

# Title 478 WAC

## UNIVERSITY OF WASHINGTON

<b>Chapters</b>			
478-04	<b>Organization.</b>	478-08-230	Depositions and interrogatories in contested cases—Right to take. [Regulation .08.230, filed 3/22/60.] Repealed by 85-20-071 (Order 85-2), filed 9/30/85.
478-108	<b>Practice and procedure.</b>	478-08-240	Depositions and interrogatories in contested cases—Scope. [Regulation .08.240, filed 3/22/60.] Repealed by 85-20-071 (Order 85-2), filed 9/30/85.
478-116	<b>Parking and traffic rules of the University of Washington.</b>	478-08-250	Depositions and interrogatories in contested cases—Officer before whom taken. [Regulation .08.250, filed 3/22/60.] Repealed by 85-20-071 (Order 85-2), filed 9/30/85.
478-120	<b>Student conduct code for the University of Washington.</b>	478-08-260	Depositions and interrogatories in contested cases—Authorization. [Regulation .08.260, filed 3/22/60.] Repealed by 85-20-071 (Order 85-2), filed 9/30/85.
478-124	<b>General conduct code for the University of Washington.</b>	478-08-270	Depositions and interrogatories in contested cases—Protection of parties and deponents. [Regulation .08.270, filed 3/22/60.] Repealed by 85-20-071 (Order 85-2), filed 9/30/85.
478-132	<b>Academic calendar for the University of Washington.</b>	478-08-280	Depositions and interrogatories in contested cases—Oral examination and cross-examination. [Regulation .08.280, filed 3/22/60.] Repealed by 85-20-071 (Order 85-2), filed 9/30/85.
478-136	<b>Use of University of Washington facilities.</b>	478-08-290	Depositions and interrogatories in contested cases—Recordation. [Regulation .08.290, filed 3/22/60.] Repealed by 85-20-071 (Order 85-2), filed 9/30/85.
478-138	<b>Use of university stadium boat moorage facilities.</b>	478-08-300	Depositions and interrogatories in contested cases—Signing attestation and return. [Regulation .08.300, filed 3/22/60.] Repealed by 85-20-071 (Order 85-2), filed 9/30/85.
478-140	<b>Rules and regulations for the University of Washington governing disclosure of student records.</b>	478-08-310	Depositions and interrogatories in contested cases—Use and effect. [Regulation .08.310, filed 3/22/60.] Repealed by 85-20-071 (Order 85-2), filed 9/30/85.
478-156	<b>Rules for the University of Washington residence halls and family housing apartments.</b>	478-08-320	Depositions and interrogatories in contested cases—Fees of officers and deponents. [Regulation .08.320, filed 3/22/60.] Repealed by 85-20-071 (Order 85-2), filed 9/30/85.
478-160	<b>Admission and registration procedures for the University of Washington.</b>	478-08-330	Depositions upon interrogatories—Submission of interrogatories. [Regulation .08.330, filed 3/22/60.] Repealed by 85-20-071 (Order 85-2), filed 9/30/85.
478-168	<b>Regulations for the University of Washington libraries.</b>	478-08-340	Depositions upon interrogatories—Interrogation. [Regulation .08.340, filed 3/22/60.] Repealed by 85-20-071 (Order 85-2), filed 9/30/85.
478-210	<b>Thomas Burke Memorial Washington State Museum.</b>	478-08-350	Depositions upon interrogatories—Attestation and return. [Regulation .08.350, filed 3/22/60.] Repealed by 85-20-071 (Order 85-2), filed 9/30/85.
478-250	<b>Governing indexing of public records.</b>	478-08-360	Depositions upon interrogatories—Provisions of deposition rule. [Regulation .08.360, filed 3/22/60.] Repealed by 85-20-071 (Order 85-2), filed 9/30/85.
478-276	<b>Governing access to public records.</b>	478-08-400	Stipulations and admissions of record. [Regulation .08.400, filed 3/22/60.] Repealed by 85-20-071 (Order 85-2), filed 9/30/85.
478-324	<b>Rules and regulations for the University of Washington implementation of the State Environmental Policy Act.</b>	478-08-410	Form and content of decisions in contested cases. [Regulation .08.410, filed 3/22/60.] Repealed by 85-20-071 (Order 85-2), filed 9/30/85.
478-355	<b>Small works roster.</b>	478-08-420	Definition of issues before hearing. [Regulation .08.420, filed 3/22/60.] Repealed by 85-20-071 (Order 85-2), filed 9/30/85.

### DISPOSITION OF CHAPTERS FORMERLY CODIFIED IN THIS TITLE

#### Chapter 478-08 PRACTICE AND PROCEDURE

478-08-001	Definitions. [Regulation .04.001, filed 3/22/60.] Repealed by 85-20-071 (Order 85-2), filed 9/30/85.	478-08-400	Stipulations and admissions of record. [Regulation .08.400, filed 3/22/60.] Repealed by 85-20-071 (Order 85-2), filed 9/30/85.
478-08-010	Appearance and practice before agency—Who may appear. [Regulation .08.010, filed 3/22/60.] Repealed by 85-20-071 (Order 85-2), filed 9/30/85.	478-08-410	Form and content of decisions in contested cases. [Regulation .08.410, filed 3/22/60.] Repealed by 85-20-071 (Order 85-2), filed 9/30/85.
478-08-080	Notice and opportunity for hearing in contested cases. [Regulation .08.080, filed 3/22/60.] Repealed by 85-20-071 (Order 85-2), filed 9/30/85.	478-08-420	Definition of issues before hearing. [Regulation .08.420, filed 3/22/60.] Repealed by 85-20-071 (Order 85-2), filed 9/30/85.
478-08-090	Service of process—By whom served. [Regulation .08.090, filed 3/22/60.] Repealed by 85-20-071 (Order 85-2), filed 9/30/85.	478-08-510	Continuances. [Regulation .08.510, filed 3/22/60.] Repealed by 85-20-071 (Order 85-2), filed 9/30/85.
478-08-100	Service of process—Upon whom served. [Regulation .08.100, filed 3/22/60.] Repealed by 85-20-071 (Order 85-2), filed 9/30/85.	478-08-520	Rules of evidence—Admissibility criteria. [Regulation .08.520, filed 3/22/60.] Repealed by 85-20-071 (Order 85-2), filed 9/30/85.
478-08-110	Service of process—Service upon parties. [Regulation .08.110, filed 3/22/60.] Repealed by 85-20-071 (Order 85-2), filed 9/30/85.	478-08-530	Rules of evidence—Tentative admission—Exclusion—Discontinuance—Objections. [Regulation .08.530, filed 3/22/60.] Repealed by 85-20-071 (Order 85-2), filed 9/30/85.
478-08-120	Service of process—Method of service. [Regulation .08.120, filed 3/22/60.] Repealed by 85-20-071 (Order 85-2), filed 9/30/85.	478-08-540	Petitions for rule making, amendment or repeal—Who may petition. [Regulation .08.540, filed 3/22/60.] Repealed by 85-20-071 (Order 85-2), filed 9/30/85.
478-08-130	Service of process—When service complete. [Regulation .08.130, filed 3/22/60.] Repealed by 85-20-071 (Order 85-2), filed 9/30/85.	478-08-550	Petitions for rule making, amendment or repeal—Requisites. [Regulation .08.550, filed 3/22/60.] Repealed by 85-20-071 (Order 85-2), filed 9/30/85.
478-08-140	Service of process—Filing with agency. [Regulation .08.140, filed 3/22/60.] Repealed by 85-20-071 (Order 85-2), filed 9/30/85.	478-08-560	Petitions for rule making, amendment or repeal—Agency must consider. [Regulation .08.560, filed

	3/22/60.] Repealed by 85-20-071 (Order 85-2), filed 9/30/85.	478-16-115	Parking—Operator's responsibility. [Order 70-1, § 478-16-115, filed 12/22/70.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
478-08-570	Petitions for rule making, amendment or repeal—Notice of disposition. [Regulation .08.570, filed 3/22/60.] Repealed by 85-20-071 (Order 85-2), filed 9/30/85.	478-16-201	Authorization for issuance of permits. [Order 70-1, § 478-16-201, filed 12/22/70; Order 67-1, § 478-16-201, filed 1/11/68; § 15, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
	<b>Chapter 478-16</b>		
	<b>PARKING AND TRAFFIC REGULATIONS OF THE UNIVERSITY OF WASHINGTON</b>		
478-16-010	Objectives of parking and traffic rules and regulations. [Order 70-1, § 478-16-010, filed 12/22/70; Order 67-1, § 478-16-010, filed 1/11/68; § 1, filed 3/22/60; amended by further filing 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.	478-16-202	Numbering of parking areas—Permit designation. [Order 70-1, § 478-16-202, filed 12/22/70; Order 67-1, § 478-16-202, filed 1/11/68; § 16, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
478-16-020	Applicable parking and traffic rules and regulations—Areas affected. [Order 70-1, § 478-16-020, filed 12/22/70; Order 67-1, § 478-16-020, filed 1/11/68; § 2, filed 3/22/60; amended by further filing of 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.	478-16-203	Allocation of parking space and priorities of applicants. [Order 70-1, § 478-16-203, filed 12/22/70; Order 67-1, § 478-16-203, filed 1/11/68; § 17, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
478-16-030	Authority of university police officers. [Order 70-1, § 478-16-030, filed 12/22/70; Order 67-1, § 478-16-030, filed 1/11/68.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.	478-16-204	Visitors and guests. [Order 70-1, § 478-16-204, filed 12/22/70; Order 67-1, § 478-16-204, filed 1/11/68; § 18, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
478-16-040	Modification of these regulations. [Order 70-1, § 478-16-040, filed 12/22/70.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.	478-16-205	Special permits. [Order 70-1, § 478-16-205, filed 12/22/70; Order 67-1, § 478-16-205, filed 1/11/68; § 19, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
478-16-101	Permits required for vehicles on campus. [Order 70-1, § 478-16-101, filed 12/22/70; Order 67-1, § 478-16-101, filed 1/11/68; § 3, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.	478-16-206	Athletic parking. [Order 67-1, § 478-16-206, filed 1/11/68.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
478-16-102	Tourists and visitors—Exemption from permit requirements. [Order 70-1, § 478-16-102, filed 12/22/70; Order 67-1, § 478-16-102, filed 1/11/68; § 4, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.	478-16-207	Permit revocations. [Order 70-1, § 478-16-207, filed 12/22/70; Order 67-1, § 478-16-207, filed 1/11/68; § 28, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
478-16-103	Conditions relative to student parking. [Order 70-1, § 478-16-103, filed 12/22/70; Order 67-1, § 478-16-103, filed 1/11/68.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.	478-16-208	Evening permits. [Order 70-1, § 478-16-208, filed 12/22/70; Order 67-1, § 478-16-208, filed 1/11/68; § 20, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
478-16-104	Speed. [Order 67-1, § 478-16-104, filed 1/11/68; § 6, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.	478-16-209	Second car permits. [Order 70-1, § 478-16-209, filed 12/22/70; Order 67-1, § 478-16-209, filed 1/11/68; § 21, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
478-16-105	Regulatory signs and directions. [Order 70-1, § 478-16-105, filed 12/22/70; Order 67-1, § 478-16-105, filed 1/11/68; § 7; filed 3/22/60, amended by further filing of 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.	478-16-210	Vehicle and driver's licenses required. [Order 70-1, § 478-16-210, filed 12/22/70; Order 67-1, § 478-16-210, filed 1/11/68; § 22, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
478-16-106	Pedestrians—Right of way. [Order 70-1, § 478-16-106, filed 12/22/70; Order 67-1, § 478-16-106, filed 1/11/68; § 8, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.	478-16-211	Annual and quarterly permit periods. [Order 70-1, § 478-16-211, filed 12/22/70; Order 67-1, § 478-16-211, filed 1/11/68; § 23, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
478-16-107	Designated and assigned parking areas. [Order 70-1, § 478-16-107, filed 12/22/70; Order 67-1, § 478-16-107, filed 1/11/68; § 9, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.	478-16-212	Parking area, zone and reserved space designations, and area assignments. [Order 70-1, § 478-16-212, filed 12/22/70; Order 67-1, § 478-16-212, filed 1/11/68.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
478-16-108	Car pool permits. [Order 67-1, § 478-16-108, filed 1/11/68.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.	478-16-213	Responsibility of person to whom permit issued. [Order 67-1, § 478-16-213, filed 1/11/68; § 27, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
478-16-109	Parking within designated spaces. [Order 67-1, § 478-16-109, filed 1/11/68; § 11, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.	478-16-214	Display of permits. [Order 70-1, § 478-16-214, filed 12/22/70; Order 67-1, § 478-16-214, filed 1/11/68; § 26, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
478-16-110	Disabled and inoperative vehicles—Impounding. [Order 67-1, § 478-16-110, filed 1/11/68; § 12, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.	478-16-215	Parking of motorcycles and scooters. [Order 70-1, § 478-16-215, filed 12/22/70; Order 67-1, § 478-16-215, filed 1/11/68.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
478-16-111	Exceptions to parking restrictions. [Order 70-1, § 478-16-111, filed 12/22/70; Order 67-1, § 478-16-111, filed 1/11/68; § 13, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.	478-16-216	Metered parking. [Order 67-1, § 478-16-216, filed 1/11/68.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
478-16-112	Special parking and traffic regulations and restrictions authorized. [Order 70-1, § 478-16-112, filed 12/22/70; Order 67-1, § 478-16-112, filed 1/11/68; § 14, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.	478-16-301	Annual parking fee payment. [Order 70-1, § 478-16-301, filed 12/22/70; Order 67-1, § 478-16-301, filed 1/11/68.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
478-16-113	Liability of university. [Order 70-1, § 478-16-113, filed 12/22/70; Order 67-1, § 478-16-113, filed 1/11/68.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.	478-16-302	Schedule of fees. [Order 70-1, § 478-16-302, filed 12/22/70; Order 67-1, § 478-16-302, filed 1/11/68; amended by filing of 1/11/68, effective 7/1/68; § 24, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
478-16-114	Parking in prohibited places. [Order 70-1, § 478-16-114, filed 12/22/70.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.	478-16-303	Refunds. [Order 70-1, § 478-16-303, filed 12/22/70; Order 67-1, § 478-16-303, filed 1/11/68.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
		478-16-401	Bicycle traffic and parking regulations. [Order 70-1, § 478-16-401, filed 12/22/70; Order 67-1, § 478-16-401, filed 1/11/68.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.

- 478-16-501 Establishment of court and appointment of judges. [Order 70-1, § 478-16-501, filed 12/22/70; Order 67-1, § 478-16-501, filed 1/11/68; § 29, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
- 478-16-502 Compensation for judges. [Order 70-1, § 478-16-502, filed 12/22/70; Order 67-1, § 478-16-502, filed 1/11/68; § 30, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
- 478-16-503 Jurisdiction of the university parking court. [Order 70-1, § 478-16-503, filed 12/22/70; Order 67-1, § 478-16-503, filed 1/11/68; § 31, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
- 478-16-504 Procedure—Summons and service thereof. [Order 70-1, § 478-16-504, filed 12/22/70; Order 67-1, § 478-16-504, filed 1/11/68; § 32, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
- 478-16-505 Election to forfeit or contest. [Order 70-1, § 478-16-505, filed 12/22/70; Order 67-1, § 478-16-505, filed 1/11/68; § 33, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
- 478-16-506 Procedure—Complaint and information. [Order 70-1, § 478-16-506, filed 12/22/70; Order 67-1, § 478-16-506, filed 1/11/68; § 34, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
- 478-16-507 Procedure—Pleas at hearing. [Order 70-1, § 478-16-507, filed 12/22/70; Order 67-1, § 478-16-507, filed 1/11/68; § 35, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
- 478-16-508 Procedure—Oath or solemn affirmation. [Order 70-1, § 478-16-508, filed 12/22/70; Order 67-1, § 478-16-508, filed 1/11/68; § 36, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
- 478-16-509 Procedure—Rules of evidence. [Order 70-1, § 478-16-509, filed 12/22/70; Order 67-1, § 478-16-509, filed 1/11/68; § 37, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
- 478-16-510 Procedure—Examination of witnesses. [Order 70-1, § 478-16-510, filed 12/22/70; Order 67-1, § 478-16-510, filed 1/11/68; § 38, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
- 478-16-511 Procedure—Judgment. [Order 70-1, § 478-16-511, filed 12/22/70; Order 67-1, § 478-16-511, filed 1/11/68; § 39, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
- 478-16-512 Fines and penalties. [Order 70-1, § 478-16-512, filed 12/22/70; Order 67-1, § 478-16-512, filed 1/11/68; § 40, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
- 478-16-513 Mitigation and suspension of penalties. [Order 70-1, § 478-16-513, filed 12/22/70; Order 67-1, § 478-16-514, filed 1/11/68; § 41, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
- 478-16-514 Enforcement of judgments of the university parking court. [Order 70-1, § 478-16-514, filed 12/22/70; Formerly WAC 478-16-515, Order 67-1, filed 1/11/68; § 42, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
- 478-16-515 Enforcement of judgments of the university traffic court. [Order 67-1, § 478-16-515, filed 11/1/68; § 42, filed 3/22/60.] Repealed by Order 70-1, filed 12/22/70.
- 478-16-601 Regulatory signs, markings, barricades, etc. [Order 70-1, § 478-16-601, filed 12/22/70; Order 67-1, § 478-16-601, filed 1/11/68; § 43, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
- 478-16-602 Impounding of vehicles. [Order 70-1, § 478-16-602, filed 12/22/70; Order 67-1, § 478-16-602, filed 1/11/68; § 44, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
- 478-16-603 Delegation of authority. [Order 70-1, § 478-16-603, filed 12/22/70; Order 67-1, § 478-16-603, filed 1/11/68; § 45, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
- 478-16-604 Certain violations—When complete. [Order 70-1, § 478-16-604, filed 12/22/70; Order 67-1, § 478-16-604, filed 1/11/68; § 46, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
- 478-16-701 Parking fees. [Order, § 478-16-701, filed 7/2/73; Order 70-1, § 478-16-701, filed 12/22/70; Formerly WAC 478-16-302, filed 1/11/68; and amended 1/11/68, filed 7/1/68; § 24, filed 3/22/60.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.
- 478-16-702 Fines schedule. [Order 70-1, § 478-16-702, filed 12/22/70.] Repealed by Order 75-2, filed 6/4/75. See chapter 478-116 WAC.

