order 12, § 132H-116-090, filed 3/12/73.] Repealed by Order 43, filed 8/10/76. Later promulgation, see WAC 132H-116-320.
132H-116-100	Section IV—Pedestrians. [Order 12, § 132H-116-100, filed 3/12/73.] Repealed by Order 43, filed 8/10/76. Later promulgation, see WAC 132H-116-390.
132H-116-110	Section V—Registration of student vehicles. [Order 12, § 132H-116-110, filed 3/12/73.] Repealed by Order 43, filed 8/10/76.
132H-116-120	Section VI—Parking permit required for vehicles on campus. [Order 41, § 132H-116-120, filed 3/5/76; Order 38, § 132H-116-120, filed 12/5/75; Order 12, § 132H-116-120, filed 3/12/73.] Repealed by Order 43, filed 8/10/76. Later promulgation, see WAC 132H-116-350.
132H-116-130	Section VII—Placement of parking permits. [Order 12, § 132H-116-130, filed 3/12/73.] Repealed by Order 43, filed 8/10/76. Later promulgation, see WAC 132H-116-580.
132H-116-140	Section VIII—Responsibility of person to whom the permit is issued. [Order 12, § 132H-116-140, filed 3/12/73.] Repealed by Order 43, filed 8/10/76. Later promulgation, see WAC 132H-116-570.
132H-116-150	Section IX—Permit revocations. [Order 12, § 132H-116-150, filed 3/12/73.] Repealed by Order 43, filed 8/10/76. Later promulgation, see WAC 132H-116-520.
132H-116-160	Section X—Fines. [Order 37, § 132H-116-160, filed 10/10/75; Order 12, § 132H-116-160, filed 3/12/73.] Repealed by Order 43, filed 8/10/76. Later promulgation, see WAC 132H-116-620.
132H-116-170	Section XI—Appeals. [Order 37, § 132H-116-170, filed 10/10/75; Order 12, § 132H-116-170, filed 3/12/73.] Repealed by Order 43, filed 8/10/76. Later promulgation, see WAC 132H-116-630.
132H-116-180	Section XII—Impounding of vehicles. [Order 37, § 132H-116-180, filed 10/10/75; Order 12, § 132H-116-180, filed 3/12/73.] Repealed by Order 43, filed 8/10/76. Later promulgation, see WAC 132H-116-740.
132H-116-190	Section XIII—Speed limit. [Order 12, § 132H-116-190, filed 3/12/73.] Repealed by Order 43, filed 8/10/76. Later promulgation, see WAC 132H-116-370.
132H-116-200	Section XIV—Loss and damage. [Order 12, § 132H-116-200, filed 3/12/73.] Repealed by Order 43, filed 8/10/76. Later promulgation, see WAC 132H-116-440.
132H-116-210	Section XV—Parking areas. [Order 22, § 132H-116-210, filed 8/9/74; Order 12, § 132H-116-210, filed 3/12/73.] Repealed by Order 43, filed 8/10/76. Later promulgation, see WAC 132H-116-490.
132H-116-220	Section XVI—Prohibition of dumping. [Order 18, § 132H-116-220, filed 8/10/73.] Repealed by Order 43, filed 8/10/76. Later promulgation, see WAC 132H-116-760.
132H-116-230	Section XVII—Horses on campus. [Order 18, § 132H-116-230, filed 8/10/73.] Repealed by Order 43, filed 8/10/76. Later promulgation, see WAC 132H-116-770.
132H-116-340	Modification of parking and traffic regulations. [Order 43, § 132H-116-340, filed 8/10/76.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
132H-116-370	Speed. [Statutory Authority: RCW 28B.50.140. 82-04-005 (Order 75, Resolution No. 143), § 132H-116-370, filed 1/21/82; Order 43, § 132H-116-370, filed 8/10/76. Formerly WAC 132H-116-190.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
132H-116-380	Regulatory signs and directions. [Order 43, § 132H-116-380, filed 8/10/76.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
132H-116-390	Pedestrians—Right of way. [Order 43, § 132H-116-390, filed 8/10/76. Formerly WAC 132H-116-100.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.

- 132H-116-400 Designated and assigned parking areas. [Order 43, § 132H-116-400, filed 8/10/76.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-116-420 Disabled and inoperative vehicles—Impounding. [Order 43, § 132H-116-420, filed 8/10/76.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-116-440 Liability of college. [Order 43, § 132H-116-440, filed 8/10/76. Formerly WAC 132H-116-200.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-116-450 Parking—Prohibited places. [Order 43, § 132H-116-450, filed 8/10/76.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-116-480 Authorization for issuance of permits. [Statutory Authority: RCW 28B.50.140, 82-04-005 (Order 75, Resolution No. 143), § 132H-116-480, filed 1/21/82; Order 43, § 132H-116-480, filed 8/10/76.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-116-490 Allocation of parking space and priorities of applicants. [Statutory Authority: RCW 28B.50.140, 82-04-005 (Order 75, Resolution No. 143), § 132H-116-490, filed 1/21/82; 79-10-052 (Order 63, Resolution No. 120), § 132H-116-490, filed 9/17/79; Order 43, § 132H-116-490, filed 8/10/76. Formerly WAC 132H-116-210.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-116-500 Visitors and guests. [Statutory Authority: RCW 28B.50.140, 82-04-005 (Order 75, Resolution No. 143), § 132H-116-500, filed 1/21/82; Order 51, § 132H-116-500, filed 4/8/77; Order 43, § 132H-116-500, filed 8/10/76.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-116-510 Special permits. [Statutory Authority: RCW 28B.50.140, 79-10-052 (Order 63, Resolution No. 120), § 132H-116-510, filed 9/17/79; Order 43, § 132H-116-510, filed 8/10/76.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-116-520 Permit revocations. [Statutory Authority: RCW 28B.50.140, 79-10-052 (Order 63, Resolution No. 120), § 132H-116-520, filed 9/17/79; Order 43, § 132H-116-520, filed 8/10/76. Formerly WAC 132H-116-150.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-116-530 Car pool permits. [Order 43, § 132H-116-530, filed 8/10/76.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-116-540 Second car permits. [Statutory Authority: RCW 28B.50.140, 79-10-052 (Order 63, Resolution No. 120), § 132H-116-540, filed 9/17/79; Order 43, § 132H-116-540, filed 8/10/76.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-116-542 Temporary permit. [Statutory Authority: RCW 28B.50.140, 79-10-052 (Order 63, Resolution No. 120), § 132H-116-542, filed 9/17/79; Order 43, § 132H-116-542, filed 8/10/76.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-116-550 Annual and quarterly permit periods. [Statutory Authority: RCW 28B.50.140, 82-04-005 (Order 75, Resolution No. 143), § 132H-116-550, filed 1/21/82; Order 43, § 132H-116-550, filed 8/10/76.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-116-560 Parking area, zone and reserved space designations and area assignments. [Order 43, § 132H-116-560, filed 8/10/76.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-116-570 Responsibility of person to whom permit issued. [Statutory Authority: RCW 28B.50.140, 79-10-052 (Order 63, Resolution No. 120), § 132H-116-570, filed 9/17/79; Order 43, § 132H-116-570, filed 8/10/76. Formerly WAC 132H-116-140.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-116-580 Display of permits. [Statutory Authority: RCW 28B.50.140, 82-04-005 (Order 75, Resolution No. 143), § 132H-116-580, filed 1/21/82; Order 43, § 132H-116-580, filed 8/10/76. Formerly WAC 132H-116-130.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-116-600 Annual parking fee payment. [Order 43, § 132H-116-600, filed 8/10/76.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-116-610 Schedule of fees. [Statutory Authority: RCW 28B.50.140, 82-04-005 (Order 75, Resolution No. 143), § 132H-116-610, filed 1/21/82; Order 43, § 132H-116-610, filed 8/10/76.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-116-640 Establishment of citation review committee, appointment of members and appointment of institutional hearing officer. [Order 43, § 132H-116-640, filed 8/10/76.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-116-650 Jurisdiction of the citation review committee. [Order 43, § 132H-116-650, filed 8/10/76.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-116-660 Procedure—Summons and service thereof. [Order 43, § 132H-116-660, filed 8/10/76.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-116-670 Election to forfeit or contest. [Statutory Authority: RCW 28B.50.140, 79-10-052 (Order 63, Resolution No. 120), § 132H-116-670, filed 9/17/79; Order 43, § 132H-116-670, filed 8/10/76.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-116-680 Procedure—Rules of evidence. [Order 43, § 132H-116-680, filed 8/10/76.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-116-690 Procedure—Review decision. [Order 43, § 132H-116-690, filed 8/10/76.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-116-700 Mitigation and suspension of fines. [Order 43, § 132H-116-700, filed 8/10/76.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-116-710 Enforcement of the decisions of the citation review committee. [Order 43, § 132H-116-710, filed 8/10/76.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-116-720 Procedure—Review decision appeal. [Statutory Authority: RCW 28B.50.140, 82-04-005 (Order 75, Resolution No. 143), § 132H-116-720, filed 1/21/82; Order 43, § 132H-116-720, filed 8/10/76.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-116-740 Impounding of vehicles. [Statutory Authority: RCW 28B.50.140, 82-04-005 (Order 75, Resolution No. 143), § 132H-116-740, filed 1/21/82; 79-10-052 (Order 63, Resolution No. 120), § 132H-116-740, filed 9/17/79;]

- Order 43, § 132H-116-740, filed 8/10/76. Formerly WAC 132H-116-180.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-116-760 Prohibition of dumping. [Order 43, § 132H-116-760, filed 8/10/76. Formerly WAC 132H-116-220.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-116-770 Horses on campus. [Order 43, § 132H-116-770, filed 8/10/76. Formerly WAC 132H-116-230.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-116-780 Bicycle and other foot propelled devices. [Statutory Authority: RCW 28B.50.140. 82-11-038 (Order 79, Resolution No. 148), § 132H-116-780, filed 5/12/82; 82-04-005 (Order 75, Resolution No. 143), § 132H-116-780, filed 1/21/82; Order 43, § 132H-116-780, filed 8/10/76.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-116-800 Parking fees. [Order 51, § 132H-116-800, filed 4/8/77; Order 43, § 132H-116-800, filed 8/10/76.] Repealed by 84-07-040 (Order 87, Resolution No. 163), filed 3/20/84. Statutory Authority: RCW 28B.50.140.
- 132H-116-810 Parking and traffic fines schedule. [Statutory Authority: RCW 28B.50.140. 82-04-005 (Order 75, Resolution No. 143), § 132H-116-810, filed 1/21/82; 79-10-052 (Order 63, Resolution No. 120), § 132H-116-810, filed 9/17/79; Order 43, § 132H-116-810, filed 8/10/76.] Repealed by 92-13-097 (Order 115, Resolution No. 206), filed 6/17/92, effective 7/18/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.

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

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-097 (Order 115, Resolution No. 206), § 132H-116-300, filed 6/17/92, effective 7/18/92; Order 43, § 132H-116-300, filed 8/10/76.]

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

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

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-097 (Order 115, Resolution No. 206), § 132H-116-310, filed 6/17/92, effective 7/18/92; Order 43, § 132H-116-310, filed 8/10/76. Formerly WAC 132H-116-080.]

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

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

- (1) Board: The board of trustees of Community College District VIII, state of Washington.
- (2) Campus: Any or all real property owned, operated, controlled, or maintained by Community College District VIII, state of Washington.
- (3) Car pool: Any group of three to five faculty, staff, or students who commute to the college in the same vehicle.
- (4) College: Bellevue Community College, or any additional community college hereafter established with Community College District VIII, state of Washington, and collectively, those responsible for its control and operations.
- (5) Faculty members: Any employee of Community College District VIII who is employed on a full-time or part-time basis as a teacher, counselor, librarian or other position for which the training, experience and responsibilities are comparable as determined by the appointing authority, including administrative appointment.

(6) Foot propelled device: Wheeled devices including but not limited to skateboards, roller skates, roller blades, etc. designed or used for recreation and/or transportation purposes.

(7) Security officers: Employees of the college accountable to the dean of [administrative services] and responsible for campus security, safety, and parking and traffic control.

(8) Staff: The administrative and classified members employed by the college.

(9) Student: Any person enrolled in the college.

(10) Vehicle: An automobile, truck, motorcycle, scooter or bicycle, both engine-powered and non-engine-powered.

