Title 132H WAC
COMMUNITY COLLEGES—BELLEVUE COMMUNITY COLLEGE

Chapters

132H-106 Bylaws and standing orders of Community College District VIII

132H-108 Practice and procedure and formal hearing rules for contested case hearings.

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132H-112 The student code 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 Repealed by 78-10-017 (Order 61, Resolution No. 116), § 132H-104-010, filed 9/13/78.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 Repealed by 78-10-017 (Order 61, Resolution No. 116), § 132H-104-120, filed 9/13/78.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 9/18/78; 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 Repealed by 92-13-093 (Order 111, Resolution No. 202), filed 6/17/92, effective 7/18/92.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 Repealed by 92-13-093 (Order 111, Resolution No. 202), filed 6/17/92, effective 7/18/92.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 Repealed by 92-13-093 (Order 111, Resolution No. 202), filed 6/17/92, effective 7/18/92.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. 110), § 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. Later promulgation, see WAC 132H-106-040.

132H-105-050 Later promulgation, see WAC 132H-106-050.

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. Later promulgation, see WAC 132H-106-060.

132H-105-070 Later promulgation, see WAC 132H-106-070.

132H-105-090 Later promulgation, see WAC 132H-106-090.

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.

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Title 132H WAC: Bellevue Community College

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 92-13-094 (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 92-13-094 (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-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-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-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. Later promulgation, see WAC 132H-106-060.

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-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-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.

132H-105-180 Electioneering within the polls forbidden. [Statutory Authority: RCW 28B.50.140, 78-10-017 (Order 61, Resolution No. 116), § 132H-105-180, 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-105-190 Counting of ballots—Procedure—Certification of results of election. [Statutory Authority: RCW 28B.50.140, 78-10-017 (Order 61, Resolution No. 116), § 132H-105-190, 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-105-200 Persons eligible to vote—Definition of "academic employees by independent and neutral person or association. [Order 7, § 132H-105-200, 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-105-210 Ballots. [Order 7, § 132H-105-210, 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-105-220 Record of vote—Signature—Challenge. [Order 7, § 132H-105-220, 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-105-230 Privacy for voter—Equipment. [Order 7, § 132H-105-230, 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-105-240 Disposition of challenged ballots—Tally sheets—Investigation by chief election officer. [Order 7, § 132H-105-240, filed 10/17/72.] Repealed by 92-13-093 (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-105-250 Run-off election. [Order 7, § 132H-105-250, filed 10/17/72.] Repealed by 92-13-093 (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-105-260 Election determined by majority of valid votes cast—Run-off election. [Order 7, § 132H-105-260, 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.


Title 132H WAC—p. 2 (1999 Ed.)
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.

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.


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 10/1/92. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140.


(1999 Ed.)
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.

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.

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.

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

Chapter 132H-108 WAC

PRACTICE AND PROCEDURE AND FORMAL HEARING RULES FOR CONTESTED CASE HEARINGS

WAC

132H-108-010


132H-108-020


132H-108-030


132H-108-040


132H-108-050


132H-108-060


132H-108-070


132H-108-080


132H-108-090


132H-108-100


132H-108-110


132H-108-120


132H-108-130


132H-108-140


132H-108-150


132H-108-160


132H-108-170


132H-108-180


132H-108-190

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.

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 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.

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.

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.

WAC 132H-108-450 Brief adjudicative procedures. This rule is adopted in accordance with RCW 34.05.482-494 [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.

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 have the power to control the frequency and nature of discovery permitted, and to order discovery conferences to discuss discovery issues.

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-116-001 Preamble.

132H-116-010 Objectives of parking and traffic rules and regulations.

132H-116-020 Definitions.

132H-116-030 Applicable parking and traffic rules and regulations.

132H-116-040 Enforcement of parking and traffic rules and regulations.

132H-116-050 Permits required for vehicles on campus.


132H-116-070 Right to appeal revocation.

132H-116-080 Exceptions to parking and traffic restrictions.