## Chapter 478-325

## RULES AND REGULATIONS FOR THE UNIVERSITY OF WASHINGTON IMPLEMENTATION OF THE STATE ENVIRONMENTAL POLICY ACT

- 478-325-010 Authority. [Order 76-2, § 478-325-010, filed 8/26/76.] Repealed by 84-20-074 (Order), filed 10/2/84. Statutory Authority: RCW 43.21C.120 and WAC 197-11-904. Later promulgation, see chapter 478-324 WAC.
- 478-325-020 Purpose and scope. [Order 76-2, § 478-325-020, filed 8/26/76.] Repealed by 84-20-074 (Order), filed 10/2/84. Statutory Authority: RCW 43.21C.120 and WAC 197-11-904.
- 478-325-025 Adoption by reference. [Statutory Authority: RCW 28B.10.560. 79-01-013 (Order 78-7), § 478-325-025, filed 12/13/78.] Repealed by 84-20-074 (Order), filed 10/2/84. Statutory Authority: RCW 43.21C.120 and WAC 197-11-904.
- 478-325-030 Integration of SEPA procedures with university operations. [Order 76-2, § 478-325-030, filed 8/26/76.] Repealed by 84-20-074 (Order), filed 10/2/84. Statutory Authority: RCW 43.21C.120 and WAC 197-11-904.
- 478-325-040 Definitions. [Statutory Authority: RCW 28B.10.560. 79-01-013 (Order 78-7), § 478-325-040, filed 12/13/78; Order 76-2, § 478-325-040, filed 8/26/76.] Repealed by 84-20-074 (Order), filed 10/2/84. Statutory Authority: RCW 43.21C.120 and WAC 197-11-904.
- 478-325-050 Timing of the threshold determination and EIS process. [Statutory Authority: RCW 28B.10.560. 79-01-013 (Order 78-7), § 478-325-050, filed 12/13/78; Order 76-2, § 478-325-050, filed 8/26/76.] Repealed by 84-20-074 (Order), filed 10/2/84. Statutory Authority: RCW 43.21C.120 and WAC 197-11-904.
- 478-325-060 SEPA information center. [Statutory Authority: RCW 28B.10.560. 79-01-013 (Order 78-7), § 478-325-060, filed 12/13/78; Order 76-2, § 478-325-060, filed 8/26/76.] Repealed by 84-20-074 (Order), filed 10/2/84. Statutory Authority: RCW 43.21C.120 and WAC 197-11-904.
- 478-325-070 Exemptions for emergency actions. [Statutory Authority: RCW 28B.10.560. 79-01-013 (Order 78-7), § 478-325-070, filed 12/13/78; Order 76-2, § 478-325-070, filed 8/26/76.] Repealed by 84-20-074 (Order), filed 10/2/84. Statutory Authority: RCW 43.21C.120 and WAC 197-11-904.
- 478-325-080 Lead agency. [Statutory Authority: RCW 28B.10.560. 79-01-013 (Order 78-7), § 478-325-080, filed 12/13/78; Order 76-2, § 478-325-080, filed 8/26/76.] Repealed by 84-20-074 (Order), filed 10/2/84. Statutory Authority: RCW 43.21C.120 and WAC 197-11-904.
- 478-325-090 Lead unit. [Statutory Authority: RCW 28B.10.560. 79-01-013 (Order 78-7), § 478-325-090, filed 12/13/78; Order 76-2, § 478-325-090, filed 8/26/76.] Repealed by 84-20-074 (Order), filed 10/2/84. Statutory Authority: RCW 43.21C.120 and WAC 197-11-904.
- 478-325-100 Responsible officials. [Statutory Authority: RCW 28B.10.560. 79-01-013 (Order 78-7), § 478-325-100, filed 12/13/78; Order 76-2, § 478-325-100, filed 8/26/76.] Repealed by 84-20-074 (Order), filed 10/2/84. Statutory Authority: RCW 43.21C.120 and WAC 197-11-904.
- 478-325-110 SEPA advisory committee. [Statutory Authority: RCW 28B.10.560. 79-01-013 (Order 78-7), § 478-325-110, filed 12/13/78; Order 76-2, § 478-325-110, filed 8/26/76.] Repealed by 84-20-074 (Order), filed 10/2/84. Statutory Authority: RCW 43.21C.120 and WAC 197-11-904.
- 478-325-120 Draft EIS—Optional additional elements—Limitations. [Statutory Authority: RCW 28B.10.560. 79-01-013 (Order 78-7), § 478-325-120, filed 12/13/78; Order 76-2, § 478-325-120, filed 8/26/76.] Repealed by 84-20-074 (Order), filed 10/2/84. Statutory Authority: RCW 43.21C.120 and WAC 197-11-904.
- 478-325-130 Severability. [Statutory Authority: RCW 28B.10.560. 79-01-013 (Order 78-7), § 478-325-130, filed 12/13/78; Order 76-2, § 478-325-130, filed 8/26/76.] Repealed by 84-20-074 (Order), filed 10/2/84. Statutory Authority: RCW 43.21C.120 and WAC 197-11-904.

478-325-140	Threshold determination. [Order 76-2, § 478-325-140, filed 8/26/76.] Repealed by 79-01-013 (Order 78-7), filed 12/13/78. Statutory Authority: RCW 28B.10.560.
478-325-150	Declarations of nonsignificance. [Order 76-2, § 478-325-150, filed 8/26/76.] Repealed by 79-01-013 (Order 78-7), filed 12/13/78. Statutory Authority: RCW 28B.10.560.
478-325-160	Draft environmental impact statements. [Order 76-2, § 478-325-160, filed 8/26/76.] Repealed by 79-01-013 (Order 78-7), filed 12/13/78. Statutory Authority: RCW 28B.10.560.
478-325-170	Public awareness, hearings and circulation of draft EIS. [Order 76-2, § 478-325-170, filed 8/26/76.] Repealed by 79-01-013 (Order 78-7), filed 12/13/78. Statutory Authority: RCW 28B.10.560.
478-325-180	Preparation, contents and circulation of final EIS. [Order 76-2, § 478-325-180, filed 8/26/76.] Repealed by 79-01-013 (Order 78-7), filed 12/13/78. Statutory Authority: RCW 28B.10.560.
478-325-190	Use and effects of other EIS's. [Order 76-2, § 478-325-190, filed 8/26/76.] Repealed by 79-01-013 (Order 78-7), filed 12/13/78. Statutory Authority: RCW 28B.10.560.

### Chapter 478-04 WAC ORGANIZATION

#### WAC

478-04-010	Purpose.
478-04-020	Organization—Operation—Information.
478-04-030	Schedule of meetings.

**WAC 478-04-010 Purpose.** The purpose of this chapter is to establish rules implementing RCW 34.05.220 (1)(b) and 42.17.250 (1)(a) and (b).

[Statutory Authority: Chapter 34.05 RCW. 90-15-005, § 478-04-010, filed 7/6/90, effective 8/6/90.]

**WAC 478-04-020 Organization—Operation—Information.** (1) Organization. The University of Washington is established in Title 28B RCW as a public institution of higher education. The institution is governed by a nine-member board of regents, appointed by the governor. The board employs a president, who acts as the chief executive officer of the institution. The president establishes the structure of the administration.

(2) Operation. The administrative office of the University of Washington is at the following address:

University of Washington  
Office of the President  
301 Gerberding Hall  
Box 351230  
Seattle, WA 98195-1230

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

University of Washington  
Office of the Registrar  
209 Schmitz Hall  
Box 355850  
Seattle, WA 98195-5850

[Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW. 97-14-004, § 478-04-020, filed 6/19/97, effective 7/20/97. Statutory Authority: Chapter 34.05 RCW. 90-15-005, § 478-04-020, filed 7/6/90, effective 8/6/90.]

[Title 478 WAC—p. 4]

**WAC 478-04-030 Schedule of meetings.** (1) Regular meetings. Regular meetings of the board of regents shall be held each month, pursuant to a schedule established yearly by resolution of the board. Meetings of the board will be held in Room 301 of the Administration Building on the campus in Seattle, Washington, or at such other place as the board may direct from time to time. The president of the board, with the concurrence of a majority of the members of the board, may cancel any regular meeting. All such regular meetings and notices of cancellation of meetings will be conducted in conformance with the laws of the state of Washington governing such meetings.

(2) Special meeting. The president of the university, the president of the board, or any five members of the board may call a special meeting at any time. Not less than twenty-four hours before any special meeting, the secretary shall have notified each member of the board by written notice of the time, place, and the business to be transacted at the meeting. Such notice shall be distributed and posted in accordance with the laws of the state governing such meetings. The presence of a regent at the meeting or the regent's written waiver of notice filed with the secretary shall constitute a waiver of receiving written notice of the meeting. When the meeting is called to deal with an emergency involving injury or damage, or the likelihood of injury or damage, to persons or property, and the time requirements for notice provided for above would be impractical and increase the likelihood of such injury or damage, such required notice may be dispensed with and the secretary shall notify each member of the board by the best means possible under the circumstances.

(3) Notice of agenda for regular meeting. Not less than four days before any regular meeting, the secretary shall mail to each member of the board a reminder of the regular meeting and a preliminary agenda setting forth the matters which are to be considered at the meeting.

(4) Addenda to the agenda at regular or special meetings. Addenda to the agenda of either a regular or a special meeting may be permitted at the commencement of or during such meeting, except that final disposition shall not be taken on addenda to the agenda of a special meeting unless notice as required by applicable law has been given.

(5) Quorum. A majority of the entire board shall be necessary to constitute a quorum at all regular meetings and special meetings.

[Statutory Authority: RCW 28B.20.130 and 42.30.075. 92-02-038, § 478-04-030, filed 12/24/91, effective 1/24/92.]

### Chapter 478-108 WAC PRACTICE AND PROCEDURE

#### WAC

#### PART I GENERAL PROCEDURAL RULES

478-108-010	Matters subject to brief adjudication.
478-108-020	Application for adjudicative proceeding.
478-108-030	Appointment of presiding officers.
478-108-040	Method of recording.
478-108-050	Adjudicative proceedings closed.
478-108-060	Student conduct code.
478-108-070	Faculty employment relationships.
478-108-080	Librarian employment relationships.

(1999 Ed.)

PART II  
PROCEDURAL RULES FOR FORMAL PROCEEDINGS

478-108-110	Adoption of model rules of procedure.
478-108-120	Discovery.
478-108-130	Transmittal of recommended decisions.
478-108-140	Petition for stay pending appeal.

PART I  
GENERAL PROCEDURAL RULES

**WAC 478-108-010 Matters subject to brief adjudication.** This rule is adopted in accordance with RCW 34.05.479 through 34.05.494, the provisions of which are hereby adopted. Brief adjudicative procedures shall be used in all matters related to:

- (1) Appeals from residency classifications under RCW 28B.15.013 as established in chapter 478-160 WAC;
- (2) Appeals from traffic and parking violations as provided for in chapter 478-116 WAC;
- (3) Challenges to contents of educational records as provided for in chapter 478-140 WAC;
- (4) Proceedings under the animal control policy as detailed in chapter 478-124 WAC;
- (5) Requests for reconsideration of admission decisions as provided for in chapter 478-160 WAC;
- (6) Appeals of library charges as provided in chapter 478-168 WAC;
- (7) Reviews of denials of public records requests as provided in chapter 478-276 WAC;
- (8) Federal financial aid appeals as provided for by federal law;
- (9) Collection of outstanding debts owed by students or employees; and
- (10) Appeals from areas exempt from the rules requirements of chapter 34.05 RCW including standards of admission, academic advancement, academic credit, graduation and the granting of degrees, employment relationships (except for all aspects of faculty and librarian employment relationships), and fiscal processes.

[Statutory Authority: Chapter 34.05 RCW. 90-15-005, § 478-108-010, filed 7/6/90, effective 8/6/90.]

**WAC 478-108-020 Application for adjudicative proceeding.** An application for an adjudicative proceeding shall be in writing. The application shall include the signature of the applicant, the nature of the matter for which an adjudicative proceeding is sought, and an explanation of the facts involved. Application forms are available at the following address:

University of Washington  
Visitors Information Center  
4014 University Way N.E.  
Seattle, WA 98105-6203

(for internal campus mail use: Box 355502). An application for an adjudicative proceeding should be submitted to the above address within twenty days of the agency action giving rise to the application, unless otherwise provided for by statute or rule.

[Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW. 97-14-004, § 478-108-020, filed 6/19/97, effective

(1999 Ed.)

7/20/97. Statutory Authority: Chapter 34.05 RCW. 90-15-005, § 478-108-020, filed 7/6/90, effective 8/6/90.]

**WAC 478-108-030 Appointment of presiding officers.** The president of the University of Washington or his or her designee shall have the power to appoint presiding officers for formal and brief adjudicative proceedings. The presiding officer shall be an administrative law judge; a member in good standing of the Washington State Bar Association; committees or members of the faculty, staff, or student body; 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 may be designated by the president or president's designee to make decisions concerning discovery, closure, means of recording adjudicative proceedings, and similar matters.

[Statutory Authority: Chapter 34.05 RCW. 90-15-005, § 478-108-030, filed 7/6/90, effective 8/6/90.]

**WAC 478-108-040 Method of recording.** Proceedings shall be recorded by a method determined by the presiding officer, among those available pursuant to the model rules of procedure in WAC 10-08-170.

[Statutory Authority: Chapter 34.05 RCW. 90-15-005, § 478-108-040, filed 7/6/90, effective 8/6/90.]

**WAC 478-108-050 Adjudicative proceedings closed.** Adjudicative proceedings shall be closed to the public unless the Open Public Meetings Act, chapter 42.30 RCW, requires otherwise. If the act requires an open proceeding, then a party may apply to the presiding officer for a protective order to close part of the proceeding. The party making the request should state the reasons for making the application to the presiding officer. If the other party opposes the request, a written response to the request shall be made within ten days of the request to the presiding officer. The presiding officer shall determine which, if any, parts of the proceeding shall be closed, and state the reasons therefore in writing within twenty days of receiving the request.

No cameras or recording devices, other than the official recording method, shall be allowed in proceedings or parts of proceedings which have been closed.

[Statutory Authority: Chapter 34.05 RCW. 90-15-005, § 478-108-050, filed 7/6/90, effective 8/6/90.]

**WAC 478-108-060 Student conduct code.** All adjudicative proceedings applicable to student conduct at the University of Washington shall be governed exclusively by the provisions of the student conduct code (chapter 478-120 WAC), as they may be amended from time to time, except that any additional procedural protections for adjudicative proceedings in applicable sections of the Washington Administrative Procedure Act shall be available to students through the university processes.

[Statutory Authority: Chapter 34.05 RCW. 90-15-005, § 478-108-060, filed 7/6/90, effective 8/6/90.]

**WAC 478-108-070 Faculty employment relationships.** All adjudicative proceedings affecting a faculty member at the University of Washington shall be governed exclu-

sively by the provisions of relevant university codes and handbooks, as they may be amended from time to time, except that any additional procedural protections for adjudicative proceedings in applicable sections of the Washington Administrative Procedure Act shall be available to faculty through the university processes.

[Statutory Authority: Chapter 34.05 RCW. 90-15-005, § 478-108-070, filed 7/6/90, effective 8/6/90.]

**WAC 478-108-080 Librarian employment relationships.** All adjudicative proceedings affecting librarians at the University of Washington shall be governed exclusively by the provisions of relevant university rules and library policies, as they may be amended from time to time, except that any additional procedural protections for adjudicative proceedings in applicable sections of the Washington Administrative Procedure Act shall be available to librarians through the university processes.