(11) Visitor(s): Person(s) who come on to campus as guest(s), and person(s) who lawfully visit the campus for purposes in keeping with the college's role as an institution of higher learning in the state of Washington and are neither employees nor registered students of the institution.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 93-12-007, § 132H-116-315, filed 5/19/93, effective 6/19/93; 92-13-097 (Order 115, Resolution No. 206), § 132H-116-315, filed 6/17/92, effective 7/18/92.]

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

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

(1) The motor vehicle and other traffic laws of the state of Washington. Title 46 RCW.

(2) The traffic code of the city of Bellevue.

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

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-097 (Order 115, Resolution No. 206), § 132H-116-320, filed 6/17/92, effective 7/18/92.]



tive 7/18/92; Order 43, § 132H-116-320, filed 8/10/76. Formerly WAC 132H-116-090.]

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

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

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-097 (Order 115, Resolution No. 206), § 132H-116-330, filed 6/17/92, effective 7/18/92; Order 43, § 132H-116-330, filed 8/10/76.]

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

(1) A valid permit is:

(a) A current vehicle permit displayed in accordance with WAC 132H-116-356. Vehicle permits are valid until revoked.

(b) A temporary permit authorized by the security division and displayed in accordance with instructions. Temporary permits are valid through the date on the permit.

(c) A parking permit issued by a gate attendant. This permit must be displayed on the vehicle in accordance with instructions.

(d) A parking permit dispensed by machine at Bellevue Community College and displayed in accordance with instructions.

(2) Parking permits are not transferable, except as provided in WAC 132H-116-354.

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

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-097 (Order 115, Resolution No. 206), § 132H-116-350, filed 6/17/92, effective 7/18/92. Statutory Authority: RCW 28B.50.140. 82-04-005 (Order 75, Resolution No. 143), § 132H-116-350, filed 1/21/82; 79-10-052 (Order 63, Resolution No. 120), § 132H-116-350, filed 9/17/79; Order 43, § 132H-116-350, filed 8/10/76. Formerly WAC 132H-116-120.]

**WAC 132H-116-351 Authorization for issuance of permits.** (1) The dean of administrative services or his or her designee is authorized to issue all parking permits.

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

(3) Special parking permits may be issued to physically handicapped faculty members, college personnel and students or if issuance enhances the business or operation of the

college. Special parking permits are valid for six months from the date of issuance. Those requiring handicapped parking for more than six months must display a state of Washington handicapped permit.

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

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

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

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

(3) Falsification on a parking permit application.

(4) Continued violations or parking regulations.

(5) Counterfeiting or altering of permits.

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

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

**WAC 132H-116-353 Right to appeal revocation.**

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

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

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

(a) Records invalid permit number;

(b) Removes invalid permit; and

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

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

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

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

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

**WAC 132H-116-356 Display of permits.** The vehicle permit issued by the college shall be permanently affixed to

the inside of the rear window on the lower left corner. If the vehicle is a convertible or a truck-camper or has no permanently fixed rear window, the permit shall be displayed in the front windshield. Permits not displayed in accordance with the provisions of this section shall not be valid and vehicles displaying the improperly placed permit shall be subject to citation.

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

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

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

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

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

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

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

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

**WAC 132H-116-410 Parking within designated spaces.** (1) No vehicle shall be parked on the campus except in those areas set aside and designated as parking areas.

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

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

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

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

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

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

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

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

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

**WAC 132H-116-431 Regulatory signs and directions.** Drivers of vehicles shall obey regulatory signs and signs related to the collection of parking fees. Drivers of vehicles shall comply with directions given to them by college security officers in the control and regulation of traffic. Drivers shall also comply with directions given to them by the traffic guides or parking checkers of the security division in the assignment of parking space and in the collection of parking fees.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-097 (Order 115, Resolution No. 206), § 132H-116-431, filed 6/17/92, effective 7/18/92.]

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

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-097 (Order 115, Resolution No. 206), § 132H-116-432, filed 6/17/92, effective 7/18/92.]

**WAC 132H-116-433 Pedestrian's right of way.** (1) The operator of a vehicle shall yield right of way, slowing down or stopping, if need be, to so yield to any pedestrian, but no pedestrian shall suddenly leave a curb or other place of safety and walk or run into the path of a vehicle which is so close that it is impossible or unsafe for the driver to yield.

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

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

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

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

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

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

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

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

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

**WAC 132H-116-590 Motorcycles, bicycles, scooters.**

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

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

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

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

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

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

**WAC 132H-116-615 Issuance of traffic citations.**

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

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

**WAC 132H-116-620 Fines, penalties and impounding.** (1) The current schedule and fines shall be published by the college and made available for review in the security office.

(2) In addition to imposing fines, the dean of administration and duly appointed security officers are authorized to impound, immobilize and take to such place for storage as the campus security supervisor selects, any vehicles parked on college property in violation of these regulations. The expenses of such impounding, immobilization and storage

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shall be charged to the owner or operator of the vehicle and must be paid prior to the vehicle's release.

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

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

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

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

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

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

(iii) Blocking a fire hydrant or fire lane;

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

(v) Blocking another legally parked vehicle;

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

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

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

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

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

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

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

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

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

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

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

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

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

**WAC 132H-116-655 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 \$500, shall within 24 hours report such accident to the campus security department. This does not relieve any person so involved in an accident from his responsibility to file a state of Washington motor vehicle accident report within 24 hours after such accident.

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

**WAC 132H-116-730 Regulatory signs, markings, barricades, etc.** (1) The director of campus operations is authorized to erect signs, barricades and other structures and to paint marks and other directions upon the streets and parking areas owned and operated by the college. Such signs, barricades, structures, markings and directions shall be so made and placed as in the opinion of the director of campus operations will best achieve the goals of these regulations.

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

(3) No person without authorization from the director of campus operations shall move, deface, or in any way change a sign, barricade, structure, marking or direction so placed, or previously placed, for the purpose of regulating traffic or parking.

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

**WAC 132H-116-750 Delegation of authority.** The authority and powers conferred upon the director of campus operations or the security supervisor by these regulations may be delegated by them to their subordinates.

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

**WAC 132H-116-765 Liability of college.** Except for college owned and/or operated vehicles, the college assumes no liability under any circumstances for vehicles on college properties.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-097 (Order 115, Resolution No. 206), § 132H-116-765, filed 6/17/92, effective 7/18/92.]

**WAC 132H-116-790 Prohibition of literature.** Distribution of literature by placing the same on motor vehicles parked on Bellevue Community College is hereby prohibited. Literature includes but is not limited to:

- (1) Pamphlets
- (2) Flyers
- (3) Stickers.

[Order 43, § 132H-116-790, filed 8/10/76.]

**WAC 132H-116-791 Enforcement.** Parking rules and regulations will be enforced throughout the calendar year.

[Title 132H WAC—p. 12]

Parking and traffic rules and regulations are enforced on a 24 hour daily basis.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-13-097 (Order 115, Resolution No. 206), § 132H-116-791, filed 6/17/92, effective 7/18/92.]

## Chapter 132H-120 WAC

### THE STUDENT CODE OF COMMUNITY COLLEGE DISTRICT VIII

#### WAC

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

132H-120-060	Student grievance appeal procedures. [Statutory Authority: RCW 28B.50.140. 82-11-037 (Order 78, Resolution No. 147), § 132H-120-060, filed 5/12/82; Order 16, § 132H-120-060, filed 3/15/73.] Repealed by 86-19-036 (Order 94, Resolution No. 173), filed 9/12/86. Statutory Authority: RCW 28B.50.140.
132H-120-062	Student grievance procedures—Purpose and scope. [Statutory Authority: RCW 28B.50.140. 86-19-036 (Order 94, Resolution No. 173), § 132H-120-062, filed 9/12/86.] Repealed by 92-19-047, filed 9/10/92, effective 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
132H-120-070	Confidentiality of student records. [Order 32, § 132H-120-070, filed 8/7/75; Order 16, § 132H-120-070, filed 3/15/73.] Repealed by 92-19-047, filed 9/10/92, effective 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
132H-120-072	Definition of a student. [Order 32, § 132H-120-072, filed 8/7/75.] Repealed by 92-19-047, filed 9/10/92, effective 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
132H-120-073	Education records—Student's right to inspect. [Order 32, § 132H-120-073, filed 8/7/75.] Repealed by 92-19-047, filed 9/10/92, effective 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
132H-120-075	Requests and appeal procedures. [Order 32, § 132H-120-075, filed 8/7/75.] Repealed by 92-19-047, filed 9/10/92, effective 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
132H-120-077	Release of personally-identifiable records. [Order 32, § 132H-120-077, filed 8/7/75.] Repealed by 92-19-047, filed 9/10/92, effective 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
132H-120-078	College records. [Order 32, § 132H-120-078, filed 8/7/75.] Repealed by 92-19-047, filed 9/10/92, effective 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
132H-120-079	Records committee. [Order 32, § 132H-120-079, filed 8/7/75.] Repealed by 92-19-047, filed 9/10/92, effective

- 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-120-080 Freedom of association and organization. [Order 16, § 132H-120-080, filed 3/15/73.] Repealed by 92-19-047, filed 9/10/92, effective 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-120-090 Student participation in college governance. [Order 16, § 132H-120-090, filed 3/15/73.] Repealed by 92-19-047, filed 9/10/92, effective 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-120-100 Freedom of individual privacy. [Order 44, § 132H-120-100, filed 8/11/76; Order 16, § 132H-120-100, filed 3/15/73.] Repealed by 92-19-047, filed 9/10/92, effective 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-120-110 Commercial and promotional activities. [Order 16, § 132H-120-110, filed 3/15/73.] Repealed by 92-19-047, filed 9/10/92, effective 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-120-120 Distribution and posting of campus literature. [Order 16, § 132H-120-120, filed 3/15/73.] Repealed by 92-19-047, filed 9/10/92, effective 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-120-130 Campus speakers. [Order 16, § 132H-120-130, filed 3/15/73.] Repealed by 92-19-047, filed 9/10/92, effective 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-120-205 Application for utilization of alcoholic beverages. [Statutory Authority: RCW 28B.50.140. 86-01-056 (Order 91, Resolution No. 169), § 132H-120-205, filed 12/16/85; 78-07-024 (Order 57, Resolution No. 111), § 132H-120-205, filed 6/15/78.] Repealed by 92-19-047, filed 9/10/92, effective 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-120-230 Initial proceedings. [Statutory Authority: RCW 28B.50.140. 86-01-056 (Order 91, Resolution No. 169), § 132H-120-230, filed 12/16/85; Order 16, § 132H-120-230, filed 3/15/73.] Repealed by 92-19-047, filed 9/10/92, effective 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-120-240 Appeals. [Order 16, § 132H-120-240, filed 3/15/73.] Repealed by 92-19-047, filed 9/10/92, effective 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-120-320 The president's review. [Order 16, § 132H-120-320, filed 3/15/73.] Repealed by 92-19-047, filed 9/10/92, effective 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-120-330 Appeals. [Statutory Authority: RCW 28B.50.140. 86-01-056 (Order 91, Resolution No. 169), § 132H-120-330, filed 12/16/85; Order 16, § 132H-120-330, filed 3/15/73.] Repealed by 92-19-047, filed 9/10/92, effective 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-120-340 Disciplinary terms. [Statutory Authority: RCW 28B.50.140. 86-01-056 (Order 91, Resolution No. 169), § 132H-120-340, filed 12/16/85; Order 16, § 132H-120-340, filed 3/15/73.] Repealed by 92-19-047, filed 9/10/92, effective 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-120-400 Initiation of summary suspension proceedings. [Order 16, § 132H-120-400, filed 3/15/73.] Repealed by 92-19-047, filed 9/10/92, effective 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-120-470 Appeal. [Order 16, § 132H-120-470, filed 3/15/73.] Repealed by 92-19-047, filed 9/10/92, effective 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-120-480 Summary suspension proceedings not duplicitous. [Order 16, § 132H-120-480, filed 3/15/73.] Repealed by 92-19-047, filed 9/10/92, effective 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.
- 132H-120-490 Procedural guidelines for liquor policy implementation. [Statutory Authority: RCW 28B.50.140. 86-01-056 (Order 91, Resolution No. 169), § 132H-120-490, filed 12/16/85.] Repealed by 92-19-047, filed 9/10/92, effective 10/11/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.

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

(1999 Ed.)