132H-116-090 Allocation of parking spaces.

132H-116-100 Special parking and traffic regulations authorized.

132H-116-110 Speed.

132H-116-120 Enforcement.

132H-116-130 Prohibition of literature.


132H-116-150 Horseback riding.


132H-116-170 Liability of college.

132H-116-180 Prohibition of literature.

132H-116-190 Enforcement.

132H-116-200 Disposition of sections formerly codified in this chapter.


132H-116-240 Section IV—Pedestrians. [Order 12, § 132H-116-100, filed 3/12/73.] Repealed by Order 43, filed 8/10/76.


132H-116-280 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-116-330 Section XIII—Speed limit.


132H-116-370 Section XVII—PARKING AND TRAFFIC RULES

132H-116-380 Section XVIII—LAW AND ORDER

132H-116-390 Section XIX—SAFETY

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<th>Chapter 132H-116</th>
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<td>132H-116-400</td>
<td>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. 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.</td>
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<td>132H-116-440</td>
<td>Liability of college. (Order 43, § 132H-116-440, 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.</td>
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<td>132H-116-450</td>
<td>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.</td>
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<td>132H-116-480</td>
<td>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.</td>
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<tr>
<td>132H-116-490</td>
<td>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; Order 43, § 132H-116-490, 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.</td>
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<td>132H-116-500</td>
<td>Jurisdiction over the college. (Order 43, § 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.</td>
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<td>132H-116-520</td>
<td>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.</td>
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<tr>
<td>132H-116-530</td>
<td>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.</td>
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<td>132H-116-540</td>
<td>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.</td>
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<tr>
<td>132H-116-542</td>
<td>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.</td>
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<tr>
<td>132H-116-550</td>
<td>Annual and quarterly permit periods. (Statutory Authority: RCW 28B.50.140. 82-04-005 (Order 75, Resolution No. 143), § 132H-116-550, filed 2/1/82; Order 52, § 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.</td>
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<tr>
<td>132H-116-560</td>
<td>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.</td>
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(Total 132H WAC—p. 7)
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.

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.

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 skateboard, 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.

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.

Reviser's note: RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffec-tual 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.

[Title 132H WAC—p. 8]
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.

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 until 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.

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.

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.

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.

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
(2) 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.

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.

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 132H-116-357 the inside of the rear window on the lower left corner. If 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-116-430, 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.

[Title 132H WAC—p. 10]

(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-116-432, 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.

(1999 Ed.)
(2) Effectively setting the brake and transmission to prevent movement of the vehicle.

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.

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.

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, registration number, 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.

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 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) 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.

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.

WAC 132H-116-655 Report of accident. The operator of any vehicle involved in an accident on campus resulting in

[Title 132H WAC—p. 11]
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.

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 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.

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.

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.

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.

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

WAC 132H-120-010  Title.

Pursuant to WAC 132H-116-730, parking and traffic rules and regulations are enforced on a 24 hour daily basis.

Chapter 132H-120 WAC

THE STUDENT CODE OF COMMUNITY COLLEGE DISTRICT VIII

WAC 132H-120-010  Title.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER


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.


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.

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" includes and adds 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.
(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.

Reviser's note: RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems all such 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 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.

(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.

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] [aider, abettor] [actor, aide, 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] 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.

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(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.

(12) 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.

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.

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;

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

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.

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...
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 [and 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 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 14, § 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 ineffective 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.

[Title 132H WAC—p. 18]
WAC 132H-120-335 Final appeal. Any student who is aggrieved by the findings (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.

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 or her expulsion. Such petitions must indicate how specified conditions have been met and if the term of the expulsion has 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.

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.

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 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 mail at the student's last known address, of the suspension and the reasons therefor. The student 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.

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.

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.

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
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 ineffective 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 ineffective 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.

[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. 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.

(1999 Ed.)
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 assure 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.)
Title 132H WAC: Bellevue Community College

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.

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

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.