[Statutory Authority: Chapter 34.05 RCW. 90-15-005, § 478-108-080, filed 7/6/90, effective 8/6/90.]

## PART II PROCEDURAL RULES FOR FORMAL PROCEEDINGS

**WAC 478-108-110 Adoption of model rules of procedure.** In formal proceedings pursuant to RCW 34.05.413 through 34.05.476, the University of Washington adopts the model rules of procedure adopted by the chief administrative law judge pursuant to RCW 34.05.250, as now or hereafter amended. Those rules may be found in chapter 10-08 WAC. Other procedural rules adopted in this title and this chapter are supplementary to the model rules of procedure. In the case of a conflict between the model rules of procedure and these procedural rules, the procedural rules adopted by this institution shall govern.

[Statutory Authority: Chapter 34.05 RCW. 90-15-005, § 478-108-110, filed 7/6/90, effective 8/6/90.]

**WAC 478-108-120 Discovery.** Discovery in adjudicative proceedings may be permitted at the discretion of the presiding officer. In permitting discovery, the presiding officer shall make reference to the civil rules of procedure. The presiding officer shall have the power to control the frequency and nature of discovery permitted, and to order discovery conferences to discuss discovery issues.

[Statutory Authority: Chapter 34.05 RCW. 90-15-005, § 478-108-120, filed 7/6/90, effective 8/6/90.]

**WAC 478-108-130 Transmittal of recommended decisions.** The presiding officer shall transmit a full and complete record of the proceedings and a recommended decision to the institutional official who is to enter a final or initial order after considering the record and evidence so transmitted. The record of proceedings shall include such comments upon the demeanor of witnesses as the presiding officer deems relevant.

[Statutory Authority: Chapter 34.05 RCW. 90-15-005, § 478-108-130, filed 7/6/90, effective 8/6/90.]

[Title 478 WAC—p. 6]

**WAC 478-108-140 Petition for stay pending appeal.** Upon the request of a party intending to appeal, the official, officer, or body of officers who entered a final decision in an adjudicative proceeding may issue a stay of effectiveness pending the outcome of the appeal.

[Statutory Authority: Chapter 34.05 RCW. 90-15-005, § 478-108-140, filed 7/6/90, effective 8/6/90.]

## Chapter 478-116 WAC PARKING AND TRAFFIC RULES OF THE UNIVERSITY OF WASHINGTON

### WAC

#### PART I

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478-116-030	Applicable parking and traffic rules.
478-116-040	Authority of university police officers.
478-116-044	Authorized use of streets and parking facilities.
478-116-046	Directions issued by university police officers.
478-116-051	Definitions.
478-116-061	Liability of university.
478-116-071	Severability, savings clause.

#### PART II

#### PARKING SERVICES

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478-116-111	Valid permit.
478-116-114	Transferable permits.
478-116-116	Temporary and replacement permits.
478-116-121	Visitor parking.
478-116-125	Other types of permits.
478-116-131	Parking for events and other university functions.
478-116-141	Annual and quarterly permit periods.
478-116-145	Evening permits.
478-116-147	Carpool permits.
478-116-151	Parking of state of Washington-owned university-operated motor vehicles.
478-116-161	Annual parking fee payment.
478-116-163	Fee schedule.
478-116-165	Vehicle and driver's licenses required.
478-116-167	Right to refuse to issue a permit.
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478-116-191	Regulatory signs, barricades, and markings.

#### PART III

#### PARKING VIOLATIONS

478-116-201	Permits required for motor vehicles parked on campus during hours of operation—Assigned parking areas.
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478-116-223	Display of permits.
478-116-225	Permits and vehicle license plates.
478-116-227	Permit transfer.
478-116-231	Use of revoked permits prohibited.
478-116-241	Overtime parking violations—Repeated.
478-116-245	Obstructing traffic prohibited.
478-116-251	Regulatory signs and directions.
478-116-253	Prohibited parking area(s).
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478-116-261	Designated parking areas.
478-116-271	Parking within designated parking space.
478-116-281	Parking—Safekeeping of unattended motor vehicles.
478-116-291	Impoundment of motor vehicles.

#### PART IV

#### MOTOR VEHICLE CITATION ISSUANCE

478-116-301	Citation for motor vehicle violations.
478-116-311	Motor vehicle fines and penalties.





- 478-116-200 Parking—Operator's responsibility. [Order 75-2, § 478-116-200, filed 6/4/75.] Repealed by 97-14-005, filed 6/19/97, effective 9/15/97. Statutory Authority: RCW 28B.10.560 and 28B.20.130.
- 478-116-210 Authorization for issuance of permits. [Statutory Authority: RCW 28B.20.130 and 28B.10.560. 91-11-029 and 91-12-047, § 478-116-210, filed 5/8/91 and 6/5/91, effective 6/8/91 and 10/1/91. Statutory Authority: RCW 283.10.300 [28B.10.300]. 89-15-023 (Order 89-1), § 478-116-210, filed 7/13/89, effective 8/13/89; Order 75-2, § 478-116-210, filed 6/4/75.] Repealed by 97-14-005, filed 6/19/97, effective 9/15/97. Statutory Authority: RCW 28B.10.560 and 28B.20.130.
- 478-116-220 Numbering of parking areas—Permit designation. [Order 75-2, § 478-116-220, filed 6/4/75.] Repealed by 97-14-005, filed 6/19/97, effective 9/15/97. Statutory Authority: RCW 28B.10.560 and 28B.20.130.
- 478-116-230 Parking allocation. [Statutory Authority: RCW 28B.20.130 and 28B.10.560. 91-11-029 and 91-12-047, § 478-116-230, filed 5/8/91 and 6/5/91, effective 6/8/91 and 10/1/91. Statutory Authority: RCW 28B.10.560. 79-09-004 (Order 79-3), § 478-116-230, filed 8/2/79; Order 75-2, § 478-116-230, filed 6/4/75.] Repealed by 97-14-005, filed 6/19/97, effective 9/15/97. Statutory Authority: RCW 28B.10.560 and 28B.20.130.
- 478-116-240 Visitor parking. [Statutory Authority: RCW 28B.20.130 and 28B.10.560. 91-11-029 and 91-12-047, § 478-116-240, filed 5/8/91 and 6/5/91, effective 6/8/91 and 10/1/91. Statutory Authority: RCW 283.10.300 [28B.10.300]. 89-15-023 (Order 89-1), § 478-116-240, filed 7/13/89, effective 8/13/89. Statutory Authority: RCW 28B.10.560 and 28B.20.130. 87-16-037 (Order 87-1), § 478-116-240, filed 7/28/87, effective 9/1/87. Statutory Authority: RCW 28B.10.300 and 28B.10.560. 84-10-030 (Order 84-3), § 478-116-240, filed 4/30/84. Statutory Authority: RCW 28B.10.560. 81-14-012 (Order 81-2), § 478-116-240, filed 6/24/81. Statutory Authority: RCW 28B.20.130(1). 80-12-002 (Order 80-1), § 478-116-240, filed 8/22/80; Order 75-2, § 478-116-240, filed 6/4/75.] Repealed by 97-14-005, filed 6/19/97, effective 9/15/97. Statutory Authority: RCW 28B.10.560 and 28B.20.130.
- 478-116-250 Other types of permits. [Statutory Authority: RCW 28B.20.130 and 28B.10.560. 91-11-029 and 91-12-047, § 478-116-250, filed 5/8/91 and 6/5/91, effective 6/8/91 and 10/1/91. Statutory Authority: RCW 28B.10.300, [28B.10.560 and chapter 34.05 RCW. 90-13-026, § 478-116-250, filed 6/12/90, effective 7/13/90. Statutory Authority: RCW 283.10.300 [28B.10.300]. 89-15-023 (Order 89-1), § 478-116-250, filed 7/13/89. Statutory Authority: RCW 28B.10.560 and 28B.20.130. 87-16-037 (Order 87-1), § 478-116-250, filed 7/28/87, effective 9/1/87; Order 75-2, § 478-116-250, filed 6/4/75.] Repealed by 97-14-005, filed 6/19/97, effective 9/15/97. Statutory Authority: RCW 28B.10.560 and 28B.20.130.
- 478-116-260 Athletic event parking. [Statutory Authority: RCW 28B.10.560 and 28B.20.130. 91-11-029 and 91-12-047, § 478-116-260, filed 5/8/91 and 6/5/91, effective 6/8/91 and 10/1/91; 87-16-037 (Order 87-1), § 478-116-260, filed 7/28/87, effective 9/1/87; Order 75-2, § 478-116-260, filed 6/4/75.] Repealed by 97-14-005, filed 6/19/97, effective 9/15/97. Statutory Authority: RCW 28B.10.560 and 28B.20.130.
- 478-116-270 Evening permits. [Statutory Authority: RCW 283.10.300 [28B.10.300]. 89-15-023 (Order 89-1), § 478-116-270, filed 7/13/89, effective 8/13/89. Statutory Authority: RCW 28B.10.560 and 28B.20.130. 87-16-037 (Order 87-1), § 478-116-270, filed 7/28/87, effective 9/1/87. Statutory Authority: RCW 28B.10.300, 28B.10.560 and 28B.20.130. 86-17-016 (Order 86-3), § 478-116-270, filed 8/11/86; Order 75-2, § 478-116-270, filed 6/4/75.] Repealed by 97-14-005, filed 6/19/97, effective 9/15/97. Statutory Authority: RCW 28B.10.560 and 28B.20.130.
- 478-116-280 Transferable permits. [Statutory Authority: RCW 283.10.300 [28B.10.300]. 89-15-023 (Order 89-1), § 478-116-280, filed 7/13/89, effective 8/13/89; Order 75-2, § 478-116-280, filed 6/4/75.] Repealed by 97-14-005, filed 6/19/97, effective 9/15/97. Statutory Authority: RCW 28B.10.560 and 28B.20.130.
- 478-116-290 Temporary and replacement permits. [Statutory Authority: RCW 28B.10.560 and 28B.20.130. 87-16-037 (Order 87-1), § 478-116-290, filed 7/28/87, effective 9/1/87. Statutory Authority: RCW 28B.10.560. 79-09-004 (Order 79-3), § 478-116-290, filed 8/2/79; Order 75-2, § 478-116-290, filed 6/4/75.] Repealed by 97-14-005, filed 6/19/97, effective 9/15/97. Statutory Authority: RCW 28B.10.560 and 28B.20.130.
- 478-116-300 Vehicle and driver's licenses required. [Statutory Authority: RCW 28B.20.130 and 28B.10.560. 91-11-029 and 91-12-047, § 478-116-300, filed 5/8/91 and 6/5/91, effective 6/8/91 and 10/1/91; Order 75-2, § 478-116-300, filed 6/4/75.] Repealed by 97-14-005, filed 6/19/97, effective 9/15/97. Statutory Authority: RCW 28B.10.560 and 28B.20.130.
- 478-116-310 Annual and quarterly permit periods. [Order 75-2, § 478-116-310, filed 6/4/75.] Repealed by 97-14-005, filed 6/19/97, effective 9/15/97. Statutory Authority: RCW 28B.10.560 and 28B.20.130.
- 478-116-320 Parking area, zone and reserved area designations, and area assignments. [Order 75-2, § 478-116-320, filed 6/4/75.] Repealed by 97-14-005, filed 6/19/97, effective 9/15/97. Statutory Authority: RCW 28B.10.560 and 28B.20.130.
- 478-116-330 Responsibility of person to whom permit issued. [Order 75-2, § 478-116-330, filed 6/4/75.] Repealed by 97-14-005, filed 6/19/97, effective 9/15/97. Statutory Authority: RCW 28B.10.560 and 28B.20.130.
- 478-116-340 Display of permits. [Statutory Authority: RCW 283.10.300 [28B.10.300]. 89-15-023 (Order 89-1), § 478-116-340, filed 7/13/89, effective 8/13/89. Statutory Authority: RCW 28B.10.560. 79-09-004 (Order 79-3), § 478-116-340, filed 8/2/79; Order 75-2, § 478-116-340, filed 6/4/75.] Repealed by 97-14-005, filed 6/19/97, effective 9/15/97. Statutory Authority: RCW 28B.10.560 and 28B.20.130.
- 478-116-345 Permits and vehicle license plates. [Statutory Authority: RCW 283.10.300 [28B.10.300]. 89-15-023 (Order 89-1), § 478-116-345, filed 7/13/89, effective 8/13/89.] Repealed by 97-14-005, filed 6/19/97, effective 9/15/97. Statutory Authority: RCW 28B.10.560 and 28B.20.130.
- 478-116-350 Metered parking. [Statutory Authority: RCW 28B.10.560 and 28B.20.130. 87-16-037 (Order 87-1), § 478-116-350, filed 7/28/87, effective 9/1/87; Order 75-2, § 478-116-350, filed 6/4/75.] Repealed by 97-14-005, filed 6/19/97, effective 9/15/97. Statutory Authority: RCW 28B.10.560 and 28B.20.130.
- 478-116-355 Overtime parking violations—Repeated. [Statutory Authority: RCW 28B.10.560. 78-07-019 (Order 78-3), § 478-116-355, filed 6/15/78.] Repealed by 97-14-005, filed 6/19/97, effective 9/15/97. Statutory Authority: RCW 28B.10.560 and 28B.20.130.
- 478-116-360 Carpools. [Statutory Authority: RCW 28B.20.130 and 28B.10.560. 91-11-029 and 91-12-047, § 478-116-360, filed 5/8/91 and 6/5/91, effective 6/8/91 and 10/1/91. Statutory Authority: RCW 283.10.300 [28B.10.300]. 89-15-023 (Order 89-1), § 478-116-360, filed 7/13/89, effective 8/13/89. Statutory Authority: RCW 28B.10.560. 79-09-004 (Order 79-3), § 478-116-360, filed 8/2/79; Order 75-2, § 478-116-360, filed 6/4/75.] Repealed by 97-14-005, filed 6/19/97, effective 9/15/97. Statutory Authority: RCW 28B.10.560 and 28B.20.130.
- 478-116-370 Recall of permits. [Statutory Authority: RCW 28B.20.130 and 28B.10.560. 93-14-130, § 478-116-370, filed 7/7/93, effective 8/7/93; 87-16-037 (Order 87-1), § 478-116-370, filed 7/28/87, effective 9/1/87; Order 75-2, § 478-116-370, filed 6/4/75.] Repealed by 97-14-005, filed 6/19/97, effective 9/15/97. Statutory Authority: RCW 28B.10.560 and 28B.20.130.
- 478-116-380 Annual parking fee payment. [Statutory Authority: RCW 283.10.300 [28B.10.300]. 89-15-023 (Order 89-1), § 478-116-380, filed 7/13/89, effective 8/13/89; Order 75-2, § 478-116-380, filed 6/4/75.] Repealed by 97-14-005, filed 6/19/97, effective 9/15/97. Statutory Authority: RCW 28B.10.560 and 28B.20.130.
- 478-116-390 Schedule of fees. [Statutory Authority: RCW 28B.10.560 and 28B.20.130. 91-11-029 and 91-12-047, § 478-116-390, filed 5/8/91 and 6/5/91, effective 6/8/91 and 10/1/91; 87-16-037 (Order 87-1), § 478-116-390, filed 7/28/87, effective 9/1/87; Order 75-2, § 478-116-390, filed 6/4/75.] Repealed by 97-14-005, filed 6/19/97, effective 9/15/97. Statutory Authority: RCW 28B.10.560 and 28B.20.130.
- 478-116-400 Refund conditions. [Statutory Authority: RCW 28B.20.130 and 28B.10.560. 93-14-130, § 478-116-