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-19-047, § 132H-120-010, filed 9/10/92, effective 10/11/92; Order 16, § 132H-120-010, filed 3/15/73.]

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

The student is in the unique position of being a member of the college community and the community at large. Admission to the college carries with it the expectation that:

- (1) Students will respect the laws of the community, state, and nation;
- (2) Adhere to college rules and regulations which assure the orderly conduct of college affairs;
- (3) Maintain high standards of integrity and honesty;
- (4) respect the rights, privileges, and property of other members of the college community; and
- (5) Will not interfere with legitimate college affairs.

Bellevue Community College may apply sanctions or take other appropriate action only when student conduct directly and significantly interferes with the college's: (1) Primary educational responsibility of ensuring the opportunity of all members of the college community to attain their educational objectives;

(2) Subsidiary responsibilities of protecting property, keeping records, providing services, and sponsoring non-classroom activities, such as lectures, concerts, athletic events and social functions.

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

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-19-047, § 132H-120-020, filed 9/10/92, effective 10/11/92; Order 16, § 132H-120-020, filed 3/15/73.]

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(a) Possible prosecution under the state criminal law;

(b) Any other civil or criminal liability for which remedies are available to the public; or

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

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

**WAC 132H-120-050 Student rights and freedoms.**

The following enumerated rights and freedoms are guaranteed to each student within the [the] limitations [of statutory law and college policies that] are deemed necessary to achieve the educational goals of the college:

(1) Academic freedom.

(a) Students are guaranteed rights of free inquiry, expression and peaceful assembly upon and within college facilities that are generally open and available to the public. Students and other members of the college community shall always be free to express their views or support causes by orderly means which do not disrupt the regular and essential operation of the college.

(b) Students [shall] have the right of "assembly" as defined in WAC 132H-120-030 upon college facilities that are generally available to the public: *Provided*, That such assembly shall:

(i) Be conducted in an orderly manner; and

(ii) Not unreasonably interfere with vehicular or pedestrian traffic; or

(iii) Not unreasonably interfere with classes, schedules, meetings, or ceremonies, or with the educational functions of the college; and

(iv) Not unreasonably interfere with college functions.

(v) Not cause damage or destruction to college property or private property on the college campus.

(c) Students are free to pursue appropriate educational objectives from among the college's curricula, programs and services, subject to the limitations of RCW 26B.50.090 (3)(b) [28B.50.090 (3)(b)].

(d) 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.

(e) 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 student code 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 student service's

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 director of student programs 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 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 student services for the benefit of the approved activity.

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

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

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 93-12-008, § 132H-120-050, filed 5/19/93, effective 6/19/93; 92-19-047, § 132H-120-050, filed 9/10/92, effective 10/11/92; Order 16, § 132H-120-050, filed 3/15/73.]

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

**WAC 132H-120-200 Student responsibilities.** Any student shall be subject to disciplinary action as provided for in this chapter, who either as a [principal] [principle] [actor or aide or abettor:] actor[,] aider, abettor or accomplice as defined in RCW 9A.08.020:

(1) Materially and substantially interferes with the personal rights or privileges of others or the [educational] [education] process of the college:

(2) Violates any provisions of this chapter; or

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

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

(b) Controlled substances. Using, possessing, selling or being under the influence of any narcotic drug or controlled substance as defined in chapter 69.50 RCW 101 as now law or hereafter amended, except when the use or possession of a drug is specifically prescribed as medication by an authorized medical doctor or dentist. For the purpose of this regulation[,] "sale" shall include the statutory meaning defined in [RCW 69.50.410] [RCW 69.04.005] as now law or hereafter amended.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 93-12-008, § 132H-120-200, filed 5/19/93, effective 6/19/93; 92-19-047, § 132H-120-200, filed 9/10/92, effective 10/11/92. Statutory Authority: RCW 28B.50.140. 86-01-056 (Order 91, Resolution No. 169), § 132H-120-200, filed 12/16/85; 83-12-012 (Order 84, Resolution No. 155), § 132H-120-200, filed 5/23/83; 81-07-034 (Order 71, Resolution No. 135), § 132H-120-200, filed 3/13/81; 80-15-011 (Order 71, Resolution No. 131), § 132H-120-200, filed 10/6/80; 78-07-024 (Order 57, Resolution No. 111), § 132H-120-200, filed 6/15/78; Order 44, § 132H-120-200, filed 8/11/76; Order 16, § 132H-120-200, filed 3/15/73.]

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

#### **WAC 132H-120-210 Purpose of disciplinary action.**

The college may apply sanctions or take other appropriate action as defined in WAC 132H-120-200 this document. Disciplinary action proceedings shall determine whether and under what conditions the violator may continue as a student of the college.

[Order 16, § 132H-120-210, filed 3/15/73.]

**WAC 132H-120-220 Responsibility/college discipline committee.** The dean of student [programs and personnel] services is the college administrator responsible for student discipline. All discipline procedures will be initiated by the

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dean, who shall have the authority to administer the disciplinary action prescribed in this chapter and to convene the college discipline committee. The composition of the college discipline committee shall be as follows: The committee shall be established each fall. It will be composed of the following persons:

(1) A faculty member appointed by the president of the college.

(2) A member of the faculty, appointed by the president of [the] Bellevue Community College Association of Higher Education.

(3) Two representatives [selected] by the student services cabinet.

(4) Three students. The three students will be appointed by the president of the associated students of Bellevue Community College.

None of the above-named persons shall sit in any case in which he/she has a conflict of interest, is a complainant or witness, has a direct or personal interest, or has acted previously in an advisory capacity. Decisions in this regard, including the selection of alternates, shall be made by the college discipline committee as a whole.

The college discipline committee chair will be elected by the members of the college discipline committee.

There shall be a list of alternates provided in the same manner and number in which membership was obtained.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 93-12-008, § 132H-120-220, filed 5/19/93, effective 6/19/93; 92-19-047, § 132H-120-220, filed 9/10/92, effective 10/11/92. Statutory Authority: RCW 28B.50.140. 86-01-056 (Order 91, Resolution No. 169), § 132H-120-220, filed 12/16/85; Order 16, § 132H-120-220, filed 3/15/73.]

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

**WAC 132H-120-225 Disciplinary terms.** The following definitions of disciplinary terms have been established to provide consistency in the application of penalties:

(1) Disciplinary warning: Formal action censoring a student for violation of college rules or regulations or for failure to satisfy the college's expectations regarding conduct. Disciplinary warnings are always made in writing to the student by the dean of student services. A disciplinary warning indicates to the student that continuation of the specific conduct involved or other misconduct will result in one of the more serious disciplinary actions described below.

(2) Disciplinary probation: Formal action placing conditions upon the student's continued attendance for violation of college rules or regulations or failure to satisfy the college's expectations regarding conduct. Disciplinary probation warns the student that any further misconduct will make him/her liable to suspension or expulsion from the college. Disciplinary probation may be for a specific term or for an indefinite period.

(3) Suspension: Formal action dismissing a student temporarily from the college for unacceptable conduct or violation of college rules or regulations. Suspension may be for an indefinite period, but the implication of the action is that the student may eventually return if evidence or other assurance



is presented that the unacceptable conduct will not be repeated.

(4) Summary suspension: Exclusion from college property and/or classes and other privileges or activities in accordance with WAC 132H-120-405.

(5) Expulsion: Students may be expelled only on the approval of the president of the college and on the recommendation of the dean of student services or the college discipline committee. The notification expelling a student will indicate, in writing, the term of the expulsion and any conditions which must be met before readmission. There is no refund of fees for the quarter in which the action is taken, but fees paid in advance for a subsequent quarter are to be refunded.

(6) Registration denied: Formal action refusing to allow a student to register for subsequent quarters, for violation of college rules or regulations, or failure to satisfy the college's expectations regarding conduct, or failure to fulfill obligations to the college.

Students may be denied registration only on the approval of the president and on the recommendation of the dean of student services or college discipline committee. The initiating authority, in his/her written notification to the student, will detail the reasons for the denial of registration and the conditions to be met before registration will be allowed. Registration may be denied for a fixed or indefinite period. Future registration will not be allowed until the initiating authority is satisfied that the conditions have been met.

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

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 93-12-008, § 132H-120-225, filed 5/19/93, effective 6/19/93; 92-19-047, § 132H-120-225, filed 9/10/92, effective 10/11/92.]

#### **WAC 132H-120-235 Initial disciplinary proceedings.**

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

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

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

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

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

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

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

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

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

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

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

(2) Any appeal by a student receiving a disciplinary sanction must meet the following conditions: (a) The appeal must be in writing and must clearly state errors in fact or matters in extenuation or mitigation which justify the appeal; and (b) the appeal must be filed within twenty-one calendar days from the date on which the student was notified that disciplinary action was being taken.

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

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 93-12-008, § 132H-120-245, filed 5/19/93, effective 6/19/93; 92-19-047, § 132H-120-245, filed 9/10/92, effective 10/11/92.]

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

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

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

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

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

(3) Written notice of the time and place of his hearing before the college discipline committee, shall be given to the student by personal service or certified mail not less than

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twenty calendar days in advance of the hearing. The notice shall be issued by the dean of student services and shall contain:

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

(b) A statement of the charges including reference to the particular sections of the student code involved; and

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

(4) The student shall be entitled to:

(a) Hear and examine the evidence against him or her and be informed of the identity of its source; [he shall be entitled to]

(b) Present evidence in his or her own behalf and to cross-examine witnesses testifying on behalf of the college as to factual matters.

(c) Take depositions upon oral examination or written interrogatories. Discovery shall be done according to the rules of civil procedure or by a less formal method where all parties agree.

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

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

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

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

[(9)] An adequate record of [the] hearing shall be maintained and shall include:

(a) All documents, motions, and intermediate rulings;

(b) Evidence received and considered;

(c) A statement of matters noticed; and

(d) Questions and offers of proof, objections and rulings thereon.

(10) The chair of the college discipline committee shall preside at the disciplinary hearing and shall be considered the presiding officer.

(11) The dean of student services shall designate a recorder to take notes during the hearing and to prepare a written summary of all evidence, facts and testimony presented to the college discipline committee during the course of the hearing.

[(12)] Hearings conducted by the college discipline committee generally will be held in closed session, provided that

the accused student may request the hearing to be held in open session.

(13) If at any time during the conduct of a hearing visitors disrupt the proceedings, the chair of the committee may exclude such persons from the hearing room.

(14) Any student attending the college discipline committee hearing who continues to disrupt [of] the proceedings after the chair of the committee has asked him or her to cease or to leave the hearing room shall be subject to disciplinary action.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 93-12-008, § 132H-120-300, filed 5/19/93, effective 6/19/93; 92-19-047, § 132H-120-300, filed 9/10/92, effective 10/11/92; Order 16, § 132H-120-300, filed 3/15/73.]

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

**WAC 132H-120-305 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 and RCW 28B.50.140. 92-19-047, § 132H-120-305, filed 9/10/92, effective 10/11/92.]

**WAC 132H-120-310 Decision by the college discipline committee.** (1) Upon conclusion of the disciplinary hearing, the college discipline committee shall consider all the evidence therein presented and decide by majority vote whether to uphold the decision of the dean of student services or to recommend to the president any of the following actions:

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

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

(2) Within seven calendar days, the student will be provided with a copy of the college discipline committee's findings of fact and conclusions regarding what occurred, whether the student violated any provision of the student [code] and recommendation for the final disposition of the matter at issue. The committee shall also advise the student of his/her rights to present, within twenty-one calendar days, a written statement to the president of the college appealing the recommendation of the college discipline committee.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-19-047, § 132H-120-310, filed 9/10/92, effective 10/11/92; Order 16, § 132H-120-310, filed 3/15/73.]

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

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

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 93-12-008, § 132H-120-335, filed 5/19/93, effective 6/19/93; 92-19-047, § 132H-120-335, filed 9/10/92, effective 10/11/92.]

**WAC 132H-120-350 Readmission after expulsion.** Any student expelled from the college may be readmitted only on written petition to the office which initiated the action resulting in his expulsion. Such petitions must indicate how specified conditions have been met and if the term of the expulsion has not expired, any reasons which support a reconsideration of the matter. Because the president of the college participates in all disciplinary actions expelling students from the college, decisions on such petitions for readmission must be reviewed and approved [by] the president before readmission is granted. The president shall render a decision in writing to the student.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-19-047, § 132H-120-350, filed 9/10/92, effective 10/11/92; Order 16, § 132H-120-350, filed 3/15/73.]