Chapter 132H-133 WAC

ORGANIZATION AND GENERAL OPERATING POLICIES OF COMMUNITY COLLEGE DISTRICT VIII

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.

WAC 132H-133-100 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.

WAC 132H-133-040 Organization/operation information. 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
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. 92-19-052, § 132H-136-030, 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.)

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.


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]
Chapter 132H-140  Title 132H WAC: Bellevue Community College

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


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  Pet policy.

132H-140-110  Form—No. BCC-040-026—Application for use of college facilities.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER


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; Statutory Authority: RCW 28B.50.140.

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; Statutory Authority: RCW 28B.50.140.

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 consuming 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]

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), § 132H-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.

(1999 Ed.)
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 indemnity the college against any loss or damage claim arising out of such use.

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.

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:

- Custodial
- Maintenance
- Audiovisual services and/or equipment
- Music equipment
- Managers or technicians
- Security
- Other equipment.

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.

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 visually 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.
BELLEVUE COMMUNITY COLLEGE
Bellevue, Washington 98007

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 __________ 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?
Adults __________ Children __________ Other __________

Will There Be Admission, Collection Or Funds Solicited? Yes No __________

If Admission, State Amount $ __________

For What Purpose Will 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

[Title 132H WAC—p. 26] (1999 Ed.)
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 $
OTHER ROOM $
TOTAL CHARGES $

PLANT OPERATIONS

DIVISION CHAIRMAN

STUDENT SERVICES
REQUEST FOR OPTIONAL SERVICES

DATE ______________ SIGNATURE ____________________
Director of Plant Operations

BCC-040-026

[BELLEVUE COMMUNITY COLLEGE
Bellevue, Washington 98007]

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

__________________________

__________________________

__________________________

__________________________

(1999 Ed.)

[Title 132H WAC—p. 27]
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)

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
## APPLICATION FOR USE OF COLLEGE FACILITIES

Complete **in full** and return all copies to Plant Operations.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person in Charge</td>
<td>Address</td>
<td>Phone</td>
</tr>
</tbody>
</table>

### Nature or Purpose of Function

<table>
<thead>
<tr>
<th>Lecturer and Subject Matter</th>
<th>Anticipated Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will there be Admission/Tuition/Donation</td>
<td>Use of Proceeds</td>
</tr>
</tbody>
</table>

### Day(s) and Date(s)

<table>
<thead>
<tr>
<th>Program Start – Finish</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day(s) and Date(s)</td>
</tr>
</tbody>
</table>

Unlock Time for Set-up

<table>
<thead>
<tr>
<th>Facility Requested</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Special Set-up</th>
<th>Catering Requested</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>AV Equipment</th>
</tr>
</thead>
</table>

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 ____________

Dept. Head

Director of Plant Operations

**CHARGES**

Date ____________________________

Total ____________________________

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[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.]
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 the 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, remaining 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.]
Revised \textit{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 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].

\textbf{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.

\textbf{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 spring quarters. [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.]
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]
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 chairman.
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.)

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 ex. sess. [RCW 28B.15.014], 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. [Title 132H WAC—p. 35]
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.

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.

Chapter 132H-168 WAC

ACCESS TO PUBLIC RECORDS

WAC

132H-168-010 Access to public records.
132H-168-020 Purpose.
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.

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

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]

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 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.

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-168-040(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-
Access to Public Records

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.

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.

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.

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.

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.

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.

(1999 Ed.)

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

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

[Title 132H WAC—p. 38]
Vehicle Use Policy

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,]


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 secretary 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

(1999 Ed.)
WAC 132H-204-050 Use of motor pool vehicles—
Permission required. Written permission of organizational head shall precede the use of any vehicle.

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.

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.

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.

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.

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

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.

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.

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.

WAC 132H-204-140 Use of motor pool vehicles—
Citations responsibility of operator. Any citation for violation of said rules and regulations shall be the sole responsibility of the operator.

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.

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).

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.
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.]