- 400, filed 7/7/93, effective 8/7/93; Order 75-2, § 478-116-400, filed 6/4/75.] Repealed by 97-14-005, filed 6/19/97, effective 9/15/97. Statutory Authority: RCW 28B.10.560 and 28B.20.130.
- 478-116-410 Establishment of court and appointment of judges. [Order 75-2, § 478-116-410, filed 6/4/75.] Repealed by 93-14-130, filed 7/7/93, effective 8/7/93. Statutory Authority: RCW 28B.20.130 and 28B.10.560.
- 478-116-420 Compensation for judges not based on fines. [Order 75-2, § 478-116-420, filed 6/4/75.] Repealed by 93-14-130, filed 7/7/93, effective 8/7/93. Statutory Authority: RCW 28B.20.130 and 28B.10.560.
- 478-116-430 Jurisdiction of the university parking court. [Statutory Authority: RCW 283.10.300 [28B.10.300]. 89-15-023 (Order 89-1), § 478-116-430, filed 7/13/89, effective 8/13/89; Order 75-2, § 478-116-430, filed 6/4/75.] Repealed by 93-14-130, filed 7/7/93, effective 8/7/93. Statutory Authority: RCW 28B.20.130 and 28B.10.560.
- 478-116-440 Citation for violation. [Statutory Authority: RCW 28B.20.130 and 28B.10.560. 93-14-130, § 478-116-440, filed 7/7/93, effective 8/7/93. Statutory Authority: RCW 283.10.300 [28B.10.300]. 89-15-023 (Order 89-1), § 478-116-440, filed 7/13/89, effective 8/13/89; Order 75-2, § 478-116-440, filed 6/4/75.] Repealed by 97-14-005, filed 6/19/97, effective 9/15/97. Statutory Authority: RCW 28B.10.560 and 28B.20.130.
- 478-116-450 Election to pay fine or contest citation. [Statutory Authority: RCW 28B.20.130 and 28B.10.560. 93-14-130, § 478-116-450, filed 7/7/93, effective 8/7/93; 91-11-029 and 91-12-047, § 478-116-450, filed 5/8/91 and 6/5/91, effective 6/8/91 and 10/1/91; 87-16-037 (Order 87-1), § 478-116-450, filed 7/28/87, effective 9/1/87. Statutory Authority: RCW 28B.10.560. 79-09-004 (Order 79-3), § 478-116-450, filed 8/2/79; 78-07-019 (Order 78-3), § 478-116-450, filed 6/15/78; Order 75-2, § 478-116-450, filed 6/4/75.] Repealed by 97-14-005, filed 6/19/97, effective 9/15/97. Statutory Authority: RCW 28B.10.560 and 28B.20.130.
- 478-116-460 Presiding and reviewing officer. [Statutory Authority: RCW 28B.20.130 and 28B.10.560. 93-14-130, § 478-116-460, filed 7/7/93, effective 8/7/93; Order 75-2, § 478-116-460, filed 6/4/75.] Repealed by 97-14-005, filed 6/19/97, effective 9/15/97. Statutory Authority: RCW 28B.10.560 and 28B.20.130.
- 478-116-470 Procedure—Pleas at hearing. [Statutory Authority: RCW 283.10.300 [28B.10.300]. 89-15-023 (Order 89-1), § 478-116-470, filed 7/13/89, effective 8/13/89; Order 75-2, § 478-116-470, filed 6/4/75.] Repealed by 93-14-130, filed 7/7/93, effective 8/7/93. Statutory Authority: RCW 28B.20.130 and 28B.10.560.
- 478-116-480 Procedure—Oath or solemn affirmation. [Order 75-2, § 478-116-480, filed 6/4/75.] Repealed by 93-14-130, filed 7/7/93, effective 8/7/93. Statutory Authority: RCW 28B.20.130 and 28B.10.560.
- 478-116-490 Procedure—Rules of evidence. [Statutory Authority: RCW 283.10.300 [28B.10.300]. 89-15-023 (Order 89-1), § 478-116-490, filed 7/13/89, effective 8/13/89; Order 75-2, § 478-116-490, filed 6/4/75.] Repealed by 93-14-130, filed 7/7/93, effective 8/7/93. Statutory Authority: RCW 28B.20.130 and 28B.10.560.
- 478-116-500 Procedure—Examination of witnesses. [Statutory Authority: RCW 283.10.300 [28B.10.300]. 89-15-023 (Order 89-1), § 478-116-500, filed 7/13/89, effective 8/13/89; Order 75-2, § 478-116-500, filed 6/4/75.] Repealed by 93-14-130, filed 7/7/93, effective 8/7/93. Statutory Authority: RCW 28B.20.130 and 28B.10.560.
- 478-116-510 Procedure—Judgment. [Statutory Authority: Chapter 34.05 RCW. 90-15-005, § 478-116-510, filed 7/6/90, effective 8/6/90. Statutory Authority: RCW 283.10.300 [28B.10.300]. 89-15-023 (Order 89-1), § 478-116-510, filed 7/13/89; Order 75-2, § 478-116-510, filed 6/4/75.] Repealed by 93-14-130, filed 7/7/93, effective 8/7/93. Statutory Authority: RCW 28B.20.130 and 28B.10.560.
- 478-116-511 Procedure—Appeal of judgment. [Statutory Authority: RCW 28B.10.300 and 28B.10.560. 84-10-030 (Order 84-3), § 478-116-511, filed 4/30/84.] Repealed by 93-14-130, filed 7/7/93, effective 8/7/93. Statutory Authority: RCW 28B.20.130 and 28B.10.560.
- 478-116-530 Mitigation and suspension of penalties. [Order 75-2, § 478-116-530, filed 6/4/75.] Repealed by 93-14-130, filed 7/7/93, effective 8/7/93. Statutory Authority: RCW 28B.20.130 and 28B.10.560.
- 478-116-540 Enforcement of decisions of citation hearing office. [Statutory Authority: RCW 28B.20.130 and 28B.10.560. 93-14-130, § 478-116-540, filed 7/7/93, effective 8/7/93; Order 76-3, § 478-116-540, filed 10/6/76; Order 75-2, § 478-116-540, filed 6/4/75.] Repealed by 97-14-005, filed 6/19/97, effective 9/15/97. Statutory Authority: RCW 28B.10.560 and 28B.20.130.
- 478-116-550 Registered owner responsible for illegal parking. [Statutory Authority: RCW 28B.20.130 and 28B.10.560. 93-14-130, § 478-116-550, filed 7/7/93, effective 8/7/93. Statutory Authority: RCW 283.10.300 [28B.10.300]. 89-15-023 (Order 89-1), § 478-116-550, filed 7/13/89, effective 8/13/89; Order 75-2, § 478-116-550, filed 6/4/75.] Repealed by 97-14-005, filed 6/19/97, effective 9/15/97. Statutory Authority: RCW 28B.10.560 and 28B.20.130.
- 478-116-560 Certain violations—When complete. [Order 75-2, § 478-116-560, filed 6/4/75.] Repealed by 93-14-130, filed 7/7/93, effective 8/7/93. Statutory Authority: RCW 28B.20.130 and 28B.10.560.
- 478-116-570 Regulatory signs, markings, barricades, etc. [Statutory Authority: RCW 28B.10.300, 28B.10.560 and 28B.20.130. 86-17-016 (Order 86-3), § 478-116-570, filed 8/11/86; Order 75-2, § 478-116-570, filed 6/4/75.] Repealed by 97-14-005, filed 6/19/97, effective 9/15/97. Statutory Authority: RCW 28B.10.560 and 28B.20.130.
- 478-116-576 Impoundment defined. [Order 76-3, § 478-116-576, filed 10/6/76.] Repealed by 78-07-019 (Order 78-3), filed 6/15/78. Statutory Authority: RCW 28B.10.560.
- 478-116-578 Vehicle defined. [Order 76-3, § 478-116-578, filed 10/6/76.] Repealed by 78-07-019 (Order 78-3), filed 6/15/78. Statutory Authority: RCW 28B.10.560.
- 478-116-580 Impoundment of vehicles. [Order 76-3, § 478-116-580, filed 10/6/76; Order 75-2, § 478-116-580, filed 6/4/75.] Repealed by 97-14-005, filed 6/19/97, effective 9/15/97. Statutory Authority: RCW 28B.10.560 and 28B.20.130.
- 478-116-582 Impoundment for failure to pay fines. [Statutory Authority: RCW 28B.20.130 and 28B.10.560. 93-14-130, § 478-116-582, filed 7/7/93, effective 8/7/93; 87-16-037 (Order 87-1), § 478-116-582, filed 7/28/87, effective 9/1/87. Statutory Authority: RCW 28B.10.300, 28B.10.560 and 28B.20.130. 86-17-016 (Order 86-3), § 478-116-582, filed 8/11/86. Statutory Authority: RCW 28B.10.560. 78-07-019 (Order 78-3), § 478-116-582, filed 6/15/78; Order 76-3, § 478-116-582, filed 10/6/76.] Repealed by 97-14-005, filed 6/19/97, effective 9/15/97. Statutory Authority: RCW 28B.10.560 and 28B.20.130.
- 478-116-584 Impoundment without prior notice. [Statutory Authority: RCW 28B.10.560 and 28B.20.130. 91-11-029 and 91-12-047, § 478-116-584, filed 5/8/91 and 6/5/91, effective 6/8/91 and 10/1/91; 87-16-037 (Order 87-1), § 478-116-584, filed 7/28/87, effective 9/1/87. Statutory Authority: RCW 28B.10.560. 78-07-019 (Order 78-3), § 478-116-584, filed 6/15/78; Order 76-3, § 478-116-584, filed 10/6/76.] Repealed by 97-14-005, filed 6/19/97, effective 9/15/97. Statutory Authority: RCW 28B.10.560 and 28B.20.130.
- 478-116-586 Impoundment of abandoned vehicles. [Statutory Authority: RCW 28B.20.130 and 28B.10.560. 93-14-130, § 478-116-586, filed 7/7/93, effective 8/7/93; 91-11-029 and 91-12-047, § 478-116-586, filed 5/8/91 and 6/5/91, effective 6/8/91 and 10/1/91. Statutory Authority: RCW 283.10.300 [28B.10.300]. 89-15-023 (Order 89-1), § 478-116-586, filed 7/13/89, effective 8/13/89; Order 76-3, § 478-116-586, filed 10/6/76.] Repealed by 97-14-005, filed 6/19/97, effective 9/15/97. Statutory Authority: RCW 28B.10.560 and 28B.20.130.
- 478-116-588 Notice and redemption of impounded vehicles. [Statutory Authority: RCW 28B.20.130 and 28B.10.560. 93-14-130, § 478-116-588, filed 7/7/93, effective 8/7/93; 91-11-029 and 91-12-047, § 478-116-588, filed 5/8/91 and 6/5/91, effective 6/8/91 and 10/1/91; 87-16-037 (Order 87-1), § 478-116-588, filed 7/28/87, effective 9/1/87. Statutory Authority: RCW 28B.10.560. 78-07-019 (Order 78-3), § 478-116-588, filed 6/15/78; Order 76-3, § 478-116-588, filed 10/6/76.] Repealed by 97-14-005, filed 6/19/97, effective 9/15/97. Statutory Authority: RCW 28B.10.560 and 28B.20.130.

- 478-116-589 Election to contest impoundment. [Statutory Authority: RCW 28B.20.130 and 28B.10.560, 93-14-130, § 478-116-589, filed 7/7/93, effective 8/7/93.] Repealed by 97-14-005, filed 6/19/97, effective 9/15/97. Statutory Authority: RCW 28B.10.560 and 28B.20.130.
- 478-116-590 Delegation of authority. [Statutory Authority: RCW 28B.10.560 and 28B.20.130, 87-16-037 (Order 87-1), § 478-116-590, filed 7/28/87, effective 9/1/87; Order 75-2, § 478-116-590, filed 6/4/75.] Repealed by 97-14-005, filed 6/19/97, effective 9/15/97. Statutory Authority: RCW 28B.10.560 and 28B.20.130.
- 478-116-600 Fees. [Statutory Authority: RCW 283.10.300 [28B.10.300], 89-15-023 (Order 89-1), § 478-116-600, filed 7/13/89, effective 8/13/89. Statutory Authority: RCW 28B.10.560 and 28B.20.130, 87-16-037 (Order 87-1), § 478-116-600, filed 7/28/87, effective 9/1/87. Statutory Authority: RCW 28B.10.300, 28B.10.560 and 28B.20.130, 86-17-016 (Order 86-3), § 478-116-600, filed 8/11/86. Statutory Authority: RCW 28B.10.300 and 28B.10.560, 84-16-028 (Order 84-4), § 478-116-600, filed 7/25/84, effective 9/1/84; 84-10-030 (Order 84-3), § 478-116-600, filed 4/30/84. Statutory Authority: RCW 28B.10.560, 82-13-100 (Order 82-1), § 478-116-600, filed 6/23/82. Statutory Authority: RCW 28B.20.130(1), 80-12-002 (Order 80-1), § 478-116-600, filed 8/22/80. Statutory Authority: RCW 28B.10.560, 79-09-004 (Order 79-3), § 478-116-600, filed 8/2/79. Statutory Authority: RCW 28B.20.130(1), 79-05-053 (Order 79-2), § 478-116-600, filed 4/30/79. Statutory Authority: RCW 28B.10.560, 78-10-024 (Order 78-6), § 478-116-600, filed 9/14/78; 78-07-019 (Order 78-3), § 478-116-600, filed 6/15/78; 78-06-024 (Order 78-2), § 478-116-600, filed 5/17/78; Order 75-2, § 478-116-600, filed 6/4/75.] Repealed by 91-11-029 and 91-12-047, filed 5/8/91 and 6/5/91, effective 6/8/91 and 10/1/91. Statutory Authority: RCW 28B.20.130 and 28B.10.560.
- 478-116-601 Fines and penalties. [Statutory Authority: RCW 28B.20.130 and 28B.10.560, 93-14-130, § 478-116-601, filed 7/7/93, effective 8/7/93; 91-11-029 and 91-12-047, § 478-116-601, filed 5/8/91 and 6/5/91, effective 6/8/91 and 10/1/91; 87-16-037 (Order 87-1), § 478-116-601, filed 7/28/87, effective 9/1/87. Statutory Authority: RCW 28B.10.560, 79-09-004 (Order 79-3), § 478-116-601, filed 8/2/79.] Repealed by 97-14-005, filed 6/19/97, effective 9/15/97. Statutory Authority: RCW 28B.10.560 and 28B.20.130.
- 478-116-610 Effective date, severability, savings clause. [Order 75-2, § 478-116-610, filed 6/4/75.] Repealed by 97-14-005, filed 6/19/97, effective 9/15/97. Statutory Authority: RCW 28B.10.560 and 28B.20.130.

## PART I

### PREAMBLE, GENERAL INFORMATION AND DEFINITIONS

**WAC 478-116-010 Preamble.** Pursuant to the authority granted by RCW 28B.10.560 and 28B.20.130, the board of regents of the University of Washington establishes the following rules to govern vehicle traffic and parking upon public lands and facilities of the University of Washington.

[Statutory Authority: RCW 28B.10.560 and 28B.20.130, 97-14-005, § 478-116-010, filed 6/19/97, effective 9/15/97. Statutory Authority: RCW 28B.10.300 and 28B.10.560, 84-10-030 (Order 84-3), § 478-116-010, filed 4/30/84. Statutory Authority: RCW 28B.10.560, 78-07-019 (Order 78-3), § 478-116-010, filed 6/15/78; Order 75-2, § 478-116-010, filed 6/4/75.]

**WAC 478-116-020 Objectives of parking and traffic rules.** (1) The objectives of these rules are:

- (a) To protect and control traffic and parking on campus.
- (b) To assure access at all times for emergency vehicles and equipment.
- (c) To minimize traffic disturbance during class hours.

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(d) To facilitate the work of the university by assuring access to its vehicles and by assigning the limited parking space and hours of operation for the most efficient use.

(e) To encourage travel to the university by means other than single occupancy vehicle (SOV).

(2) Permission to park or operate a vehicle at the University of Washington is a privilege granted by the board of regents of the University of Washington.

[Statutory Authority: RCW 28B.10.560 and 28B.20.130, 97-14-005, § 478-116-020, filed 6/19/97, effective 9/15/97; 91-11-029 and 91-12-047, § 478-116-020, filed 5/8/91 and 6/5/91, effective 6/8/91 and 10/1/91. Statutory Authority: RCW 283.10.300 [28B.10.300], 89-15-023 (Order 89-1), § 478-116-020, filed 5/8/91 and 7/13/89, effective 8/13/89. Statutory Authority: RCW 28B.10.560, 78-07-019 (Order 78-3), § 478-116-020, filed 6/15/78; Order 75-2, § 478-116-020, filed 6/4/75.]

**WAC 478-116-030 Applicable parking and traffic rules.** The following rules apply upon state lands devoted mainly to the activities of the University of Washington:

(1) Vehicle and other traffic laws of the state of Washington.

(2) University of Washington parking and traffic rules.

[Statutory Authority: RCW 28B.10.560 and 28B.20.130, 97-14-005, § 478-116-030, filed 6/19/97, effective 9/15/97. Statutory Authority: RCW 283.10.300 [28B.10.300], 89-15-023 (Order 89-1), § 478-116-030, filed 7/13/89, effective 8/13/89; Order 75-2, § 478-116-030, filed 6/4/75.]

**WAC 478-116-040 Authority of university police officers.** University police officers, duly appointed and sworn pursuant to RCW 28B.10.555 are peace officers of the state and have such police powers as are vested in sheriffs and peace officers generally under the laws of the state of Washington.

[Order 75-2, § 478-116-040, filed 6/4/75.]

**WAC 478-116-044 Authorized use of streets and parking facilities.** Except with the express permission of the university police department, only motor vehicles and vehicles, such as bicycles and other modes of transportation, as defined herein, may be operated on campus streets. Only bicycles and motor vehicles may be operated within designated parking lots or structures.

[Statutory Authority: RCW 28B.10.560 and 28B.20.130, 97-14-005, § 478-116-044, filed 6/19/97, effective 9/15/97.]

**WAC 478-116-046 Directions issued by university police officers.** Operators of vehicles shall comply with directions issued by university police officers in the enforcement of these rules and in the general control and regulation of traffic.

[Statutory Authority: RCW 28B.10.560 and 28B.20.130, 97-14-005, § 478-116-046, filed 6/19/97, effective 9/15/97.]