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

**WAC 132H-120-360 Reporting, recording and maintenance of records.** Records of all disciplinary cases shall be kept in the office of the dean of student services. Except in proceedings wherein the student is exonerated, all documentary or other physical evidence produced or considered in disciplinary proceedings and all recorded testimony shall be preserved for not more than five years. No record of proceedings wherein the student is exonerated, other than the fact of exoneration, shall be maintained in the student's file or other college repository after the date of the student's graduation.

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

**WAC 132H-120-405 Summary suspension proceedings.** (1) If a dean or his or her designee(s) has cause to believe that any student (a) has committed a felony; or (b) has

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violated any provision of this chapter; and (c) presents an imminent danger either to himself or herself, other persons on the college campus or to the educational process; that student shall be summarily suspended and shall be notified by certified and regular mail at the student's last known address, 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.

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

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

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

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

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

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

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

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

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

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

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

(2) At the summary suspension hearing, the dean of student services shall determine whether there is probable cause

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to believe that continued suspension is necessary and/or whether some other disciplinary action is appropriate.

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

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

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

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

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

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

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

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

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

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

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140, 92-19-047, § 132H-120-450, filed 9/10/92, effective 10/11/92; Order 16, § 132H-120-450, filed 3/15/73.]

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

**WAC 132H-120-460 Suspension for failure to appear.** The dean of student services is authorized to enforce the suspension of the summarily suspended student in the event the student has been served pursuant to the notice requirement and fails to appear at the time designated for the summary suspension proceeding.

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[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140, 92-19-047, § 132H-120-460, filed 9/10/92, effective 10/11/92; Order 16, § 132H-120-460, filed 3/15/73.]

**WAC 132H-120-475 Appeals from summary suspension hearing.** (1) Any student aggrieved by an order issued at the summary suspension proceeding may appeal to the discipline committee. No such appeal shall be entertained, however, unless

(a) The student has first appeared at the student hearing in accordance with WAC 132H-120-430;

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

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

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

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

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140, 93-12-008, § 132H-120-475, filed 5/19/93, effective 6/19/93; 92-19-047, § 132H-120-475, filed 9/10/92, effective 10/11/92.]

## Chapter 132H-121 WAC GENERAL CONDUCT

### WAC

132H-121-010

Smoking.

132H-121-020

Hazing rules.

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

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

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140, 92-19-051, § 132H-121-010, filed 9/10/92, effective 10/11/92.]

**WAC 132H-121-020 Hazing rules.** Community College District VIII board of trustees has authorized the college to adopt rules to regulate hazing activities within college sponsored organizations, associations, or living groups.

(1) Hazing is prohibited. Hazing means any method of initiation into a student organization, association, or living group, or any pastime or amusement engaged in with respect to such an organization or living group that causes, or is likely to cause bodily danger or physical harm, or serious mental or emotional harm, to any student or other person attending any institution of higher education or post-secondary institution.

**PENALTIES**

(1) Any organization, association, or living group that knowingly permits hazing shall:

(a) Be liable for harm caused to persons or property resulting from hazing, and

(b) Be denied recognition by Bellevue Community College as an official organization, association or student living group on the Bellevue Community College campus. If the organization, association or student living group is a corporation, whether for profit or nonprofit, the individual directors of the corporation may be held individually liable for damages.

(2) A person who participates in the hazing of another shall forfeit any entitlement to state-funded grants, scholarships or awards for not less than one academic quarter and up to and including permanent forfeiture, based upon the seriousness of the violation(s).

(3) The student code of Community College District VIII may be applicable to hazing violations, WAC 132H-120-200 (1)(3), 132H-120-210 through 132H-120-475.

(4) Hazing violations are also misdemeanors punishable under state criminal law according to RCW 9A.20.021.

**SANCTIONS FOR IMPERMISSIBLE CONDUCT NOT AMOUNTING TO HAZING**

(1) Impermissible conduct associated with initiation into a student organization or living group or any pastime or amusement engaged in, with respect to the organization or living group, will not be tolerated.

(2) Impermissible conduct which does not amount to hazing may include conduct which causes embarrassment, sleep deprivation or personal humiliation, or may include ridicule or unprotected speech amounting to verbal abuse.

(3) Impermissible conduct not amounting to hazing is subject to sanctions available under WAC 132H-120-200 (1)(3), 132H-120-210 through 132H-120-475, the student code of Community College District VIII, depending upon the seriousness of the violation.

[Statutory Authority: RCW 128B.50.140 [28B.50.140]. 95-19-050, § 132H-121-020, filed 9/14/95, effective 10/15/95.]

**Chapter 132H-122 WAC**

**WITHHOLDING SERVICES FOR OUTSTANDING DEBTS**

**WAC**

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

**WAC 132H-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.

(1999 Ed.)

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-19-054, § 132H-122-010, filed 9/10/92, effective 10/11/92.]

**WAC 132H-122-020 Withholding services for outstanding debts.** (1) Upon receipt of a request for services where there is an outstanding debt owed to the college from the requesting person, the college 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, and further that until that debt is satisfied, no such services will be provided to the individual.

(a) The notice shall include a statement to inform the college that he or she has a right to a hearing before a person designated by the president of the college if he or she believes that no debt is owed. The notice shall state that the request for the hearing must be made within twenty-one days from the date of notification.

(2) Upon receipt of a timely request for a hearing, the person designated by the president shall have the records and files of the college available for review and, 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, a decision shall be rendered by the president's designee indicating whether the college is correct in withholding services and/or applying off-set for the outstanding debt.

(a) If the outstanding debt is found to be owed by the individual involved, no further services shall be provided.

(b) Notice of the decision shall be sent to the individual within five days after the hearing.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-19-054, § 132H-122-020, filed 9/10/92, effective 10/11/92.]

**WAC 132H-122-030 Appeal of initial order upholding the withholding of services for outstanding debts.** (1) Any person aggrieved by an order issued under 132H-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.

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

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-19-054, § 132H-122-030, filed 9/10/92, effective 10/11/92.]

**Chapter 132H-131 WAC**

**SCHOLARSHIPS AND FINANCIAL AID**

**WAC**

132H-131-010	Scholarships.
132H-131-020	Financial aid.

**WAC 132H-131-010 Scholarships.** Detailed information concerning the criteria, eligibility, procedures for application and other information regarding scholarships may be obtained at the following address: Bellevue Community College, Attention: Scholarships, 3000 Landerholm Circle S.E., Bellevue, WA 98007-6484.

[Title 132H WAC—p. 21]

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-19-053, § 132H-131-010, filed 9/10/92, effective 10/11/92.]

**WAC 132H-131-020 Financial aid.** Federal, state and private financial aid applications and information may be obtained at the following address: Bellevue Community College, Attention: Financial Services Office, 3000 Landerholm Circle S.E., Bellevue, WA 98007-6484.

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 and RCW 28B.50.140. 92-19-053, § 132H-131-020, filed 9/10/92, effective 10/11/92.]

### Chapter 132H-132 WAC

#### BELLEVUE COMMUNITY COLLEGE CALENDAR

##### WAC

132H-132-010	Title.
132H-132-020	Bellevue Community College calendar.

**WAC 132H-132-010 Title.** WAC 132H-132-010 through 132H-132-020 shall be known as Bellevue Community College calendar.

[Order 17, § 132H-132-010, filed 9/11/73.]

**WAC 132H-132-020 Bellevue Community College calendar.** (1) The college calendar for the subsequent year or years will be approved annually by the board of trustees no later than the March board meeting. The calendar will specify both holidays and the instructional days for each of the quarters for the ensuing year or years.

(2) The college calendar for the following year or years will be published annually by the president's office immediately following board approval.

(3) The public can obtain specific calendar information by contacting the college registration office.

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

### Chapter 132H-133 WAC

#### ORGANIZATION AND GENERAL OPERATING POLICIES OF COMMUNITY COLLEGE DISTRICT VIII

##### WAC

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

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

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

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

[Title 132H WAC—p. 22]

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

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

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

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

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

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

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

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

(1) **Policy statement.** Bellevue Community College may engage in the providing of goods, services, or facilities for a fee only when such are directly and substantially related to the educational mission of the college. Fees charged for goods, services and facilities shall reflect their full direct and

(1999 Ed.)

indirect costs, including overhead. They shall also take into account the price of such items in the private marketplace.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### Chapter 132H-136 WAC LIBRARY-MEDIA CENTER CODE

#### WAC

132H-136-010	Title.
132H-136-020	Loans.
132H-136-030	Fines.

(1999 Ed.)

132H-136-035	Schedule of fines.
132H-136-040	Student handbook.

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

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

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

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

(2) All current faculty and administrative staff members.

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

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

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

[Order 35, § 132H-136-020, filed 10/10/75; Order 13, § 132H-136-020, filed 3/9/73.]

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

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

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

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

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-19-052, § 132H-136-030, filed 9/10/92, effective 10/11/92; Order 35, § 132H-136-030, filed 10/10/75; Order 13, § 132H-136-030, filed 3/9/73.]

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

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 92-19-052, § 132H-136-035, filed 9/10/92, effective 10/11/92.]

**WAC 132H-136-040 Student handbook.** Detailed information governing the operation of the library-media center and the rules for loan of books, other print materials

[Title 132H WAC—p. 23]

and nonprint materials is included in the student handbook of Bellevue Community College.

[Order 35, § 132H-136-040, filed 10/10/75; Order 13, § 132H-136-040, filed 3/9/73.]

### Chapter 132H-140 WAC

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

##### WAC

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

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

132H-140-9001	Form—No. BCC-040-035—Request for optional services. [Order 28, Form BCC-040-035 (codified as WAC 132H-140-9001), filed 3/7/75.] Repealed by 79-10-051 (Order 64, Resolution No. 121), filed 9/17/79. Statutory Authority: RCW 28B.50.140.
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**WAC 132H-140-010 Title.** WAC 132H-140-010 through 132H-140-110 will be known as facility usage for Community College District VIII.

[Statutory Authority: RCW 28B.50.140, 82-11-039 (Order 80, Resolution No. 149), § 132H-140-010, filed 5/12/82; 79-10-051 (Order 64, Resolution No. 121), § 132H-140-010, filed 9/17/79; Order 28, § 132H-140-010, filed 3/7/75.]

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

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

[Statutory Authority: RCW 28B.50.140, 82-11-039 (Order 80, Resolution No. 149), § 132H-140-020, filed 5/12/82; 79-10-051 (Order 64, Resolution No. 121), § 132H-140-020, filed 9/17/79; Order 28, § 132H-140-020, filed 3/7/75.]

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

[Title 132H WAC—p. 24]

[Statutory Authority: RCW 28B.50.140, 79-10-051 (Order 64, Resolution No. 121), § 132H-140-030, filed 9/17/79; Order 28, § 132H-140-030, filed 3/7/75.]

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

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

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

[Statutory Authority: RCW 28B.50.140, 82-11-039 (Order 80, Resolution No. 149), § 132-140-040 (codified as WAC 132H-140-040), filed 5/12/82; 79-10-051 (Order 64, Resolution No. 121), § 132H-140-040, filed 9/17/79; Order 28, § 132H-140-040, filed 3/7/75.]

**WAC 132H-140-050 Scheduling and reservation practices.** No college facilities may be used by individuals or groups from outside the college unless the facilities including buildings, equipment and facilities land have been reserved. Facilities will be scheduled according to the following priorities:

(1) Bellevue Community College scheduled programs and activities.

(2) Major college events.

(3) Foundation related events.

(4) Noncollege (outside individual or organization) events.

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

**WAC 132H-140-100 Delegation of authority.** The board of trustees of Community College District VIII delegates to the president or his/her designee, dean of administrative services, the authority to establish and collect fees from facility users as specified in WAC 132H-140-010 through 132H-140-110.

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

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

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

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

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

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

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

WAC 132H-140-900 Form—No. BCC-040-026—Application for use of college facilities.

BELLEVUE COMMUNITY COLLEGE  
Bellevue, Washington 98007

NO. 0844

APPLICATION FOR USE OF COLLEGE FACILITIES

I. NAME Applicant or Organization Address

Name of Person in Charge Address of Person in Charge Phone No.

II. FACILITIES REQUESTED

What Facilities are Requested?