**WAC 478-116-051 Definitions.** (1) Allowed meter time. The maximum time allowed on a pay meter at any one time.

(2) Assign/assignment. Areas designated for a person to park.

(3) Bicycle. Any device defined as a bicycle in chapter 46.04 RCW.

(4) Campus. The state lands located in Seattle, Washington devoted mainly to the activities of the University of Washington.

(5) Designate/designated. Parking area assignment for person to park per WAC 478-116-261.

(6) Fee. A charge for the use of the permit issued.

(7) Hours of operation. The hours of operation assigned to a particular parking area, parking lot, or parking space by parking services.

(8) Impoundment. The removal of the vehicle to a storage facility either by an officer or authorized agent of the University of Washington police department.

(9) Key card. A plastic card which actuates the automatic gate arms controlling certain parking areas, and is issued by parking services.

(10) Legal owner. Person(s) having a security interest in a vehicle perfected in accordance with chapter 46.12 RCW or the registered owner of a vehicle unencumbered by a security interest.

(11) Motorcycles and scooters. A motor vehicle designed to travel on not more than three wheels in contact with the ground, on which the driver rides astride the motor unit or power train and is designed to be steered with a handle bar. For the purposes of these rules, motorcycles, motorized bicycles, and scooters are considered to be motor vehicles and are subject to all traffic and parking rules controlling other motor vehicles.

(12) Motorhome. A motor vehicle or portable vehicle with facilities for human habitation which include lodging and cooking and garbage disposal.

(13) Nonmotor/nonmotorized vehicle. A device other than a motor vehicle used to transport persons. Nonmotor vehicles include, but are not limited to, bicycles, skateboards, and roller-skates.

(14) Operator or driver. Every person who drives or is in actual physical control of a motor vehicle or nonmotor vehicle.

(15) Parking space. A space designated for parking one motor vehicle by lines painted on either side of the space, at the rear of the space, a concrete block positioned in the front of the space, a sign or signs, or other markings.

(16) Pedestrian. Any person afoot, as defined in chapter 46.04 RCW.

(17) Permit. A document issued by parking services that authorizes a person to park.

(18) Register/registration. The listing of any motor vehicle with parking services, for the purposes of obtaining a parking permit for the university.

(19) Registered owner. The person whose lawful right of possession of a vehicle has most recently been recorded with any state department of licensing.

(20) Reissue. The replacement of a permit when the original has been stolen, lost, or following a change of parking lot designation, or vehicle(s).

(21) Renewal/renew. The replacement of an expired parking permit at the end of the permit's effective period.

(22) Reserved. Area for individuals who have been assigned a "reserved" designator.

(23) Roller-skate. A device used to attach a wheel or wheels to the foot or feet of a person.

(24) Skateboard. Any oblong board of whatever composition, with a pair of small wheels at each end, which device may be ridden by a person.

(25) Traffic. Vehicular and nonvehicular modes of transportation defined in chapter 46.04 RCW.

(26) University. The University of Washington.

(27) University vehicle. A state of Washington-owned, university-operated motor vehicle.

(28) Vehicle. Any motor vehicle or nonmotor vehicle.

[Statutory Authority: RCW 28B.10.560 and 28B.20.130. 97-14-005, § 478-116-051, filed 6/19/97, effective 9/15/97.]

**WAC 478-116-061 Liability of university.** The university assumes no liability for vehicles parked on university properties. No bailment but only a license is created by the purchase and/or issuance of a permit.

[Statutory Authority: RCW 28B.10.560 and 28B.20.130. 97-14-005, § 478-116-061, filed 6/19/97, effective 9/15/97.]

**WAC 478-116-071 Severability, savings clause.** If any provision of this chapter 478-116 WAC, or its application to any person or circumstance is held invalid, the remainder of the chapter, or the application of the provision to other persons or circumstances is not affected.

[Statutory Authority: RCW 28B.10.560 and 28B.20.130. 97-14-005, § 478-116-071, filed 6/19/97, effective 9/15/97.]

## PART II PARKING SERVICES

**WAC 478-116-101 Numbering of parking areas, parking allocation and issuance of permits.** (1) Parking services shall designate and mark the various parking areas on the campus with numbers and/or letters and their hours of operation by the posting of signs in those areas.

(2) Parking services shall allocate parking spaces and hours of operation on campus in a manner that will best satisfy the objectives of these rules.

(3) Parking services is authorized to issue permits to park upon campus.

(4) Permits issued by parking services shall be accompanied by small area designators specifying the area or areas of parking for which the permit is valid. Parking services may change area assignments in a manner which will promote the objectives of these rules.

(5) All outstanding campus parking violation penalties associated with the permit or motor vehicle registered (or to be registered) under the permit must be satisfactorily settled before a parking permit may be issued, reissued, or renewed.

[Statutory Authority: RCW 28B.10.560 and 28B.20.130. 97-14-005, § 478-116-101, filed 6/19/97, effective 9/15/97.]

**WAC 478-116-111 Valid permit.** A valid permit is one of the following:

(1) An unexpired and unrecalled vehicle permit and area designator properly registered and displayed on a vehicle in accordance with WAC 478-116-223.

(2) A temporary permit authorized by parking services and displayed in accordance with instructions on the permit.

(3) A parking permit issued by a gate attendant, which shall be displayed on the vehicle in accordance with instructions on the permit.

[Statutory Authority: RCW 28B.10.560 and 28B.20.130. 97-14-005, § 478-116-111, filed 6/19/97, effective 9/15/97.]

**WAC 478-116-114 Transferable permits.** (1) Permit holders may transfer one permit between motor vehicles when used by the permit holder. Improper transfer of a permit shall include, but not be limited by, the wrongful sale, lending, or bad faith transfer of a parking permit.

(2) Permits displaying license plate numbers shall only be used in the vehicles whose license number is written on the permit. Only one vehicle may display and use the permit at any time while parked on campus.

[Statutory Authority: RCW 28B.10.560 and 28B.20.130. 97-14-005, § 478-116-114, filed 6/19/97, effective 9/15/97.]

**WAC 478-116-116 Temporary and replacement permits.** (1) Any permit holder may obtain without charge a temporary permit from parking services when necessary due to nonavailability of his or her permit. The temporary permit shall not be used on a vehicle while the regular permit is used on another vehicle.

(2) Any permit holder may obtain a replacement permit upon completion of a signed certificate as provided in the fee schedule when his or her assigned permit has been lost, stolen or destroyed.

[Statutory Authority: RCW 28B.10.560 and 28B.20.130. 97-14-005, § 478-116-116, filed 6/19/97, effective 9/15/97.]

**WAC 478-116-121 Visitor parking.** (1) No permit shall be required for the following motor vehicles:

(a) Public safety and emergency vehicles while performing services on campus;

(b) Marked taxis, tow trucks, commercial delivery and media vehicles which have agreed to comply with university guidelines and received prior written approval of parking services; and

(c) School buses and tour buses parking in designated locations.

(2) Permits shall be provided during parking service's hours of operation at no cost to the driver for the following:

(a) Commercial delivery motor vehicles under contract to the university, for limited time periods;

(b) Vehicles operated by members of the nonuniversity press presenting recognized credentials, while pursuing a story;

(c) Properly identified persons retired from the university but not reemployed by the university shall be provided complimentary parking. Their parking fee shall be recharged to the appropriate university department;

(d) Persons who drop off and pick up children enrolled in established university programs for limited time periods;

(e) Utility meter readers and other city, county or state agencies making inspections; and

(f) Contractors hired for a particular job parked inside approved fenced construction sites or peripheral contractor parking areas approved in advance by parking services.

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(3) University departments may pay parking services directly for the parking fees of their guests. The rate charged will be that of the "departmental commuter ticket." Parking services may establish mechanisms to allow departments to pay for all or part of the parking fee of sponsor department's guests based on the established fee schedule.

(4) University departments may pay parking services directly for the parking fees of their department's employees not stationed on campus who are required to occasionally come to campus. The rate charged will be that of the "departmental commuter ticket."

[Statutory Authority: RCW 28B.10.560 and 28B.20.130. 97-14-005, § 478-116-121, filed 6/19/97, effective 9/15/97.]

**WAC 478-116-125 Other types of permits.** (1) Temporary employees, maintenance or service personnel, contractors, persons serving the university without pay, and other visitors who must frequently visit the campus on official business, may be issued parking permits at the established rate.

(2) Parking designators, such as "reserve," "U," "US," and "SS" may be issued by parking services upon payment of the prescribed fee.

(3) Motorhomes used by patients and their visitors shall be permitted in designated areas for not more than fifteen consecutive days, upon approval of parking services and payment of the established fee.

(4) Persons retired from the university who are reemployed may purchase individual commuter tickets at the established rate or annual permits at forty percent of the annual permit cost.

[Statutory Authority: RCW 28B.10.560 and 28B.20.130. 97-14-005, § 478-116-125, filed 6/19/97, effective 9/15/97.]

**WAC 478-116-131 Parking for events and other university functions.** (1) Parking for attendees to events that may displace regular parking customers or that may require added parking services staffing shall be accommodated only if parking services can find suitable alternatives for regular parking customers. Parking fees will be charged as follows:

(a) Freshman convocation and university commencement and related graduation functions. Parking for attendees will be complimentary. Parking services will charge the cost of staff and services used expressly for the event to the sponsoring department;

(b) An event rate will be charged to attendees of events that require staffing to collect fees; and

(c) Parking services shall negotiate the cost of pre-purchased parking and alternative transportation for Husky football with the department of intercollegiate athletics.

(2) Parking services may lease available parking facilities to sponsors of events, who shall pay in advance and be charged at a per stall fee for the particular leased facility.

(3) Parking services may extend its hours of operations to encompass the hours of an event. The following conditions shall trigger charging for events scheduled outside the normal hours of operation:

(a) Any activity which in the judgment of parking services is expected to attract over five hundred vehicles to campus; or

(b) Any event requiring a city of Seattle special event permit.

(4) University departments which sponsor functions such as athletic events, conferences, seminars and dinners may arrange for parking of their guests and this parking will be provided on a space available basis. Departments have the option of paying for guests' parking. Otherwise, their guests will be responsible for the parking fee. To facilitate prepaid parking and with parking services' prior approval, departments may act as its agent in the collection of parking fees.

(5) Parking services may displace permit holders from their regularly assigned areas during special events. Permit holders shall be provided an alternate area assignment during special events at no extra charge.

[Statutory Authority: RCW 28B.10.560 and 28B.20.130. 97-14-005, § 478-116-131, filed 6/19/97, effective 9/15/97.]

**WAC 478-116-141 Annual and quarterly permit periods.** The annual permit period begins July 1 of each year. Quarterly permit periods for staff and faculty parking begin July 1, October 1, January 1 and April 1 of each year. Quarterly permit periods for student parking begin each quarter at a date which predates the beginning of school, and is determined by parking services. Student quarterly permits are valid for ninety days.

[Statutory Authority: RCW 28B.10.560 and 28B.20.130. 97-14-005, § 478-116-141, filed 6/19/97, effective 9/15/97.]

**WAC 478-116-145 Evening permits.** (1) Evening, annual, or quarterly permits will allow parking during the period of time printed on the permit, as well as on Saturday mornings in assigned areas.

(2) Gate-issued or machine-issued evening permits are valid only until 7:30 a.m. of the following day.

[Statutory Authority: RCW 28B.10.560 and 28B.20.130. 97-14-005, § 478-116-145, filed 6/19/97, effective 9/15/97.]

**WAC 478-116-147 Carpool permits.** Parking services shall set aside carpool spaces in designated parking areas, establish guidelines for permit issuance, and develop appropriate procedures to encourage carpooling, and to insure against abuse of carpool privileges.

[Statutory Authority: RCW 28B.10.560 and 28B.20.130. 97-14-005, § 478-116-147, filed 6/19/97, effective 9/15/97.]

**WAC 478-116-151 Parking of state of Washington-owned university-operated motor vehicles.** (1) Parking services may exempt university vehicles from the permit requirement set forth in WAC 478-116-201 and the requirement that motor vehicles must be parked in designated parking areas as set forth in WAC 478-116-261.

(2) Unless express permission is given by parking services, university vehicles shall abide by the rules set forth in WAC 478-116-253 and 478-116-255.

(3) The operator of a university vehicle is personally liable for any citation issued to the motor vehicle under these rules.

[Statutory Authority: RCW 28B.10.560 and 28B.20.130. 97-14-005, § 478-116-151, filed 6/19/97, effective 9/15/97.]

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**WAC 478-116-161 Annual parking fee payment.** Regardless of payment method used, payment for an annual parking permit is the sole responsibility of the permit holder and failure to pay the parking permit fee is grounds for recall under WAC 478-116-184 (1)(d). The permit holder remains responsible for payment of parking fees until the permit is returned or expires. Payment for an annual parking permit may only be made in one of the following ways:

(1) By cash, by check or money order payable to the "University of Washington" directly to parking services. Cash should not be sent by mail.

(2) Faculty and staff members on the regular monthly payroll may select the payroll deduction plan for payment of the annual permit only.

(a) Deductions will be made from each bimonthly paycheck for that month's parking installment period. Persons selecting this plan must complete a payroll deduction authorization form in addition to the appropriate parking permit application.

(b) Deductions will be terminated by completing a payroll termination form and returning any unexpired permit.

[Statutory Authority: RCW 28B.10.560 and 28B.20.130. 97-14-005, § 478-116-161, filed 6/19/97, effective 9/15/97.]

**WAC 478-116-163 Fee schedule.** Fees for parking and the effective date thereof shall be submitted to the board of regents for approval by motion. Prior to approval by the board of regents, the university shall, after notice, hold a hearing on the proposed schedule. The hearing shall be open to the public, and shall be presided over by a presiding officer who shall prepare a memorandum for consideration by the university, summarizing the contents of the presentations made at the hearing. Approved fee schedules shall be available in the public area of the parking services office and in the University of Washington *Operations Manual*, D 53.4, Attachment B.

[Statutory Authority: RCW 28B.10.560 and 28B.20.130. 97-14-005, § 478-116-163, filed 6/19/97, effective 9/15/97.]

**WAC 478-116-165 Vehicle and driver's licenses required.** Any applicant for a permit must possess a driver's license recognized as valid by the state of Washington and the vehicle for which the applicant seeks a permit must also be licensed and registered in a way recognized as valid by the state of Washington.

[Statutory Authority: RCW 28B.10.560 and 28B.20.130. 97-14-005, § 478-116-165, filed 6/19/97, effective 9/15/97.]

**WAC 478-116-167 Right to refuse to issue a permit.** The university reserves the right to refuse the issuance of a parking permit. The basis for refusing to issue a parking permit includes, but is not limited to, the following circumstances:

(1) When the issuance would compromise or conflict with the mission of the university;

(2) When the applicant has falsified a parking permit application or failed to pay parking fees and fines; or

(3) When the applicant has counterfeited or altered a permit, area designator, or key card.

[Statutory Authority: RCW 28B.10.560 and 28B.20.130. 97-14-005, § 478-116-167, filed 6/19/97, effective 9/15/97.]

**WAC 478-116-171 Responsibility of person to whom permit is issued.** The person to whom a permit is issued pursuant to these rules shall be responsible for all violations of these rules involving that permit. Such responsibility does not afford a defense to another person who jointly violates these rules.

[Statutory Authority: RCW 28B.10.560 and 28B.20.130. 97-14-005, § 478-116-171, filed 6/19/97, effective 9/15/97.]

**WAC 478-116-181 Refund conditions for parking permits.** (1) Refunds will be made for unused portions of permits which were paid for in full at the time of acquisition following the return of the permit to parking services. The refund schedule will be established by parking services.

(2) If the permit is being paid by the payroll deduction plan, then a payroll deduction termination form must be completed.

(3) Any unpaid fine for a violation of these rules will be deducted from any refund due, including refunds due to revocation of parking privileges.

[Statutory Authority: RCW 28B.10.560 and 28B.20.130. 97-14-005, § 478-116-181, filed 6/19/97, effective 9/15/97.]

**WAC 478-116-184 Recall of permits.** (1) Permits are the property of the university, and may be recalled by parking services for any of the following reasons:

- (a) When the purpose for which the permit was issued changes or no longer exists;
- (b) When a permit, area designator or gate key card is used by an unauthorized person;
- (c) Falsification on a parking permit application;
- (d) Nonpayment of parking fees;
- (e) Counterfeiting or altering of permits, area designators or gate key cards;
- (f) Failure to comply with a final decision of the citation hearing office; or
- (g) When the person to whom the permit is issued receives in excess of twelve citations under these rules within any twelve-consecutive month time period.

(2) Vehicles displaying recalled permits will be subject to impoundment on sight and confiscation of the permit for return to parking services.

[Statutory Authority: RCW 28B.10.560 and 28B.20.130. 97-14-005, § 478-116-184, filed 6/19/97, effective 9/15/97.]

**WAC 478-116-186 Recall of carpool permits.** Abuse of carpool privileges, such as but not limited to carpools formed within one-half mile of campus, and/or falsified application information may constitute grounds for the university to suspend or revoke parking privileges from the offender(s).

[Statutory Authority: RCW 28B.10.560 and 28B.20.130. 97-14-005, § 478-116-186, filed 6/19/97, effective 9/15/97.]

**WAC 478-116-191 Regulatory signs, barricades, and markings.** (1) Signs, barricades, markings and directions

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shall be so made and placed as will best meet the objectives stated in WAC 478-116-020 of these rules.

(2) No unauthorized person shall remove, move, deface, or in any way change a sign, barricade, marking, or direction so placed, or previously placed, for the purpose of regulating traffic or parking. Authority to make temporary changes of this nature with respect to streets or roadways must be obtained from the university police department.

[Statutory Authority: RCW 28B.10.560 and 28B.20.130. 97-14-005, § 478-116-191, filed 6/19/97, effective 9/15/97.]

### PART III PARKING VIOLATIONS

**WAC 478-116-201 Permits required for motor vehicles parked on campus during hours of operation—Assigned parking areas.** (1) Except as provided in WAC 478-116-121 and 478-116-151, no person shall park or leave any motor vehicle unattended by a licensed driver upon the campus during the hours of operation without a valid permit issued by parking services.

(2) Permission to park on campus shall be shown by display of a valid permit. Possession of a gate key card does not, in itself, constitute permission to park in a designated parking area.

[Statutory Authority: RCW 28B.10.560 and 28B.20.130. 97-14-005, § 478-116-201, filed 6/19/97, effective 9/15/97.]

**WAC 478-116-211 Metered parking.** (1) Except as provided in subsection (2) of this section, any vehicle, other than a university vehicle, which occupies a metered space is subject to payment of the meter fee in accordance with the hours posted, even though the vehicle may display a valid permit.

(2) Vehicles displaying a disability permit or disability license issued by a state department of licensing shall not be subject to payment of the meter fee during the allowed meter time limit.

(3) Motor vehicles parked after the maximum time shall be subject to citation for parking over the posted time limit.

[Statutory Authority: RCW 28B.10.560 and 28B.20.130. 97-14-005, § 478-116-211, filed 6/19/97, effective 9/15/97.]

**WAC 478-116-221 Parking of motorcycles and scooters.** Motorcycles, motorized bicycles, and scooters must only be parked in designated cycle areas. Motorcycles, motorized bicycles, and scooters are not permitted to drive or park on paths, on sidewalks, on planted areas, in buildings, or in pedestrian areas.

[Statutory Authority: RCW 28B.10.560 and 28B.20.130. 97-14-005, § 478-116-221, filed 6/19/97, effective 9/15/97.]

**WAC 478-116-223 Display of permits.** (1) Quarterly, annual, and short-term permits issued by parking services shall be displayed by hanging from the rear view mirror or affixed to the driver's side bottom of the windshield of the motor vehicle and shall be fully visible from the exterior of the motor vehicle.



(2) All other permits shall be displayed face up on the dashboard of the motor vehicle and shall be fully visible from the exterior of the motor vehicle.

(3) The area designator (numeral, letter or combination) shall be affixed to the vehicle permit and shall be fully visible from the exterior of the motor vehicle.

(4) Motorcycle and scooter permits shall be prominently displayed on the front or left side of the vehicle.

(5) Permits not fully visible from the exterior of a motor vehicle are not valid and are subject to citation for no valid permit displayed.

(6) Expired permits must be removed from exterior view before displaying a current permit. A motor vehicle displaying an expired permit along with a valid permit is subject to citation for improper display of a permit.

[Statutory Authority: RCW 28B.10.560 and 28B.20.130. 97-14-005, § 478-116-223, filed 6/19/97, effective 9/15/97.]

**WAC 478-116-225 Permits and vehicle license plates.** Permit holders shall provide parking services with the license number of any vehicle they regularly use.

[Statutory Authority: RCW 28B.10.560 and 28B.20.130. 97-14-005, § 478-116-225, filed 6/19/97, effective 9/15/97.]

**WAC 478-116-227 Permit transfer.** Parking permits, parking credit cards, and key cards are not transferable between unregistered individuals, but can be transferred between cars operated by registered permit holder(s).

[Statutory Authority: RCW 28B.10.560 and 28B.20.130. 97-14-005, § 478-116-227, filed 6/19/97, effective 9/15/97.]

**WAC 478-116-231 Use of revoked permits prohibited.** (1) Use of a permit which was revoked or recalled under WAC 478-116-184 or 478-116-186 is prohibited.

(2) Purchase of a permit from someone other than parking services or a lawful designee shall not constitute an excuse or defense to a violation of this section.

[Statutory Authority: RCW 28B.10.560 and 28B.20.130. 97-14-005, § 478-116-231, filed 6/19/97, effective 9/15/97.]

**WAC 478-116-241 Overtime parking violations—Repeated.** Each subsequent period of time lapsing following affixation to a vehicle of a notice of overtime parking shall constitute a further violation of WAC 478-116-211 and/or 478-116-251.

[Statutory Authority: RCW 28B.10.560 and 28B.20.130. 97-14-005, § 478-116-241, filed 6/19/97, effective 9/15/97.]

**WAC 478-116-245 Obstructing traffic prohibited.** No person shall stop, stand or park any motor vehicle so as to obstruct traffic along or upon any street or sidewalk.

[Statutory Authority: RCW 28B.10.560 and 28B.20.130. 97-14-005, § 478-116-245, filed 6/19/97, effective 9/15/97.]

**WAC 478-116-251 Regulatory signs and directions.** (1) Operators of vehicles shall obey regulatory signs which are posted by the university consistent with the parking and traffic rules of the University of Washington.

(2) Drivers of motor vehicles shall also comply with directions issued by members of parking services in the

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assignment and use of parking space and in the collection of parking fees.

[Statutory Authority: RCW 28B.10.560 and 28B.20.130. 97-14-005, § 478-116-251, filed 6/19/97, effective 9/15/97.]

**WAC 478-116-253 Prohibited parking area(s).** (1) No motor vehicle shall be parked at any place where official signs prohibit parking such as, but not limited to, "tow," "fire zone," "prohibited," or "no parking."

(2) No motor vehicle shall be parked within fifteen feet of a fire hydrant.

[Statutory Authority: RCW 28B.10.560 and 28B.20.130. 97-14-005, § 478-116-253, filed 6/19/97, effective 9/15/97.]

**WAC 478-116-255 Prohibited parking—Space designated for a wheelchair.** No motor vehicle shall be parked in a disability, wheelchair, or reserved parking space, area, or lot without an appropriate permit.

[Statutory Authority: RCW 28B.10.560 and 28B.20.130. 97-14-005, § 478-116-255, filed 6/19/97, effective 9/15/97.]

**WAC 478-116-261 Designated parking areas.** No motor vehicle shall be parked on the campus except in parking areas and parking spaces set aside and designated as such by parking services.

[Statutory Authority: RCW 28B.10.560 and 28B.20.130. 97-14-005, § 478-116-261, filed 6/19/97, effective 9/15/97.]

**WAC 478-116-271 Parking within designated parking space.** No motor vehicle shall be parked so as to occupy any portion of more than one parking space or stall within a parking area or so as to extend beyond any marked rear stripe. The fact that other motor vehicles may have been so parked as to require the motor vehicle to occupy a portion of more than one parking space or stall shall not constitute an excuse or defense for a violation of this section. This section shall not apply to stack parking for athletic events.

[Statutory Authority: RCW 28B.10.560 and 28B.20.130. 97-14-005, § 478-116-271, filed 6/19/97, effective 9/15/97.]

**WAC 478-116-281 Parking—Safekeeping of unattended motor vehicles.** No person driving or in charge of a motor vehicle shall permit it to stand unattended without:

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

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

[Statutory Authority: RCW 28B.10.560 and 28B.20.130. 97-14-005, § 478-116-281, filed 6/19/97, effective 9/15/97.]

**WAC 478-116-291 Impoundment of motor vehicles.** Any motor vehicle parked upon campus may be subject to impoundment for cause as specified under WAC 478-116-401, 478-116-411 and 478-116-421. The university and its officers, employees and agents shall not be liable for loss or damage of any kind resulting from such impoundment.

[Statutory Authority: RCW 28B.10.560 and 28B.20.130. 97-14-005, § 478-116-291, filed 6/19/97, effective 9/15/97.]

**PART IV  
MOTOR VEHICLE CITATION ISSUANCE**

**WAC 478-116-301 Citation for motor vehicle violations.** (1) The university police department may issue a citation for a violation of these rules. The citation shall set forth the date, approximate time, locality, and nature of the violation. The citation shall be served upon the person charged with the violation by delivery, mail, or placement upon the vehicle involved.

(2) The following information shall be printed on the parking citation:

- (a) The fine schedule and instructions for payment;
- (b) Instruction for contesting the citation, including where to obtain petitions; and
- (c) Notice that failure to pay fines or contest the citation within the time specified in these rules can result in the sanctions set forth in WAC 478-116-561.

[Statutory Authority: RCW 28B.10.560 and 28B.20.130. 97-14-005, § 478-116-301, filed 6/19/97, effective 9/15/97.]

**WAC 478-116-311 Motor vehicle fines and penalties.** The following schedule of fines for violation of the rules listed below is hereby established:

OFFENSE	MAXIMUM FINE
01 Obstructing traffic . . . . . WAC 478-116-245	\$25.00
02 Enter/exit without paying . . . . . WAC 478-116-251	20.00
03 Failure to lock ignition and/or set brakes . . . . . WAC 478-116-281	5.00
04 Improper display of vehicle permit. . . . . WAC 478-116-223	3.00
05 Permit not registered to this vehicle . . . . . WAC 478-116-227	5.00
06 Occupying more than one stall or space . . . . . WAC 478-116-271	10.00
07 Parking in restricted parking area . . . . . WAC 478-116-251	25.00
08 Parking in prohibited area. . . . . WAC 478-116-253	25.00
09 Parking on planted areas . . . . . WAC 478-116-261	16.00
10 Parking out of assigned area . . . . . WAC 478-116-261	5.00
11 Parking over posted time limit . . . . . WAC 478-116-251	16.00
12 Parking with no valid permit displayed . . . . . WAC 478-116-201	25.00
13 Parking at expired meter . . . . . WAC 478-116-211	16.00
14 Parking outside cycle area. . . . . WAC 478-116-221	5.00

OFFENSE	MAXIMUM FINE
15 Parking in space/area not designated for parking. . . . . WAC 478-116-261	12.00
16 Parking while privilege suspended . . . . . WAC 478-116-184	50.00
17 Use of forged/stolen vehicle permit . . . . . WAC 478-116-184 and 478-116-227	100.00
18 Use of revoked permit. . . . . WAC 478-116-231	50.00
19 Unauthorized overnight parking of a motorhome . . . . . WAC 478-116-125	50.00
20 Impound . . . . . WAC 478-116-291	At cost
21 Other violations of the university parking and traffic rules . . . . .	25.00
22 Failure to transfer a valid permit (upon application to the parking violations division the fine may be waived for the first offense in a twelve-month period) . . . . . WAC 478-116-223	3.00
23 Parking in space designated for wheelchair . . . . . WAC 478-116-255	50.00

[Statutory Authority: RCW 28B.10.560 and 28B.20.130. 97-14-005, § 478-116-311, filed 6/19/97, effective 9/15/97.]

**PART V  
IMPOUNDED MOTOR VEHICLES**

**WAC 478-116-401 Impoundment for failure to pay fines.** Any vehicle may be impounded for outstanding fines when, after ten consecutive days after service of a final decision of the citation hearing office imposing liability for fines, the owner has neither paid such fines nor appealed the decision to the district court. The final decision of the citation hearing office shall include notice that failure to pay outstanding fines within ten days after service will subject the vehicle to impoundment if it is found on university lands.

[Statutory Authority: RCW 28B.10.560 and 28B.20.130. 97-14-005, § 478-116-401, filed 6/19/97, effective 9/15/97.]

**WAC 478-116-411 Impoundment without prior notice.** A vehicle may be impounded without reasonable attempt having been made to notify the owner of the possibility of this action only in the following circumstances:

- (1) When in the judgment of a university police officer the vehicle is obstructing or may impede the flow of traffic, or is parked unattended in a posted fire lane; or
- (2) When in the judgment of a university police officer the vehicle poses an immediate threat to public safety; or
- (3) When a university police officer has probable cause to believe the vehicle is stolen; or
- (4) When a university police officer has probable cause to believe that the vehicle contains or constitutes evidence of a crime, and in the police officer's judgment impoundment is necessary to obtain or preserve such evidence; or

(5) When a driver is arrested and/or deprived of the right to leave with the driver's vehicle, and the university police are responsible for the "safekeeping" of the vehicle.

[Statutory Authority: RCW 28B.10.560 and 28B.20.130. 97-14-005, § 478-116-411, filed 6/19/97, effective 9/15/97.]

**WAC 478-116-421 Impoundment of abandoned vehicles.** (1) A parking enforcement or law enforcement officer discovering an apparently abandoned motor vehicle shall attach to the vehicle a readily visible notification sticker. The sticker shall contain the following information:

- (a) The date and time the sticker was attached;
- (b) The identity of the officer;
- (c) A statement that if the motor vehicle is not removed within seventy-two hours from the time the sticker is attached, the vehicle will be impounded;
- (d) The address and telephone number where additional information may be obtained.

(2) If the motor vehicle has an annual or quarterly permit displayed, the officer or the parking violations division shall check the records to learn the identity of the owner. The officer or the parking violations division shall make a reasonable effort to contact the owner by telephone in order to give the owner the information on the notification sticker.

(3) If the motor vehicle is not removed within the seventy-two hours from the time the notification sticker is attached, the officer may impound the vehicle.

[Statutory Authority: RCW 28B.10.560 and 28B.20.130. 97-14-005, § 478-116-421, filed 6/19/97, effective 9/15/97.]

**WAC 478-116-431 Notice and redemption of impounded vehicles.** (1) Not more than twenty-four hours after impoundment of any vehicle, the University of Washington police department shall mail a notice to the registered owner of the vehicle, as may be disclosed by the vehicle license number, if such be obtainable, and to any other person who claims the right to possession of the vehicle, if such a claim is known to an officer, agent or employee of the University of Washington police department who has knowledge of the impoundment. The notice shall be mailed to the registered owner at the address provided by the Washington state department of licensing or the corresponding agency of any other state or province. If a police officer who has knowledge of the impoundment has reason to believe that an owner, or one who claims to be an owner, is residing or in custody at some different address which is known to the officer, a copy of the notice shall be mailed or personally delivered to such owner or claimant in a manner designed, as nearly as may be practicable, to give actual notice to the owner. The notice shall contain the full particulars of the impoundment, redemption, and an opportunity to contest the propriety of the impoundment as provided in WAC 478-116-541.

Similar notice shall be given to each person who seeks to redeem an impounded vehicle. If a vehicle is redeemed prior to the mailing of notice, the notice need not be mailed.

(2) Motor vehicles impounded shall be redeemed only under the following circumstances:

- (a) Only the registered owner who has a valid driver's license or person authorized by the registered owner who has a valid driver's license and who produces proof of authoriza-

tion and signs a receipt therefor, may redeem an impounded motor vehicle.

(b) Any person so redeeming a motor vehicle impounded shall pay the cost of such impoundment (towing and storage), together with such fines as are outstanding against the vehicle if impoundment was made pursuant to WAC 478-116-401 prior to redemption, except as provided in (c) of this subsection.

(c) Any person seeking to redeem a motor vehicle impounded under WAC 478-116-401, 478-116-411 or 478-116-421 has a right to contest the validity of impoundment or the amount of towing and storage charges and shall have the motor vehicle released upon requesting a review as provided in WAC 478-116-541, paying any outstanding fines, and executing a promissory note, naming the University of Washington as payee, in an amount to include both the costs of towing and storage and a civil penalty of seventy-five dollars which promissory note shall immediately become due and owing in the event such person fails to pay within ten business days after service of a final decision of the citation hearing office on the petition contesting impoundment or the amount of any towing and storage charges for which such person may be found liable.

(3) In addition to any other penalty which may be imposed as a result of actions described in subsection (2)(c) of this section, campus parking privileges shall be suspended until all such debts are paid.

(4) The promissory note shall be automatically canceled and discharged when a person either:

- (a) Pays the towing and storage charges and cancels the request for a review; or
- (b) Pays, within ten business days after service of a final decision of the citation hearing office on the petition contesting impoundment, towing and storage charges for which such person may be liable.

[Statutory Authority: RCW 28B.10.560 and 28B.20.130. 97-14-005, § 478-116-431, filed 6/19/97, effective 9/15/97.]

## PART VI APPEALS AND PAYMENT OF MOTOR VEHICLE FINES

**WAC 478-116-501 Registered owner responsible for illegal parking.** In any traffic infraction or case involving a violation of this chapter relating to the stopping, standing or parking of a vehicle, proof that the particular vehicle described in the citation was stopping, standing, or parking in violation of any such provision of this chapter together with proof of registered ownership of the vehicle at the time of the violation, shall constitute a prima facie presumption that the registered owner of the vehicle was the person who parked or placed the vehicle at the point where, and for the time during which, the violation occurred. Such responsibility does not afford a defense to another person who violated these rules.