Classroom No. Gym Auditorium Other

No. of People Expected - Audience Days of Week No. of Hrs

Performers

III. TIME

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

IV. PURPOSE

What is the Nature or Purpose of the Meeting?

A. Name of Lecturer B. Subject of Lecture

C. Character of Entertainment D. Object of Meeting

V. MISCELLANEOUS

What Type of Supervision Will Be Provided?

Will There Be Admission, Yes No Adults Children Other

Collection Or Funds Solicited? \$ \$ \$

For What Purpose Will If Admission, State Amount

The Proceeds Be Used? How Much Do You

Expect to Net?

VI. PAYMENT OF RENTAL FEES

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

VII. AGREEMENT

The undersigned hereby makes application to Bellevue Community College for use of college facilities described above and certifies that the information given in the application is correct. The undersigned further states that he has the authority to make this application for the applicant and agrees that the applicant will observe all rules and regulations of the college. The undersigned further acknowledges that he has read the rules and regulations of the college pertaining to facilities use and that said rules and regulations are hereby incorporated in and made a part of this agreement. The applicant agrees to exercise the utmost care in the use of the school premises and property and to hold the Bellevue Community College harmless from all liability resulting from the use of said facilities. The applicant further agrees to reimburse Bellevue Community College for any damage arising from the applicant's use of said facilities, and will accept the college's estimate of damage.

Date \_\_\_\_\_ Applicant \_\_\_\_\_ Signature \_\_\_\_\_

TO BE FILLED IN BY THE COLLEGE

CLEAN-UP FEE \$  
STANDARD ROOM \$ 6  
OTHER ROOM \$  
TOTAL CHARGES \$

PLANT OPERATIONS

DIVISION CHAIRMAN

STUDENT SERVICES

REQUEST FOR OPTIONAL SERVICES

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_  
Director of Plant Operations

ECC-040-026

[ \_\_\_\_\_ ]

BELLEVUE COMMUNITY COLLEGE  
Bellevue, Washington 98007

NO. 0818

REQUEST FOR OPTIONAL SERVICES

Applicant Or Organization \_\_\_\_\_ Address \_\_\_\_\_

Who to Contact \_\_\_\_\_ Phone Number \_\_\_\_\_ Date of Request \_\_\_\_\_

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

	Plant Ops Set Up	User Set Up
_____	_____	_____
_____	_____	_____
_____	_____	_____

Application for Use of College Facilities Submitted? Yes \_\_\_ # No \_\_\_

II. AUDIOVISUAL

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

III. FOOD SERVICES (Check Option Desired)

A. If Dining Room is Specified, Date(s) and Time(s) \_\_\_\_\_

1. No Table Service - Obtain Meal at Cafeteria Line - No Host \_\_\_\_\_

2. No Table Service - Obtain Meal at Cafeteria Line - Bill Organization \_\_\_\_\_

3. Set Table (Silverware, Water and Coffee Poured) -- Cafeteria Line

\_\_\_\_\_ Per Person for \_\_\_\_\_ People.

4. Catered Meal or Reception (Single Menu for All) \_\_\_\_\_

If you desire catering service, the food service manager will call you to determine menu and cost.

PRICE RANGE \$ \_\_\_\_\_ PER PERSON \_\_\_\_\_

B. If Coffee Service is Desired:

1. Date(s) and Time(s) to be Served \_\_\_\_\_

2. Room to be Served In \_\_\_\_\_

3. Number of Cups at 15¢ Per Cup (Specify Coffee, Tea, or, if both, how many of each) 8

4. If you wish doughnuts, cookies, pastries, etc., served with coffee/tea, the food services will call you to determine items and cost.

Yes No

BCC-040-035



Bellevue Community College  
3000 Landerholm Circle S.E., Bellevue, Washington 98007

<b>APPLICATION FOR USE OF COLLEGE FACILITIES</b>		Application No. _____
Complete in full and return all copies to Plant Operations.		Acct. Control No. _____

<b>APPLICANT</b>	Organization _____	Phone _____
	Address _____	Phone _____
<b>APPLICANT</b>	Person in Charge _____	Phone _____
	Address _____	Phone _____

<b>PROGRAM</b>	Nature or Purpose of Function _____	
	Lecturer and Subject Matter _____	Anticipated Attendance _____
	Will there be Admission/Tuition/Donation Specify Amount _____	Use of Proceeds _____

<b>TIME</b>	Day(s) and Date(s) _____	Program Start - Finish _____
	Day(s) and Date(s) _____	Unlock Time for Set-up _____

<b>FACILITY</b>	Facility Requested _____	
	Special Set-up _____	Catering Requested _____
	AV Equipment _____	

<b>AGREEMENT</b>	The undersigned hereby certifies that the information given in the application is correct. The applicant agrees to observe all rules and regulations of the college and to exercise the utmost care in the use of the school premises and property. The applicant also agrees to hold Bellevue Community College harmless from all liability resulting from the use of said facilities. The applicant further agrees to reimburse Bellevue Community College for any damage arising from the applicant's use of said facilities and will accept the college's estimate of damage.	
	Applicant's Signature _____	Date _____

<b>APPROVAL</b>	Dept. Head _____	<b>CHARGES</b>	_____	_____	_____
	Director of Plant Operations _____		_____	_____	_____
	Date _____		_____	_____	_____
	_____		_____	_____	_____
	_____		_____	_____	_____
		Total	_____	_____	_____

BCC 040-026 (2/79)

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

**Reviser's note:** RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules. The bracketed material in the above section does not appear to conform to this rule.

**Chapter 132H-152 WAC**  
**SPECIAL GRIEVANCE PROCEDURES FOR**  
**COMMUNITY COLLEGE DISTRICT VIII**

## WAC

132H-152-135 Discrimination complaint procedure.

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

132H-152-100	Special grievance procedures for Community College District VIII. [Order 53, § 132H-152-100, filed 10/3/77.] Repealed by 96-01-057, filed 12/15/95, effective 1/15/96. Statutory Authority: RCW 28B.50.140.
132H-152-110	Preamble. [Order 53, § 132H-152-110, filed 10/3/77.] Repealed by 96-01-057, filed 12/15/95, effective 1/15/96. Statutory Authority: RCW 28B.50.140.
132H-152-120	Grievance procedure. [Order 53, § 132H-152-120, filed 10/3/77.] Repealed by 96-01-057, filed 12/15/95, effective 1/15/96. Statutory Authority: RCW 28B.50.140.
132H-152-130	Appeals beyond institutional level. [Order 53, § 132H-152-130, filed 10/3/77.] Repealed by 96-01-057, filed 12/15/95, effective 1/15/96. Statutory Authority: RCW 28B.50.140.

**WAC 132H-152-135 Discrimination complaint procedure.** Introduction. Bellevue Community College, through its affirmative action policy and general policy on sexual harassment, and in accordance with state and federal regulations, prohibits discrimination against students and employees on the basis of race or ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion, the presence of sensory, mental or physical disability, or status as a disabled or Vietnam-era veteran.

All members of Bellevue Community College are responsible for ensuring that their conduct does not discriminate against any other member of the college community. If administrators or supervisors become aware that discrimination is occurring, receive a complaint, or obtain other information indicating possible discrimination, they must notify the vice president of human resources as soon as reasonably possible, to ensure that the matter is addressed, even if the problem or alleged problem is not within their area of responsibility and authority.

These procedures pertain to currently registered students, college employees, and applicants for admission and employment. Complaints should be filed within one year after the incident(s) which form(s) the basis of the complaint occurred. This procedure takes precedence over all other student complaint procedures whenever the complaint alleges discrimination or sexual harassment.

**Section I: Process overview.** Any Bellevue Community College student, employee, or applicant who feels that he/she has been discriminated against, is encouraged to bring his/her concerns to the attention of the college for assistance.

Complaints may be filed with the dean of student services or the vice president of human resources. All allegations of sexual harassment will be referred to the vice president of human resources. All allegations of discrimination related to employment or promotion will be referred to the dean of student services.

The college will act promptly to investigate any complaint. Such action will attempt to protect the rights of the individual bringing the complaint (the complainant), the alleged discriminator, and any witnesses involved, including the right to protection from any retaliating behavior by the alleged discriminator or any college employee. All complaints shall be kept as confidential as is reasonably possible during the investigation/resolution process. However, all complaints may be subject to public disclosure under the state's Public Disclosure Act, and therefore the college cannot assure confidentiality to any participant in the process.

An individual who seeks assistance because he/she believes he/she is being discriminated against may choose to begin with the informal or formal complaint procedure. Use of the informal procedure is not required prior to initiating a formal complaint.

Both complainants and individuals charged may be represented by an individual of their selection throughout the complaint process. The individual charged will be informed that his/her bargaining unit representative will be notified that a complaint has been filed against her/him, unless she/he requests that no notification be made.

**Section II: Informal complaint procedure.** The purpose of the informal procedure is to resolve the complaint by achieving a resolution that both the complainant and the accused discriminator agree upon.

An informal complaint may be filed with the dean of student services or the vice president of human resources, as indicated in Section I. That college administrator will investigate the complaint or will appoint a designee to investigate the complaint. Within five working days after the complaint is filed, the investigator will discuss the complaint with the individual charged, that person's supervisor and area dean/vice president, and initiate action to protect the complainant from harm or reprisal. The investigator will meet separately with the complainant and the individual charged to outline the proposed resolution process.

The investigator, after consultation with the appropriate area dean/vice president, will attempt to obtain a resolution of the problem between the parties and will inform the complainant of any proposed resolution. The complainant may either accept the resolution or initiate a formal complaint. If the investigator has not been able to achieve a resolution, he/she will inform the complainant of this and advise the complainant of the option of filing a formal complaint.

Reasonable efforts will be made to complete the informal process within thirty working days after the complaint is filed.

If the investigation and/or resolution indicate that disciplinary action is warranted, the investigator will recommend appropriate disciplinary action which is consistent with college procedure and collective bargaining agreements, as appropriate.

**Section III: Formal complaint procedure.** The complainant may choose to file a formal complaint instead of first filing an informal complaint. In addition, the complainant may choose to file a formal complaint if a satisfactory resolution cannot be obtained through the informal process. The formal complaint must be made in writing and should include the times, dates, places, and circumstances surrounding the alle-

gation of discrimination. The formal complaint should be filed with the vice president of human resources. Within five working days after the formal complaint has been filed, the individual charged in the complaint, his/her immediate supervisor and area dean/vice president will be notified that a complaint has been filed. Complainants, individuals charged, and any witnesses are entitled to representation throughout the complaint process.

The dean of student services/vice president of human resources will investigate the complaint or assign a designee to investigate the complaint as follows:

(1) The investigator will conduct an interview with the complainant and any witnesses to the complainant's allegations. Reasonable efforts will be made to complete such interviews within ten working days.

(2) After the completion of step 1 above, the investigator will interview the alleged discriminator and any witnesses to the alleged discriminator's allegations. Reasonable efforts will be made to complete such interviews within ten working days after the completion of step 1.

(3) After the completion of the investigation, a preliminary report summarizing the findings of the investigation and the investigator's determination as to whether or not discrimination has occurred shall be produced, after consultation with the appropriate area dean/vice president. Reasonable efforts will be made to complete the preliminary report within ten working days after completion of the investigation. Copies of this draft report shall be given to the complainant and the alleged discriminator who shall have ten working days to prepare responses to the report. Once each of them has prepared a response, or declined to take advantage of the opportunity to respond to the draft report, the investigator shall prepare the final report. Copies of the final report shall be provided the complainant, the alleged discriminator, the alleged discriminator's supervisor and area dean/vice president, the dean of student services if the alleged discriminator is a student, the vice president of human resources, and the college president.

(4) The decision regarding what action to take on the complaint, including, but not limited to, appropriate corrective measures and/or disciplinary action, remanding the complaint for further investigation, appointing an alternate investigator, shall be made by the president or his/her designee. Reasonable efforts will be made to take action on the complaint within thirty days after receipt of the report.

(5) If a decision is made to take disciplinary action, such action shall be taken in accordance with appropriate college procedures and collective bargaining agreements.

**Section IV: Appeal process.**

(1) Appeal of disciplinary action. Appeals of any disciplinary action, including any finding that discrimination occurred, may be made through college procedures, as defined by the appropriate employee contract or student policy.

(2) Complainant appeal. If the complainant is not satisfied with the disposition of the complaint, s/he may file a written request for reconsideration to the president within ten working days after notification of the disposition of the complaint. This request should include any and all additional information s/he wants the president to consider.

The decision regarding what action to take regarding the request for reconsideration, including appropriate corrective measures, shall be made in writing by the president within fifteen working days after receipt of a request for reconsideration.

Section V: External complaint process. Any registered student, employee, or applicant for admission or employment, who believes he/she has been discriminated against has the right to bypass the internal college process (sections I through III, above) and file a discrimination complaint with one of the agencies listed below or any other agency with the jurisdiction to hear such complaints. Other individuals who believe they have been discriminated against by college action may file a discrimination complaint with one of the agencies listed below or any other agency with the jurisdiction to hear such complaints:

Equal Employment Opportunity Commission  
909 First Avenue, Suite 400  
Seattle, WA 98104-1061

Human Rights Commission  
1511 Third Avenue, Suite 921  
Seattle, WA 98101

U.S. Office of Civil Rights  
Department of Education  
915 Second Avenue  
Seattle, WA 98174-1099

Individuals seeking assistance from state and federal agencies need to be aware that many agencies have strict timelines regarding the filing of complaints.

[Statutory Authority: RCW 28B.50.140. 96-01-057, § 132H-152-135, filed 12/15/95, effective 1/15/96.]

**Chapter 132H-160 WAC**

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

WAC	Title
132H-160-010	Tuition and fee waivers.
132H-160-052	Procedure for implementing tuition and fee waivers authorized pursuant to RCW 28B.15.530.
132H-160-053	Laboratory fees.
132H-160-060	Community service.
132H-160-090	Insurance.
132H-160-170	Student schedule changes—Refund policy and administrative fees.
132H-160-182	Refund for Title IV federal aid recipients.
132H-160-185	Financial obligation.
132H-160-190	Title.
132H-160-200	Admission to specific degree programs.
132H-160-270	Request for reconsideration of admission decision.
132H-160-280	Residency classification procedures—Statement of purpose.
132H-160-340	Residency application form.
132H-160-360	Nonresidents entitled to pay resident tuition and fees.
132H-160-370	Verification classification.
132H-160-380	Military withdrawal.
132H-160-500	Special instructional programs.
132H-160-530	Comprehensive fee.
132H-160-550	

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER			
		132H-160-150	Parking permit. [Order 14, § 132H-160-150, filed 4/18/73.] Repealed by 94-04-098, filed 2/1/94, effective 3/4/94.
132H-160-020	Application records fee. [Order 49, § 132H-160-020, filed 4/8/77; Order 14, § 132H-160-020, filed 4/18/73.] Repealed by 81-11-013 (Order 73, Resolution No. 136), filed 5/13/81. Statutory Authority: RCW 28B.50.140.	132H-160-160	Graduation fee. [Order 14, § 132H-160-160, filed 4/18/73.] Repealed by 81-11-013 (Order 73, Resolution No. 136), filed 5/13/81. Statutory Authority: RCW 28B.50.140.
132H-160-030	Registration fee. [Order 49, § 132H-160-030, filed 4/8/77; Order 14, § 132H-160-030, filed 4/18/73.] Repealed by 81-11-013 (Order 73, Resolution No. 136), filed 5/13/81. Statutory Authority: RCW 28B.50.140.	132H-160-180	Refund policy. [Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. 93-16-050, § 132H-160-180, filed 7/28/93, effective 8/28/93. Statutory Authority: RCW 28B.50.140. 84-15-033 (Order 88, Resolution No. 164), § 132H-160-180, filed 7/13/84; 78-04-026 (Order 56, Resolution No. 108), § 132H-160-180, filed 3/14/78; Order 49, § 132H-160-180, filed 4/8/77; Order 47, § 132H-160-180, filed 12/10/76; Order 45, § 132H-160-180, filed 8/11/76; Order 14, § 132H-160-180, filed 4/18/73.] Repealed by 94-01-181, filed 12/22/93, effective 1/22/94. Statutory Authority: RCW 28B.50.140.
132H-160-040	Quarterly registration fees—Resident students. [Statutory Authority: RCW 28B.50.140. 81-18-005 (Order 76, Resolution No. 139), § 132H-160-040, filed 8/20/81; 81-11-013 (Order 73, Resolution No. 136), § 132H-160-040, filed 5/13/81; 78-07-026 (Order 58, Resolution No. 112), § 132H-160-040, filed 6/15/78; Order 14, § 132H-160-040, filed 4/18/73.] Repealed by 94-04-098, filed 2/1/94, effective 3/4/94.	132H-160-210	Statement of purpose. [Order 15, § 132H-160-210, filed 4/18/73.] Repealed by 91-20-038, filed 9/23/91, effective 10/24/91. Statutory Authority: RCW 28B.50.14 [28B.50.140] and chapter 34.05 RCW.
132H-160-050	Quarterly registration fees—Nonresident students. [Statutory Authority: RCW 28B.50.140. 81-18-005 (Order 76, Resolution No. 139), § 132H-160-050, filed 8/20/81; 81-11-013 (Order 73, Resolution No. 136), § 132H-160-050, filed 5/13/81; 78-07-026 (Order 58, Resolution No. 112), § 132H-160-050, filed 6/15/78; Order 14, § 132H-160-050, filed 4/18/73.] Repealed by 94-04-098, filed 2/1/94, effective 3/4/94.	132H-160-220	Admissions categories. [Order 15, § 132H-160-220, filed 4/18/73.] Repealed by 91-20-038, filed 9/23/91, effective 10/24/91. Statutory Authority: RCW 28B.50.14 [28B.50.140] and chapter 34.05 RCW.
132H-160-056	Procedure for determining limitation of the amount of tuition and fee waivers. [Statutory Authority: RCW 28B.50.140. 78-09-020 (Order 60, Resolution No. 115), § 132H-160-056, filed 8/10/78.] Repealed by 94-04-098, filed 2/1/94, effective 3/4/94.	132H-160-230	Admission policy—College credit. [Order 15, § 132H-160-230, filed 4/18/73.] Repealed by 91-20-038, filed 9/23/91, effective 10/24/91. Statutory Authority: RCW 28B.50.14 [28B.50.140] and chapter 34.05 RCW.
132H-160-059	Combination of tuition and fee waivers with other forms of student financial aid. [Statutory Authority: RCW 28B.50.140. 78-09-020 (Order 60, Resolution No. 115), § 132H-160-059, filed 8/10/78.] Repealed by 94-04-098, filed 2/1/94, effective 3/4/94.	132H-160-240	Student classification—College credit. [Order 15, § 132H-160-240, filed 4/18/73.] Repealed by 91-20-038, filed 9/23/91, effective 10/24/91. Statutory Authority: RCW 28B.50.14 [28B.50.140] and chapter 34.05 RCW.
132H-160-070	Noncredit. [Order 14, § 132H-160-070, filed 4/18/73.] Repealed by 94-04-098, filed 2/1/94, effective 3/4/94.	132H-160-250	Application procedure—College credit. [Statutory Authority: RCW 28B.50.140. 81-11-013 (Order 73, Resolution No. 136), § 132H-160-250, filed 5/13/81; Order 49, § 132H-160-250, filed 4/8/77; Order 15, § 132H-160-250, filed 4/18/73.] Repealed by 91-20-038, filed 9/23/91, effective 10/24/91. Statutory Authority: RCW 28B.50.14 [28B.50.140] and chapter 34.05 RCW.
132H-160-080	Continuing education. [Order 14, § 132H-160-080, filed 4/18/73.] Repealed by 94-04-098, filed 2/1/94, effective 3/4/94.	132H-160-260	Admission of foreign students. [Statutory Authority: RCW 28B.50.14 [28B.50.140] and chapter 34.05 RCW. 91-20-038, § 132H-160-260, filed 9/23/91, effective 10/24/91. Statutory Authority: RCW 28B.50.140. 81-11-013 (Order 73, Resolution No. 136), § 132H-160-260, filed 5/13/81; Order 15, § 132H-160-260, filed 4/18/73.] Repealed by 94-04-098, filed 2/1/94, effective 3/4/94.
132H-160-093	Tuition and fee waivers for full-time Bellevue Community College classified and administrative employees. [Statutory Authority: RCW 28B.50.140. 79-11-035 (Order 67, Resolution No. 124), § 132H-160-093, filed 10/12/79.] Repealed by 95-19-049, filed 9/14/95, effective 10/15/95. Statutory Authority: RCW 128B.50.140 [28B.50.140].	132H-160-290	Admission of former students. [Order 15, § 132H-160-290, filed 4/18/73.] Repealed by 91-20-038, filed 9/23/91, effective 10/24/91. Statutory Authority: RCW 28B.50.14 [28B.50.140] and chapter 34.05 RCW.
132H-160-094	Tuition and fee waivers for Bellevue Community College annually-contracted faculty. [Statutory Authority: RCW 28B.50.140. 79-12-031 (Order 68, Resolution No. 125), § 132H-160-094, filed 11/19/79.] Repealed by 95-19-049, filed 9/14/95, effective 10/15/95. Statutory Authority: RCW 128B.50.140 [28B.50.140].	132H-160-300	Admission policy nonmatriculated status—College credit. [Order 15, § 132H-160-300, filed 4/18/73.] Repealed by 91-20-038, filed 9/23/91, effective 10/24/91. Statutory Authority: RCW 28B.50.14 [28B.50.140] and chapter 34.05 RCW.
132H-160-095	Tuition and fee waivers for Bellevue Community College senior citizens. [Statutory Authority: RCW 28B.50.140. 80-02-102 (Order 70, Resolution No. 127), § 132H-160-095, filed 1/24/80.] Repealed by 95-19-049, filed 9/14/95, effective 10/15/95. Statutory Authority: RCW 128B.50.140 [28B.50.140].	132H-160-310	Definition of nonmatriculated student. [Statutory Authority: RCW 28B.50.140. 81-11-013 (Order 73, Resolution No. 136), § 132H-160-310, filed 5/13/81; Order 15, § 132H-160-310, filed 4/18/73.] Repealed by 91-20-038, filed 9/23/91, effective 10/24/91. Statutory Authority: RCW 28B.50.14 [28B.50.140] and chapter 34.05 RCW.
132H-160-100	Change of schedule. [Order 14, § 132H-160-100, filed 4/18/73.] Repealed by 78-07-026 (Order 58, Resolution No. 112), filed 6/15/78. Statutory Authority: RCW 28B.50.140.	132H-160-320	Continuing education policy. [Order 15, § 132H-160-320, filed 4/18/73.] Repealed by 94-04-098, filed 2/1/94, effective 3/4/94.
132H-160-110	Removal of incomplete grade. [Order 14, § 132H-160-110, filed 4/18/73.] Repealed by 81-11-013 (Order 73, Resolution No. 136), filed 5/13/81. Statutory Authority: RCW 28B.50.140.	132H-160-330	Definition of continuing education. [Order 15, § 132H-160-330, filed 4/18/73.] Repealed by 94-04-098, filed 2/1/94, effective 3/4/94.
132H-160-120	Credit examination. [Statutory Authority: RCW 28B.50.140. 78-07-026 (Order 58, Resolution No. 112), § 132H-160-120, filed 6/15/78; Order 14, § 132H-160-120, filed 4/18/73.] Repealed by 94-04-098, filed 2/1/94, effective 3/4/94.	132H-160-350	Definition of resident student. [Order 15, § 132H-160-350, filed 4/18/73.] Repealed by 94-04-098, filed 2/1/94, effective 3/4/94.
132H-160-130	Transcript. [Order 14, § 132H-160-130, filed 4/18/73.] Repealed by 81-11-013 (Order 73, Resolution No. 136), filed 5/13/81. Statutory Authority: RCW 28B.50.140.	132H-160-390	Southeast Asian veterans. [Order 15, § 132H-160-390, filed 4/18/73.] Repealed by 94-04-098, filed 2/1/94, effective 3/4/94.
132H-160-140	General education development test. [Statutory Authority: RCW 28B.50.140. 78-07-026 (Order 58, Resolution No. 112), § 132H-160-140, filed 6/15/78; Order 14, § 132H-160-140, filed 4/18/73.] Repealed by 94-04-098, filed 2/1/94, effective 3/4/94.	132H-160-400	Appeal of determination of residency decision. [Order 15, § 132H-160-400, filed 4/18/73.] Repealed by 94-04-098, filed 2/1/94, effective 3/4/94.
		132H-160-410	Registration procedures—Statement of purpose. [Order 15, § 132H-160-410, filed 4/18/73.] Repealed by 91-20-038, filed 9/23/91, effective 10/24/91. Statutory