[Statutory Authority: RCW 28B.10.560 and 28B.20.130. 97-14-005, § 478-116-501, filed 6/19/97, effective 9/15/97.]

**WAC 478-116-520 Motor vehicles—Payment of fines and penalties.** (1) The fines that may be assessed for violations of these rules are those detailed in WAC 478-116-311.

The applicable fine for a citation must be paid within twenty days of the date of the citation unless the person charged with the violation elects to contest the citation as provided in WAC 478-116-531.

(2) Fines must be delivered in person to the citation hearing office or postmarked on or before the due date specified in these rules to avoid additional penalties. An additional fine of ten dollars per offense shall be imposed for each citation which is not responded to within the time limits set forth in these rules.

(3) The rules contained in this chapter shall be available in the citation hearing office, the university police department, and parking services.

[Statutory Authority: RCW 28B.10.560 and 28B.20.130. 97-14-005, § 478-116-520, filed 6/19/97, effective 9/15/97; 93-14-130, § 478-116-520, filed 7/7/93, effective 8/7/93; 91-11-029 and 91-12-047, § 478-116-520, filed 5/8/91 and 6/5/91, effective 6/8/91 and 10/1/91. Statutory Authority: RCW 28B.10.300 [28B.10.300]. 89-15-023 (Order 89-1), § 478-116-520, filed 7/13/89, effective 8/13/89. Statutory Authority: RCW 28B.10.560 and 28B.20.130. 87-16-037 (Order 87-1), § 478-116-520, filed 7/28/87, effective 9/1/87. Statutory Authority: RCW 28B.10.560. 79-09-004 (Order 79-3), § 478-116-520, filed 8/2/79; 78-07-019 (Order 78-3), § 478-116-520, filed 6/15/78; Order 75-2, § 478-116-520, filed 6/4/75.]

**WAC 478-116-531 Motor vehicles—Election to pay fine or contest citation.** (1) A person who receives a citation shall, within twenty days of the date thereof, either pay the applicable fine or contest the issuance of the citation in the manner prescribed in this section. Payment of the fine shall constitute a waiver of the right to contest the citation. Failure to either pay the fine or contest the citation within twenty days of the date of the citation shall automatically result in a final decision of the citation hearing office.

(2) A person wishing to contest a citation may do so by completing and submitting a parking and traffic citation petition (hereinafter "petition") to the citation hearing office within twenty days of the date of the citation. The petition shall include a statement explaining the reasons for contesting the citation. The presiding officer shall review the petition and provide written notification of his or her decision to the person submitting the petition within ten days of taking action on the petition. If the petition is denied, the notification shall include a brief statement of the reasons for the decision and information about the opportunity for further review. Any fine owed on a written decision on a petition not contested as provided in subsection (3) of this section shall be paid within twenty-one days after service of the decision.

(3) A person wishing to contest the written decision on the petition may request a review by contacting the citation hearing office orally or in writing within twenty-one days after service of the decision. The request for review shall contain an explanation of the alleged violator's position and a statement of reasons why the decision on the petition was incorrect. The reviewing officer shall, within twenty days of the date of the request, conduct a review and render a final written decision, which shall include a brief statement of the reasons for the decision and information about the opportunity to appeal the decision to the district court. Any final decision of the reviewing officer not appealed as provided in subsection (5) of this section shall be paid within ten days after service of the decision.

(4) If neither party has requested a review of the written decision on the petition, the citation hearing office may, within twenty days after service of the written decision, conduct a review and issue a final decision on its own motion and without notice to the parties, but it may not take any action on review less favorable to the alleged violator than the written decision on the petition without giving the alleged violator notice and opportunity to explain his or her view of the matter.

(5) A person wishing to appeal a final decision of the citation hearing office to the district court may, within ten days of service of the final decision, file a written notice with the university police department. Documents relating to the appeal shall immediately be forwarded to the district court, which shall have jurisdiction to hear the appeal de novo. No appeal to the district court may be taken unless the citation has been contested as provided in subsections (2) and (3) of this section.

(6) A person who files a petition under subsection (2) of this section may request the opportunity to provide an oral statement before the presiding officer. A request to make an oral statement must be included in the petition. If the request for an oral statement is made, the presiding officer shall provide reasonable notice of the time and place for receiving the oral statement. At the discretion of the reviewing officer, oral statements may also be considered in requests under subsection (3) of this section. A request to make an oral statement must be included in the request for review. If the request for an oral statement is granted by the reviewing officer, the reviewing officer shall provide reasonable notice of the time and place for receiving oral statements.

[Statutory Authority: RCW 28B.10.560 and 28B.20.130. 97-14-005, § 478-116-531, filed 6/19/97, effective 9/15/97.]

**WAC 478-116-541 Motor vehicles—Election to contest impoundment.** (1) A person wishing to contest impoundment of his or her motor vehicle may do so by completing and submitting a petition to the citation hearing office within twenty days of the date of the notice of impoundment. The petition shall include a statement explaining the reasons for contesting the impoundment. The presiding officer shall review the petition and provide written notification of his or her decision to the person submitting the petition within ten days of taking action on the petition. If the petition is denied, the notification shall include a brief statement of the reasons for the decision and information about the opportunity for further review.

(2) A person wishing to contest the decision of the presiding officer on a petition contesting impoundment may request a review by contacting the citation hearing office orally or in writing within twenty-one consecutive days after service of the decision. The request for review shall contain an explanation of the petitioner's position and a statement of reasons why the decision on the petition was incorrect. The reviewing officer shall, within twenty consecutive days of the date of the request, conduct a review and render a final written decision, which shall include a brief statement of the reasons for the decision and information about the opportunity to appeal the decision to the district court in accordance with WAC 478-116-531(5).

(3) The presiding or reviewing officer shall automatically grant a request by any party to make an oral statement with respect to a petition contesting impoundment. Such a request may be included in the petition, request for review or any response thereto. The presiding or reviewing officer shall provide reasonable notice of the time and place for receiving oral statements.

[Statutory Authority: RCW 28B.10.560 and 28B.20.130. 97-14-005, § 478-116-541, filed 6/19/97, effective 9/15/97.]

**WAC 478-116-551 Motor vehicles—Presiding and reviewing officer.** The presiding and reviewing officers shall be appointed in accordance with WAC 478-108-030 and shall have authority to hear and decide matters involving impoundment of vehicles and violations of these rules including, but not limited to, the ability to issue warnings, dismiss citations, and reduce, suspend, or impose the fines set forth in WAC 478-116-311. Insofar as possible, students from the University of Washington school of law shall be given priority consideration for appointment as presiding officers.

[Statutory Authority: RCW 28B.10.560 and 28B.20.130. 97-14-005, § 478-116-551, filed 6/19/97, effective 9/15/97.]

**WAC 478-116-561 Motor vehicles—Enforcement of decisions of citation hearing office.** In addition to the actions authorized pursuant to WAC 478-116-101(5), 478-116-184 (1)(f), and 478-116-520(2):

(1) Any parking fine which remains unpaid after the due date set forth in these rules constitutes a delinquent and unpaid debt due and owing the University of Washington and may be processed for collection in accordance with applicable statutes and university procedures; and

(2) Any vehicle if found parked on university lands may be impounded for outstanding parking fines.

[Statutory Authority: RCW 28B.10.560 and 28B.20.130. 97-14-005, § 478-116-561, filed 6/19/97, effective 9/15/97.]

## PART VII BICYCLES AND NONMOTORIZED VEHICLES

### **WAC 478-116-605 Bicycle parking and traffic rules.**

(1) The primary aim of the bicycle control program is safety. This aim will be achieved by keeping bicycles out of buildings, away from building exits, and parking them off paths and sidewalks. All bicycle owners are encouraged to register their bicycles at the university police department.

(2) Bicycles may be ridden any place where vehicles are permitted. They may be ridden on most sidewalks, though pedestrians always have the right of way. It shall be a violation of this section for any bicycle rider to fail to yield to pedestrians, or to ride a bicycle on paths, sidewalks or streets where signs indicate such is prohibited. An audible signal or warning must be given by the bicyclist whenever there is any appreciable risk of injury to a pedestrian not otherwise aware of the presence of the bicycle.

(3) Bicycles operated on campus paths, sidewalks and roadways shall be subject to all relevant state statutes regulating bicycle use. Violation of those statutes shall be considered a violation of this section.

(1999 Ed.)

(4) Bicycles shall be operated in a safe manner at all times on campus paths, sidewalks and roadways. Riding at speeds too fast for conditions, weaving in and out of vehicular or pedestrian traffic or similar unsafe actions shall be considered "negligent riding." Negligent riding shall be a violation of this section.

(5) Bicycles shall be parked only in bicycle racks. All bicycle owners are encouraged to secure their bicycles with a secure lock. At no time shall a bicycle be parked in a building, except where bicycle storage rooms are provided, near a building exit, on a path or sidewalk, in planted areas nor chained or otherwise secured to trees, lamp standards, railings, or sign posts.

(6) Moving a bicycle into any unauthorized area such as a building or construction zone is prohibited.

(7) Bicycle racks in campus areas are for parking and shall not be used for overnight storage, except for those racks adjacent to residence halls which may be used for storage when the owner/operator is a current resident of that hall.

(8) Impoundment for illegal parking.

(a) Bicycles parked in violation of subsections (5), (6) and (7) of this section will be subject to seizure and impoundment by the university.

(b) Except as provided by subsection (7) of this section, a bicycle abandoned or parked on university land for twenty-one consecutive days or longer is presumed abandoned and is subject to seizure and impoundment by the university. A bicycle will not be considered abandoned when the owner/operator is unable to remove it and so notifies the university police department. A bicycle that has been obviously stripped or vandalized may be immediately impounded.

(c) Impounded bicycles will be stored at the university police department. Bicycles will be released at specified times and upon presentation of proof of ownership and payment of a ten-dollar fine. Owners of impounded bicycles, if identifiable, will be notified as soon as reasonably possible after impoundment and must reclaim their bicycle within fifteen consecutive days. Bicycles unclaimed after sixty consecutive days will be subject to sale at a public auction conducted by the university surplus property department.

(d) The university and its officers, agents and employees shall not be liable for loss or damage of any kind resulting from impoundment, storage, or sale of any item under this section.

(e) Impoundment or sale of any bicycle under this section shall not substitute for, nor release any person from liability for damage to persons or property caused by use of a bicycle on campus.

[Statutory Authority: RCW 28B.10.560 and 28B.20.130. 97-14-005, § 478-116-605, filed 6/19/97, effective 9/15/97.]

**WAC 478-116-611 Nonmotorized vehicles—Citation for violations.** (1) The university police department may issue a citation for a violation of these rules.

(a) The citation shall set forth the date, approximate time, locality, and nature of the violation.

(b) The citation shall be served upon the person charged with the violation by delivery, mail, or placement upon the bicycle involved.

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(2) The following information shall be printed on the citation:

- (a) The fine schedule and instructions for payment;
- (b) Instructions for contesting the citation, including where to obtain petitions; and
- (c) Notice that failure to pay fines or contest the citation within the time specified within these rules can result in the sanctions set forth in WAC 478-116-561.

[Statutory Authority: RCW 28B.10.560 and 28B.20.130, 97-14-005, § 478-116-611, filed 6/19/97, effective 9/15/97.]

**WAC 478-116-620 Nonmotorized vehicles—Fines and penalties.** (1) The fines that may be assessed for violations of these rules are those detailed in WAC 478-116-630. The applicable fine for citation must be paid within twenty consecutive days of the date of the citation unless the person charged with the violation elects to contest the citation as provided in WAC 478-116-640.

(2) Fines must be delivered in person to the citation hearing office or postmarked on or before the due date specified in these rules to avoid additional penalties. An additional fine of twenty dollars per offense shall be imposed for each citation which is not responded to within the time limits set forth in these rules.

[Statutory Authority: RCW 28B.10.560 and 28B.20.130, 97-14-005, § 478-116-620, filed 6/19/97, effective 9/15/97.]

**WAC 478-116-630 Nonmotorized vehicles—Schedule of fines and penalties.** The following schedule of fines for violations of these rules listed below is hereby established:

OFFENSE	MAXIMUM FINE
01 Failure to yield to pedestrians . . . . . WAC 478-116-605(2)	\$10.00
02 Riding in restricted/prohibited areas . . . . . WAC 478-116-605(2)	10.00
03 Violation of state bicycle codes . . . . . WAC 478-116-605(3)	10.00
04 Negligent riding . . . . . WAC 478-116-605(4)	25.00
05 Other violations of the university parking and traffic rules . . . . .	10.00

[Statutory Authority: RCW 28B.10.560 and 28B.20.130, 97-14-005, § 478-116-630, filed 6/19/97, effective 9/15/97.]

**WAC 478-116-640 Nonmotorized vehicles—Election to pay fine or contest citation.** (1) A person who receives a citation shall, within twenty consecutive days of the date thereof, either pay the applicable fine or contest the citation in the manner prescribed in this section. Payment of the fine shall constitute a waiver of the right to contest the citation. Failure to either pay the fine or contest the citation within twenty consecutive days of the date of the citation shall automatically result in a final decision of the citation hearing office.

(2) A person wishing to contest a citation may do so by completing and submitting a citation petition (hereinafter

"petition") to the citation hearing office within twenty consecutive days of the date of the citation. The petition shall include a statement explaining the reasons for contesting the citation. The presiding officer shall review the petition and provide written notification of his or her decision to the person submitting the petition. If the petition is denied, the notification shall include a brief statement of the reasons for the decision and information about the opportunity for further review. Any fine owed on a written decision on a petition not contested as provided in subsection (3) of this section shall be paid within twenty-one consecutive days after service of the decision.

(3) A person wishing to contest the written decision on the petition may request a review by contacting the citation hearing office orally or in writing within twenty-one consecutive days after service of the decision. The request for review shall contain an explanation of the alleged violator's position and a statement of the reasons why the decision on the petition was incorrect. The reviewing officer shall conduct a review and render a final written decision, which shall include a brief statement of the reasons for the decision and information about the opportunity to appeal the decision to the superior court of King County. Any final decision of the reviewing officer not appealed as provided in subsection (5) of this section shall be paid within ten consecutive days after service of the decision.

(4) If neither party has requested a review of the written decision on the petition, the citation hearing office may, within twenty consecutive days after service of the written decision, conduct a review and issue a final decision on its own motion and without notice to the parties. It, however, may not take any action on review less favorable to the alleged violator than the written decision on the petition without giving the alleged violator notice and opportunity to explain his or her view of the matter.

(5) A person wishing to appeal a final decision of the citation hearing office to the superior court of King County may, within ten consecutive days of service of the final decision, file a written notice with the citation hearing office. Documents relating to the appeal shall immediately be forwarded to the superior court, which shall have jurisdiction to review the appeal. No appeal to the superior court may be taken unless the citation has been contested as provided in subsections (2) and (3) of this section.

(6) A person who files a petition under subsection (2) of this section may request the opportunity to provide an oral statement before the presiding officer. A request to make an oral statement must be included in the petition. If the request for an oral statement is made, the presiding officer shall provide reasonable notice of the time and place for receiving the oral statement. At the discretion of the reviewing officer, oral statements may also be considered in requests under subsection (3) of this section. A request to make an oral statement must be included in the request for review. If the request for an oral statement is granted by the reviewing officer, the reviewing officer shall provide reasonable notice of the time and place for receiving the oral statement.

[Statutory Authority: RCW 28B.10.560 and 28B.20.130, 97-14-005, § 478-116-640, filed 6/19/97, effective 9/15/97.]



**WAC 478-116-650 Nonmotorized vehicles—Presiding and reviewing officer.** The presiding and reviewing officers shall be appointed in accordance with WAC 478-108-030 and shall have authority to hear and decide matters involving violation of these rules including, but not limited to, the ability to issue warnings, dismiss citations, and reduce, suspend, or impose the fines set forth in WAC 478-116-605 (8)(c), 478-116-620(2) and 478-116-630. Insofar as possible, students from the University of Washington school of law shall be given priority consideration for appointment as presiding officers.

[Statutory Authority: RCW 28B.10.560 and 28B.20.130. 97-14-005, § 478-116-650, filed 6/19/97, effective 9/15/97.]

**WAC 478-116-660 Nonmotorized vehicles—Enforcement of decisions of citation hearing office.** In addition to the actions authorized pursuant to WAC 478-116-650, any fine which remains unpaid after the due date set forth in these rules constitutes a delinquent and unpaid debt due and owing the University of Washington and may be processed for collection in accordance with applicable statutes and university procedures.

[Statutory Authority: RCW 28B.10.560 and 28B.20.130. 97-14-005, § 478-116-660, filed 6/19/97, effective 9/15/97.]