- Authority: RCW 28B.50.14 [28B.50.140] and chapter 34.05 RCW.
- 132H-160-420 Definition of student status. [Order 15, § 132H-160-420, filed 4/18/73.] Repealed by 91-20-038, filed 9/23/91, effective 10/24/91. Statutory Authority: RCW 28B.50.14 [28B.50.140] and chapter 34.05 RCW.
- 132H-160-430 Advanced registration fee requirement for fall, winter and spring quarters. [Statutory Authority: RCW 28B.50.140, 81-11-013 (Order 73, Resolution No. 136), § 132H-160-430, filed 5/13/81; Order 15, § 132H-160-430, filed 4/18/73.] Repealed by 94-04-098, filed 2/1/94, effective 3/4/94.
- 132H-160-440 Refund of advanced registration fee. [Order 15, § 132H-160-440, filed 4/18/73.] Repealed by 94-04-098, filed 2/1/94, effective 3/4/94.
- 132H-160-450 Registration periods. [Order 15, § 132H-160-450, filed 4/18/73.] Repealed by 91-20-038, filed 9/23/91, effective 10/24/91. Statutory Authority: RCW 28B.50.14 [28B.50.140] and chapter 34.05 RCW.
- 132H-160-460 Late registration. [Statutory Authority: RCW 28B.50.140, 78-07-026 (Order 58, Resolution No. 112), § 132H-160-460, filed 6/15/78; Order 15, § 132H-160-460, filed 4/18/73.] Repealed by 91-20-038, filed 9/23/91, effective 10/24/91. Statutory Authority: RCW 28B.50.14 [28B.50.140] and chapter 34.05 RCW.
- 132H-160-470 Change of student registration schedule. [Statutory Authority: RCW 28B.50.140, 78-07-026 (Order 58, Resolution No. 112), § 132H-160-470, filed 6/15/78; Order 15, § 132H-160-470, filed 4/18/73.] Repealed by 91-20-038, filed 9/23/91, effective 10/24/91. Statutory Authority: RCW 28B.50.14 [28B.50.140] and chapter 34.05 RCW.
- 132H-160-480 Change of registration schedule service fee. [Order 15, § 132H-160-480, filed 4/18/73.] Repealed by Order 49, filed 4/8/77 and 81-11-013 (Order 73, Resolution No. 136), filed 5/13/81. Statutory Authority: RCW 28B.50.140.
- 132H-160-490 Withdrawal from the college. [Statutory Authority: RCW 28B.50.140, 78-07-026 (Order 58, Resolution No. 112), § 132H-160-490, filed 6/15/78; Order 15, § 132H-160-490, filed 4/18/73.] Repealed by 91-20-038, filed 9/23/91, effective 10/24/91. Statutory Authority: RCW 28B.50.14 [28B.50.140] and chapter 34.05 RCW.
- 132H-160-492 Withdrawal from a course (policy and procedures). [Statutory Authority: RCW 28B.50.140, 82-19-069 (Order 82, Resolution No. 151), § 132H-160-492, filed 9/20/82.] Repealed by 94-04-098, filed 2/1/94, effective 3/4/94.
- 132H-160-510 Change of program major. [Order 15, § 132H-160-510, filed 4/18/73.] Repealed by 91-20-038, filed 9/23/91, effective 10/24/91. Statutory Authority: RCW 28B.50.14 [28B.50.140] and chapter 34.05 RCW.
- 132H-160-520 Auditing a course. [Order 15, § 132H-160-520, filed 4/18/73.] Repealed by 94-04-098, filed 2/1/94, effective 3/4/94.
- 132H-160-600 Request for financial aid information. [Order 18, § 132H-160-600, filed 9/11/73; Order 18, § 132H-160-600, filed 5/23/73.] Repealed by 94-04-098, filed 2/1/94, effective 3/4/94.
- 132H-160-610 Priority for financial aid. [Order 18, § 132H-160-610, filed 9/11/73; Order 18, § 132H-160-610, filed 5/23/73.] Repealed by 94-04-098, filed 2/1/94, effective 3/4/94.
- 132H-160-620 Credit requirement for financial aid recipient. [Order 18, § 132H-160-620, filed 9/11/73; Order 18, § 132H-160-620, filed 5/23/73.] Repealed by 94-04-098, filed 2/1/94, effective 3/4/94.
- 132H-160-630 Adjustment of aid package. [Order 18, § 132H-160-630, filed 9/11/73; Order 18, § 132H-160-630, filed 5/23/73.] Repealed by 94-04-098, filed 2/1/94, effective 3/4/94.
- 132H-160-640 Limitation on hours employed. [Order 18, § 132H-160-640, filed 9/11/73; Order 18, § 132H-160-640, filed 5/23/73.] Repealed by 94-04-098, filed 2/1/94, effective 3/4/94.
- 132H-160-650 Cancellation of grant aid. [Order 18, § 132H-160-650, filed 9/11/73; Order 18, § 132H-160-650, filed 5/23/73.] Repealed by 94-04-098, filed 2/1/94, effective 3/4/94.
- 132H-160-660 Work-study job termination. [Order 18, § 132H-160-660, filed 9/11/73; Order 18, § 132H-160-660, filed 5/23/73.] Repealed by 94-04-098, filed 2/1/94, effective 3/4/94.
- 132H-160-670 Limited aid funds—Priorities. [Order 18, § 132H-160-670, filed 9/11/73; Order 18, § 132H-160-670, filed 5/23/73.] Repealed by 94-04-098, filed 2/1/94, effective 3/4/94.
- 132H-160-680 Academic status of financial aid recipients. [Order 18, § 132H-160-680, filed 9/11/73; Order 18, § 132H-160-680, filed 5/23/73.] Repealed by 94-04-098, filed 2/1/94, effective 3/4/94.
- 132H-160-690 Student emergency loan requirements. [Order 18, § 132H-160-690, filed 9/11/73; Order 18, § 132H-160-690, filed 5/23/73.] Repealed by 94-04-098, filed 2/1/94, effective 3/4/94.
- 132H-160-700 Denial of aid—Federal laws. [Order 18, § 132H-160-700, filed 9/11/73; Order 18, § 132H-160-700, filed 5/23/73.] Repealed by Order 33, filed 8/7/75.
- 132H-160-710 Denial of aid—Washington state law. [Order 18, § 132H-160-710, filed 9/11/73; Order 18, § 132H-160-710, filed 5/23/73.] Repealed by Order 33, filed 8/7/75.

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

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

**WAC 132H-160-052 Tuition and fee waivers.** (1) The board of trustees of Community College District VIII may periodically establish tuition and fee waivers for specific categories of students as permitted by state law and by the state board for community and technical colleges. Such waivers will be established in accordance with state statutes and with regular college fiscal processes.

(2) Information regarding current waivers will be available in the schedule of classes and from the student services center.

(3) A student who wishes to appeal the determination of his or her tuition and fee waiver eligibility may [submit a written appeal to the associate dean of enrollment services, who will review the student's eligibility] [contact the Associate Dean of Enrollment Services, who will initiate a brief adjudicative proceeding according to RCW 34.05.482 through 34.05.494].

[Statutory Authority: RCW 128B.50.140, 98-03-044, § 132H-160-052, filed 1/15/98, effective 2/15/98; 95-19-049, § 132H-160-052, filed 9/14/95, effective 10/15/95.]

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

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

(2) The estimated total collection of tuition and fees shall be based on the budgeted, state supported, four-quarter

annual average enrollment, minus the actual tuition and fees collected for the summer quarter of the year being estimated.

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

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

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

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

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

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

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

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

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

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

**WAC 132H-160-182 Student schedule changes—Refund policy and administrative fees.** Community College District VIII board of trustees has authorized the registrar to collect an administrative fee when a student adds or drops course(s) or withdraws from the college. In addition, the registrar is also authorized to refund fees when a student withdraws from college or a course(s). The registrar has the authority to make judgments regarding refunds in extraordinary circumstances. A student who is requested to withdraw for disciplinary reasons will not be eligible for a refund. Refund provisions for students receiving Title IV Federal Aid are described in WAC 132H-160-185, Refund for Title IV Federal Aid Recipients.

Tuition and related fees for fall, winter, and spring quarters are refunded upon withdrawal from college or a course(s) as follows:

[Title 132H WAC—p. 34]

(1) Tuition and fees will be refunded at 100% prior to the third instructional day of the quarter for complete withdrawal from college, withdrawal from a course(s) (reduction of class load below 10 credits), and for classes the college has canceled.

(2) Tuition and fees will be refunded at 80% beginning with instructional day three through instructional day five of the quarter for complete withdrawal from college or withdrawal from a course(s) (reduction of class load below 10 credits).

(3) Tuition and fees will be refunded at 50% beginning with instructional day six of the quarter through calendar day twenty of the quarter for complete withdrawal from college, withdrawal from a course(s) (reduction of class load below 10 credits).

(4) Tuition and fees will not be refunded after calendar day twenty of the quarter. Tuition and related fees for summer quarter are refunded upon withdrawal from college or a course(s) as follows:

Tuition and related fees for summer quarter are refunded upon withdrawal from college or a course(s) as follows:

(5) Tuition and fees will be refunded at 100% prior to the second instructional day of the quarter for withdrawal from college, withdrawal from a course(s) (reduction of class load below 10 credits), and for classes the college has canceled.

(6) Tuition and fees will be refunded at 80% beginning with instructional day two of the quarter through instructional day three of the quarter for withdrawal from college, or withdrawal from a course(s) (reduction of class load below 10 credits).

(7) Tuition and fees will be refunded at 50% beginning with instructional day four of summer quarter through calendar day eleven of the quarter for withdrawal from college, or withdrawal from a course(s) (reduction of class load below 10 credits).

(8) Tuition and fees will not be refunded after calendar day eleven of the quarter.

(9) If an insurance claim has been filed, no refund will be granted for insurance fees.

(10) Self support programs may develop different refund policies based upon programmatic reasons, with institutional approval. Policies pertaining to these programs will be listed in the quarterly schedule.

[Statutory Authority: RCW 28B.50.140, 96-01-056, § 132H-160-182, filed 12/15/95, effective 1/15/96; 94-01-181, § 132H-160-182, filed 12/22/93, effective 1/22/94.]

**WAC 132H-160-185 Refund for Title IV federal aid recipients.** Community College District VIII board of trustees has authorized the registrar to refund fees to the appropriate federal account(s), in concurrence with rules governing financial assistance from the federal government, for students receiving Federal Title IV assistance in the amounts mandated by current federal regulation when the student withdraws, or the college withdraws the student, from the college or a course(s).

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140, 93-16-051, § 132H-160-185, filed 7/28/93, effective 8/28/93.]

**WAC 132H-160-190 Financial obligation.** Community College District VIII board of trustees has authorized the registrar to place a hold on the records of any student who has a financial obligation due the college. Until this financial obligation is cleared, the college: 1) Will not release the student's record or any information based upon the record, or 2) will not prepare transcript(s), or 3) will deny registration for a subsequent quarter as well as graduation from the college.

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

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

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

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

- (1) Grade point average.
- (2) Successful completion of high school courses or elementary courses in the field.
- (3) Recommendation and test scores.

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

- (1) They have been accepted by the office of admission and the instructional program chairmen.
- (2) The criteria applies to all students seeking admission to the educational program major.
- (3) The criteria has been made available through printed statements in the office of admissions and in the advising offices of the educational programs prior to the first day of the preceding quarter.

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

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

(1999 Ed.)

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

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

- (1) To provide student applicants with that information which will assist them in determining their residency status,
- (2) To assist nonresident student applicants who may qualify for residency tuition and fees regardless of age or domicile,
- (3) To provide student applicants information as it applies to veterans of Southeast Asia.

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

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

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

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

- (1) Any person who is employed not less than twenty hours per week at an institution, and the children and spouses of such person.
- (2) Military personnel and federal employees residing or stationed in the state of Washington, and the children and spouses of such military personnel and federal employees.

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

[Order 15, § 132H-160-370, filed 4/18/73.]

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

[Order 15, § 132H-160-380, filed 4/18/73.]

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

- (1) During first one-third of course, full refund of fees and no credit.
- (2) During second one-third of course, one-half credit, without letter grade and with courses unspecified. Unspecified credit may later be converted to specific credit and grade by examination. One-half of fees refunded.

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

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

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

#### **WAC 132H-160-530 Special instructional programs.**

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

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

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

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

### **Chapter 132H-168 WAC ACCESS TO PUBLIC RECORDS**

#### **WAC**

132H-168-010	Access to public records.
132H-168-020	Purpose.
132H-168-030	Request for documents—Procedure.
132H-168-040	Appeal.
132H-168-050	Exemptions.
132H-168-060	Copying.
132H-168-070	Protest.
132H-168-080	Office hours.
132H-168-090	Sanctions.
132H-168-990	Form—Request for public records.
132H-168-9901	Form—Appeal to decision to review public records.
132H-168-9902	Form—Records office request for review of public records.
132H-168-9903	Form—Request for copy of public record.

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

[Order 11, § 132H-168-010, filed 3/12/73.]

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

[Title 132H WAC—p. 36]

[Order 11, § 132H-168-020, filed 3/12/73.]

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

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

[Order 23, § 132H-168-030, filed 9/9/74; Order 11, § 132H-168-030, filed 3/12/73.]

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

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

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

(4) Administrative remedies shall not be considered exhausted until the president or the records officer has returned the appeal form, or until the close of the second busi-

ness day following denial of inspection if the appeal form has been properly filed but not returned.

[Order 23, § 132H-168-040, filed 9/9/74; Order 11, § 132H-168-040, filed 3/12/73.]

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

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

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

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

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

[Order 27, § 132H-168-060, filed 3/7/75; Order 23, § 132H-168-060, filed 9/9/74; Order 11, § 132H-168-060, filed 3/12/73.]

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

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

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

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

(1999 Ed.)

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

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

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

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

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

REQUEST FOR PUBLIC RECORDS

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

NAME OF REQUESTER:

.....  
Last First M.I. Date of Request

.....  
Street & Number City State Zip Telephone No.

.....  
Representing self, company, organization, etc.

.....  
Specific title of record(s) requested:

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

.....  
.....  
.....

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

.....  
Requester's Signature

For Office Use Only \_\_\_\_\_

DISPOSITION

The requested document is available for inspection.

The school is not in possession of such a document.

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

(see reverse side)

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

The request is denied because the document is:

- (a) Personal information in a file maintained for a student of this institution.
  - (b) Personal information in a file maintained for an employee of the District disclosure of which would violate the employee's right to privacy.
  - (c) A preliminary draft, note, recommendation or intra-agency memorandum in which opinions are expressed or policies formulated or recommended, which document has not been publicly cited by this agency in connection with an agency action.
  - (d) A record which is relevant to a controversy to which this agency is a party which record would not be available to another party under the rules of pretrial discovery.
  - (e) The document contains personal information which, when deleted, can be released, and such deletions will be completed by .....
  - (f) Other .....
- Signed .....
- Title .....

A refusal to make a record available for inspection may be appealed to a campus president or the records office. If the request is denied prior to 3:00 p.m. the appeal should be filed by the close of the business day. If the request is denied after 3:00 p.m. the appeal should be filed by 11:00 a.m. of the next business day.

Received: Date .... Time ....

Returned: Date .... Time ....

Demanded: Date .... Time ....

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

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

FORM Adm50-5002 (2-73)  
Chapter 132H-168 WAC

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

APPEAL TO DECISION TO REVIEW PUBLIC RECORDS

Please complete the information requested and file this form with the secretary to the president or with the secretary to the college records officer.

APPELLANT'S NAME:

.....  
Last First M.I. Date of Appeal

Filed with the office of: .....

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

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

.....  
Appellant's Signature

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

.....  
Appellant's Signature

For Office Use Only

DISPOSITION

Inspection of the document(s) is granted

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

Inspection of the document(s) is denied because.

.....  
.....

Signed: .....

Title: .....

Received: Date .... Time ....

Returned: Date .... Time ....

Demanded: Date .... Time ....

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

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

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

RECORDS OFFICE REQUEST FOR REVIEW  
OF PUBLIC RECORDS

NAME OF REQUESTER:

.....  
Last First M.I. Date

.....  
Representing self, company, organization, etc.

Record requested: .....

.....  
If you desire to express an opinion relative to the release of  
this record please state below:

.....

.....

.....

.....

.....

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

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

.....  
College Records Officer

FORM Adm50-5003 (2-73)

Chapter 132H-168 WAC

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

**WAC 132H-168-9903 Form—Request for copy of  
public record.**

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

REQUEST FOR COPY OF PUBLIC RECORD

NAME OF REQUESTER:

.....  
Last First M.I. Date of Request

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

Specific title of record(s) requested: .....

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

.....

.....

.....

.....

.....  
Requester's Signature

Copy Authorized by: .....  
Signature

For Office Use Only

Document: ..... Document: .....

Page numbers copied ..... Page numbers copied .....

Copies per page ..... Copies per page .....

Document: ..... Document: .....

Page numbers copied ..... Page numbers copied .....

Copies per page ..... Copies per page .....

Total number of copies ..... Amount of fee to be collected:  
\$ .....

Copied by: ..... Date: .....

Signature

FORM Adm50-5004 (2-73)

Chapter 132H-168 WAC

[Order 11, Form ADM50-5004 (codified as WAC 132H-168-9903), filed  
3/12/73.]

**Chapter 132H-204 WAC  
VEHICLE USE POLICY**

**WAC**

- 132H-204-010 Title.
- 132H-204-020 Objective.
- 132H-204-030 Policy of use.
- 132H-204-040 Use of motor pool vehicles.
- 132H-204-050 Use of motor pool vehicles—Permission required.
- 132H-204-060 Use of motor pool vehicles—Time limitation.
- 132H-204-070 Use of motor pool vehicles—Notification of state patrol—When needed.
- 132H-204-080 Use of motor pool vehicles—Accidents—Notification.
- 132H-204-090 Use of motor pool vehicles—Returning vehicle—Requirements.
- 132H-204-100 Use of motor pool vehicles—Use priority.
- 132H-204-110 Use of motor pool vehicles—Valid Washington state driver's license required.
- 132H-204-120 Use of motor pool vehicles—Current vehicle permit required.
- 132H-204-130 Use of motor pool vehicles—Must obey all laws.
- 132H-204-140 Use of motor pool vehicles—Citations responsibility of operator.
- 132H-204-150 Use of motor pool vehicles—Use of vehicle limited to specified time.
- 132H-204-160 Use of motor pool vehicles—Trip ticket—Completion and return.
- 132H-204-170 Enforcement of policy.

**WAC 132H-204-010 Title.** WAC 132H-204-010  
through 132H-204-170 will be known as the vehicle use pol-  
icy of Community College District VIII.

[Order 22, § 132H-204-010, filed 7/5/74.]

**WAC 132H-204-020 Objective.** To promote the most  
efficient and safe utilization of all state-owned vehicles.

[Order 22, § 132H-204-020, filed 7/5/74.]

**WAC 132H-204-030 Policy of use.** State vehicles shall  
be used for official state business only.

[Order 22, § 132H-204-030, filed 7/5/74.]

**WAC 132H-204-040 Use of motor pool vehicles.** All  
users of motor pool vehicles shall be in the employment of  
the college or a student of the college.

[Order 22, § 132H-204-040, filed 7/5/74.]

**WAC 132H-204-050 Use of motor pool vehicles—Permission required.** Written permission of organizational head shall precede the use of any vehicle.

[Order 22, § 132H-204-050, filed 7/5/74.]

**WAC 132H-204-060 Use of motor pool vehicles—Time limitation.** The user shall not be allowed to keep the vehicle overnight at his/her residence.

[Order 22, § 132H-204-060, filed 7/5/74.]

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

[Order 22, § 132H-204-070, filed 7/5/74.]

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

[Order 22, § 132H-204-080, filed 7/5/74.]

**WAC 132H-204-090 Use of motor pool vehicles—Returning vehicle—Requirements.** Whenever possible, the vehicle shall be returned in good condition, full of gas and with interior clean.

[Order 22, § 132H-204-090, filed 7/5/74.]

**WAC 132H-204-100 Use of motor pool vehicles—Use priority.** Vehicles shall be issued on a first come - first serve basis.

[Order 22, § 132H-204-100, filed 7/5/74.]

**WAC 132H-204-110 Use of motor pool vehicles—Valid Washington state driver's license required.** All operators shall have a valid Washington state driver's license.

[Order 22, § 132H-204-110, filed 7/5/74.]

**WAC 132H-204-120 Use of motor pool vehicles—Current vehicle permit required.** All operators shall have a current state vehicle permit, which is issued at the motor pool office, in addition to the state license.

[Order 22, § 132H-204-120, filed 7/5/74.]

**WAC 132H-204-130 Use of motor pool vehicles—Must obey all laws.** All rules and regulations of the state of Washington shall be obeyed while operating the vehicle.

[Order 22, § 132H-204-130, filed 7/5/74.]

**WAC 132H-204-140 Use of motor pool vehicles—Citations responsibility of operator.** Any citation for viola-

[Title 132H WAC—p. 40]

tion of said rules and regulations shall be the sole responsibility of the operator.

[Order 22, § 132H-204-140, filed 7/5/74.]

**WAC 132H-204-150 Use of motor pool vehicles—Use of vehicle limited to specified time.** Vehicles shall be used within the time arranged for at time of checkout.

[Order 22, § 132H-204-150, filed 7/5/74.]

**WAC 132H-204-160 Use of motor pool vehicles—Trip ticket—Completion and return.** Trip ticket shall be completed with all information asked and left with the motor pool office on return to the campus (or security).

[Order 22, § 132H-204-160, filed 7/5/74.]

**WAC 132H-204-170 Enforcement of policy.** This policy shall be enforced by existing student, faculty and staff codes and regulations as defined within handbooks.

[Order 22, § 132H-204-170, filed 7/5/74.]

## Chapter 132H-400 WAC STUDENT ATHLETIC PARTICIPATION

### WAC

132H-400-005	Title.
132H-400-010	Grounds for ineligibility.
132H-400-020	Suspension procedure—Right to informal hearing.
132H-400-030	Hearing.
132H-400-040	Decision.

**WAC 132H-400-005 Title.** Chapter 132H-400 WAC will be known as Student athletic participation.

[Statutory Authority: RCW 28B.50.140. 90-09-067 (Order 103, Resolution No. 190), § 132H-400-005, filed 4/18/90, effective 5/19/90.]

**WAC 132H-400-010 Grounds for ineligibility.** Any student found by Bellevue Community College to have violated chapter 69.41 RCW by virtue of a criminal conviction or otherwise insofar as it prohibits the possession, use or sale of legend drugs, including anabolic steroids, will be disqualified from participation in any school-sponsored athletic event or activity.

[Statutory Authority: RCW 28B.50.140. 90-09-067 (Order 103, Resolution No. 190), § 132H-400-010, filed 4/18/90, effective 5/19/90.]

**WAC 132H-400-020 Suspension procedure—Right to informal hearing.** Any student notified of a claimed violation of WAC 132H-400-010 shall have the right to a brief adjudicative hearing if a written request for such a hearing is received by the dean of students within three days of receipt of a declaration of further athletic ineligibility. If no written request is received within three days after receipt of the declaration of athletic ineligibility, the student will be deemed to have waived any right to a brief adjudicative hearing and will be declared ineligible from further participation in school-sponsored athletic events for the remainder of the school year.

[Statutory Authority: RCW 28B.50.140. 90-09-067 (Order 103, Resolution No. 190), § 132H-400-020, filed 4/18/90, effective 5/19/90.]



**WAC 132H-400-030 Hearing.** If a timely written request for a hearing is made, the dean of students shall designate a hearing officer who shall be a college officer who is not involved with the athletic program to conduct the brief adjudicative hearing. The hearing officer shall promptly conduct the hearing and permit affected parties to explain both the college's view of the matter and the student's view of the matter. The brief adjudicative proceeding shall be conducted in accordance with the Administrative Procedure Act, RCW 34.05.482-494.

[Statutory Authority: RCW 28B.50.140. 90-09-067 (Order 103, Resolution No. 190), § 132H-400-030, filed 4/18/90, effective 5/19/90.]

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

[Statutory Authority: RCW 28B.50.140. 90-09-067 (Order 103, Resolution No. 190), § 132H-400-040, filed 4/18/90, effective 5/19/90.]