**WAC 478-116-670 Use of skateboards.** (1) Skateboard use in pedestrian areas, including but not limited to walkways, ramps, concourses, and plazas (such as "Red Square"), and on internal university streets and loading areas on the campus is restricted solely to transporting an individual from one campus destination to another. Any recreational, athletic, or other exhibitional use of skateboards unrelated to transportation is strictly prohibited, unless expressly approved in advance by the committee on the use of university facilities, pursuant to chapter 478-136 WAC.

(2) Skateboard use in violation of this section shall result in the following:

(a) For the first offense, the university police department will record the name of the individual and provide a written warning against further skateboard use in violation of this section. Individuals who cannot produce satisfactory identification will be given a receipt for their skateboard, which will be impounded at the university police station until they are able to return with the receipt and identification. There will be no impound fee.

(b) For a second offense, within twenty-four months of any previous offense or warning, the skateboard will be impounded for not less than forty-eight hours and the offender shall be subject to a fine of not less than ten dollars plus applicable impound fee.

(c) For a third or subsequent offense, within twenty-four months of any previous two offenses, warnings, or combination thereof, the skateboard will be impounded for not less than thirty days and the offender shall be subject to a fine of not less than thirty dollars plus applicable impound fee.

(d) Impounded skateboards will be held by the university police department and released only during regular business hours to individuals with satisfactory identification. Payment of a ten-dollar storage fee will also be required for release, except as provided in (a) of this subsection.

(3) Skateboards impounded under this section which are unclaimed sixty consecutive days after the applicable minimum impoundment time period has elapsed will be presumed abandoned and be subject to sale at a public auction conducted by the university surplus property department.

(4) The university and its officers, agents, and employees shall not be liable for loss or damage of any kind resulting from impounding, storage, or sale of any item under this section.

(5) Impoundment or sale of any skateboard under this section shall not substitute for, nor release any person from liability for damage to persons or property caused by use of a skateboard at the university.

[Statutory Authority: RCW 28B.10.560 and 28B.20.130. 97-14-005, § 478-116-670, filed 6/19/97, effective 9/15/97.]

### Chapter 478-120 WAC

#### STUDENT CONDUCT CODE FOR THE UNIVERSITY OF WASHINGTON

##### WAC

478-120-010	Student conduct code—Authority.
478-120-020	Standards of conduct.
478-120-030	General procedures for disciplinary sanctions.
478-120-040	Disciplinary sanctions.
478-120-050	Jurisdiction.
478-120-065	Informal disciplinary hearings.
478-120-075	Appeals.
478-120-085	The university disciplinary committee.
478-120-095	Hearings before the university disciplinary committee.
478-120-100	Faculty appeal board.
478-120-105	Administrative review by the faculty appeal board.
478-120-115	Formal hearings before the faculty appeal board.
478-120-125	Review by the president of the university.
478-120-135	Reconsideration of final orders.
478-120-140	Emergency authority of the president of the university.
478-120-145	Recording and maintenance of records.

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

478-120-060	Disciplinary authority of deans and office of student affairs. [Order 72-9, § 478-120-060, filed 11/30/72.] Repealed by 96-10-051, filed 4/29/96, effective 5/30/96. Statutory Authority: RCW 28B.20.130 and 28B.10.900 through 28B.10.903.
478-120-070	Appeals. [Order 72-9, § 478-120-070, filed 11/30/72.] Repealed by 96-10-051, filed 4/29/96, effective 5/30/96. Statutory Authority: RCW 28B.20.130 and 28B.10.900 through 28B.10.903.
478-120-080	University disciplinary committee. [Order 72-9, § 478-120-080, filed 11/30/72.] Repealed by 96-10-051, filed 4/29/96, effective 5/30/96. Statutory Authority: RCW 28B.20.130 and 28B.10.900 through 28B.10.903.
478-120-090	Procedural guidelines and safeguards. [Order 72-9, § 478-120-090, filed 11/30/72.] Repealed by 96-10-051, filed 4/29/96, effective 5/30/96. Statutory Authority: RCW 28B.20.130 and 28B.10.900 through 28B.10.903.
478-120-110	Student-faculty joint council on student conduct and activities. [Order 72-9, § 478-120-110, filed 11/30/72.] Repealed by 96-10-051, filed 4/29/96, effective 5/30/96. Statutory Authority: RCW 28B.20.130 and 28B.10.900 through 28B.10.903.
478-120-120	Recording and maintenance of records. [Order 72-9, § 478-120-120, filed 11/30/72.] Repealed by 96-10-051, filed 4/29/96, effective 5/30/96. Statutory Authority: RCW 28B.20.130 and 28B.10.900 through 28B.10.903.
478-120-130	Emergency authority of the president of the university. [Order 72-9, § 478-120-130, filed 11/30/72.] Repealed by 96-10-051, filed 4/29/96, effective 5/30/96. Statutory Authority: RCW 28B.20.130 and 28B.10.900 through 28B.10.903.

**WAC 478-120-010 Student conduct code—Authority.** Pursuant to chapter 34.05 RCW and the authority granted by RCW 28B.20.130, the board of regents of the University of Washington has established the following regulations on student conduct and student discipline on the university campus.

[Statutory Authority: RCW 28B.20.130 and 28B.10.900 through 28B.10.903. 96-10-051, § 478-120-010, filed 4/29/96, effective 5/30/96; Order 72-9, § 478-120-010, filed 11/30/72.]

**WAC 478-120-020 Standards of conduct.** (1) The university is a public institution having special responsibility for providing instruction in higher education, for advancing knowledge through scholarship and research, and for providing related services to the community. As a center of learning, the university also has the obligation to maintain conditions conducive to freedom of inquiry and expression to the maximum degree compatible with the orderly conduct of its functions. For these purposes, the university is governed by the rules, regulations, procedures, policies, and standards of conduct that safeguard its functions and protect the rights and freedoms of all members of the academic community.

(2) Admission to the university carries with it the presumption that students will conduct themselves as responsible members of the academic community. As a condition of enrollment, all students assume responsibility to observe standards of conduct that will contribute to the pursuit of academic goals and to the welfare of the academic community. That responsibility includes, but is not limited to:

(a) Practicing high standards of academic and professional honesty and integrity;

(b) Respecting the rights, privileges, and property of other members of the academic community and visitors to the campus, and refraining from any conduct that would interfere with university functions or endanger the health, welfare, or safety of other persons;

(c) Complying with the rules, regulations, procedures, policies, standards of conduct, and orders of the university and its schools, colleges, and departments.

(3) Specific instances of misconduct include, but are not limited to:

(a) Conduct that intentionally and substantially obstructs or disrupts teaching or freedom of movement or other lawful activities on the university campus and is not constitutionally and/or legally protected;

(b) Physical abuse of any person, or conduct intended to threaten imminent bodily harm or to endanger the health or safety of any person on the university campus;

(c) Conduct on the university campus constituting a sexual offense, whether forcible or nonforcible, such as rape, sexual assault, or sexual harassment;

(d) Malicious damage to or malicious misuse of university property, or the property of any person where such property is located on the university campus;

(e) Refusal to comply with any lawful order to leave the university campus or any portion thereof;

(f) Possession or use of firearms, explosives, dangerous chemicals or other dangerous weapons or instrumentalities on the university campus, except for authorized university purposes, unless prior written approval has been obtained

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from the vice-president for student affairs, or any other person designated by the president of the university (see WAC 478-124-020 (2)(e)) (legal defense sprays are not covered by this section);

(g) Unlawful possession, use, distribution, or manufacturer of alcohol or controlled substances (as defined in chapter 69.50 RCW) on the university campus or during university-sponsored activities;

(h) Intentionally inciting others to engage immediately in any unlawful activity, which incitement leads directly to such conduct on the university campus;

(i) Hazing, or conspiracy to engage in hazing, which includes:

(i) Any method of initiation into a student organization 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 the university; and

(ii) Conduct associated with initiation into a student organization or living group, or any pastime or amusement engaged in with respect to an organization or living group not amounting to a violation of (i)(i) of this subsection, but including such conduct as humiliation by ritual act and sleep deprivation. Consent is no defense to hazing. Hazing does not include customary athletic events or other similar contests or competitions;

(j) Falsely reporting a violation of the student conduct code.

(4) Disciplinary action may be taken in accord with this chapter regardless of whether that conduct also involves an alleged or proven violation of law.

(5) An instructor has the authority to exclude a student from any class session in which the student is disorderly or disruptive. If the student persists in the disorderly or disruptive conduct, the instructor should report the matter to the dean of the school or college in which the student is enrolled. (See WAC 478-120-030(3).)

(6) Nothing herein shall be construed to deny students their legally and/or constitutionally protected rights.

[Statutory Authority: RCW 28B.20.130 and 28B.10.900 through 28B.10.903. 96-10-051, § 478-120-020, filed 4/29/96, effective 5/30/96; Order 72-9, § 478-120-020, filed 11/30/72.]

**WAC 478-120-030 General procedures for disciplinary sanctions.** (1) This section describes the general process under the student conduct code for enforcing the university's rules, regulations, procedures, policies, standards of conduct, and orders. The specific procedures to be used at each step of the process are described in the following sections of this chapter. In all situations, whether handled formally or informally, basic standards of fairness will be observed in the determination of:

(a) The truth or falsity of the charges against the student;

(b) Whether the alleged misconduct violates this code; and if so,

(c) The sanctions to be imposed, if any.

The criteria for judging student misconduct shall include, but not be limited to, the standards of conduct as stated in WAC 478-120-020. Informal hearings shall use the

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procedures in chapter 34.05 RCW governing brief adjudicative proceedings. Formal hearings conducted by the faculty appeal board shall follow the procedures required by chapter 34.05 RCW for formal adjudicative proceedings. Informal settlements may be conducted under the authority of RCW 34.05.060.

(2) Persons who believe that a violation of the student conduct code has been committed should contact the vice-president for student affairs.

(3) Only the dean of the school or college in which a student is enrolled or the vice-president for student affairs may initiate disciplinary proceedings against a student under this code of conduct. (See WAC 478-120-050.) The deans and the vice-president for student affairs may delegate the authority to initiate disciplinary proceedings consistent with this chapter to members of their staffs and to students. They may also establish student or student-faculty hearing bodies to advise or to act for them in disciplinary matters. The person initiating a disciplinary proceeding shall be referred to as the initiating officer.

(4) The initiating officer will begin a disciplinary proceeding by holding, or directing a member of his or her staff to hold, an informal hearing with the student charged with misconduct. Based on this informal disciplinary hearing, the initiating officer may choose to exonerate the student, dismiss the action, impose an appropriate sanction, and/or refer the matter to the university disciplinary committee. (See WAC 478-120-065.) If the initiating officer identifies a potential or existing exceptional circumstance, as defined in WAC 478-120-100 (3)(b)(i),

"Exceptional circumstances exist when:

- (A) The sanction of dismissal has been recommended; or
- (B) The student has been charged with hazing; or
- (C) The sanction of restitution (in excess of three hundred dollars) has been recommended; or

(D) Suspension has been recommended," the matter shall be referred directly to the faculty appeal board. (See WAC 478-120-100.)

(5) Students have the right to appeal any sanction imposed at an informal hearing to the university disciplinary committee, except that when such sanction identifies an existing or potential exceptional circumstance as defined in WAC 478-120-100 (3)(b)(i), the matter shall be referred directly to the faculty appeal board.

(6) Any decision of the university disciplinary committee may be appealed to the faculty appeal board. All decisions of the university disciplinary committee identifying existing or potential exceptional circumstances as defined in WAC 478-120-100 (3)(b)(i) shall be referred directly to the faculty appeal board. In addition, the university disciplinary committee may, at any time, in its discretion, refer a matter directly to the faculty appeal board. The faculty appeal board performs distinct functions. In most cases, the faculty appeal board conducts an administrative review. In certain cases (defined in WAC 478-120-100(3)), the faculty appeal board conducts a formal hearing.

(7) Any decision based on a formal hearing conducted by the faculty appeal board may be appealed to the president of the university or the president's delegate for a final review. All orders of dismissal shall be reviewed by the president or

the president's delegate. Orders entered by the president or the president's delegate are final. (See WAC 478-120-125.)

(8) The president or his or her delegate may take emergency disciplinary action when a student's conduct threatens the health, welfare, or safety of the university community or members thereof. (See WAC 478-120-140.)

(9) When questions of mental or physical health are raised in conduct cases, the dean, the vice-president for student affairs, their delegates, the university disciplinary committee, or the faculty appeal board may request the student to appear for examination before two physician-consultants designated by the dean of the school of medicine. If the student agrees, the physician-consultants may call upon the student health center for any other professional assistance they deem necessary. After examining the student and/or consulting with the student's personal physician, the physician-consultants shall make a recommendation to the dean, the vice-president for student affairs, their delegates, the university disciplinary committee, or the faculty appeal board as to whether the case should be handled as a disciplinary matter or as a case for medical or other treatment. Any decision made based upon the recommendation of the physician-consultants may be appealed in accordance with the provisions of this chapter.

(10) The following persons conducting proceedings under this chapter shall have the authority to issue protective orders and subpoenas: Deans, the vice-president for student affairs, the chair of the university disciplinary committee, the chair of the faculty appeal board, and the president or his or her delegate.

(11) In a case involving an alleged sexual offense, the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary hearing and they shall both be informed of the outcome of such disciplinary proceeding.

(12) Any final order resulting from a disciplinary proceeding shall become a part of the student's disciplinary record, unless the student is exonerated. (See WAC 478-120-145.)

(13) In accord with the Family Educational Rights and Privacy Act and pursuant to RCW 34.05.250, all hearings conducted under this chapter generally will be held in closed session out of respect for the privacy of all the students involved. However, the students involved may waive in writing this requirement and request a hearing in open session, and the initiating or presiding officer shall conduct the hearing in a room that will accommodate a reasonable number of observers. The initiating or presiding officer may exclude from the hearing room any persons who are disruptive of the proceedings and may limit the number who may attend the hearing in order to afford safety and comfort to the participants and orderliness to the proceedings.

[Statutory Authority: RCW 28B.20.130 and 28B.10.900 through 28B.10.903, 96-10-051, § 478-120-030, filed 4/29/96, effective 5/30/96; Order 72-9, § 478-120-030, filed 11/30/72.]

**WAC 478-120-040 Disciplinary sanctions.** The following disciplinary sanctions may be imposed for violations of the student conduct code:

(1) Disciplinary warnings and reprimands - action may be taken to warn or to reprimand a student for violation of university rules, regulations, procedures, policies, standards of conduct, or orders. Warnings and reprimands must always be made in writing and shall include a statement that continuation or repetition of the specific conduct or other misconduct will normally result in one or more of the more serious disciplinary sanctions: Restitution, disciplinary probation, suspension, or dismissal.

(2) Restitution - an individual student may be required to make restitution for damage or other loss of property and for injury to persons. Failure to pay, or to make in writing university-approved arrangements to pay, will result in cancellation of the student's registration and will prevent the student from registering with the university.

(3) Disciplinary probation - a student may be placed on disciplinary probation (meaning formal conditions are imposed on a student's continued attendance) for violation of university rules, regulations, procedures, policies, standards of conduct, or orders. The time period and conditions, if any, for the disciplinary probation shall be specified. Disciplinary probation serves as a warning to a student that further misconduct will raise the question of suspension or dismissal from the university.

(4) Suspension - a student may be suspended from the university for violation of university rules, regulations, procedures, policies, standards of conduct, or orders. The time period and conditions, if any, for the suspension shall be specified. Suspension serves as a warning to a student that further misconduct will raise the question of dismissal from the university.

(5) Dismissal - a student's enrollment in the university may be terminated for violation of university rules, regulations, procedures, policies, standards of conduct, or orders.

(6) Forfeiture - in addition to other sanctions, a student who participates in hazing of another shall forfeit any entitlement to state funded grants, scholarships, or awards for a specified period of time.

(7) A suspension or dismissal is considered a serious sanction and will be imposed only after the completion of the formal due process review provided for in this code.

[Statutory Authority: RCW 28B.20.130 and 28B.10.900 through 28B.10.903, 96-10-051, § 478-120-040, filed 4/29/96, effective 5/30/96; Order 72-9, § 478-120-040, filed 11/30/72.]

**WAC 478-120-050 Jurisdiction.** (1) The vice-president for student affairs, or his or her delegate, may initiate any disciplinary action related to violations of any of the university's rules, regulations, procedures, policies, standards of conduct, or orders. Jurisdiction in such cases may be transferred to the dean of the school or college in which the student is enrolled if the alleged misconduct bears upon the student's fitness to continue in the school or college.

(2) Additionally, the dean of each college or school, including the graduate school, or the dean's delegate, may initiate any disciplinary action:

(a) Related to violations of university rules, regulations, procedures, policies, standards of conduct, and orders which pertain to that particular college or school; and

(b) Related to violations of rules, procedures, policies, and standards of conduct of that particular college or school. The student academic grievance procedure is a separate procedure and is set forth in the *University Handbook* (graduate school students should also refer to Graduate School Memorandum No. 33). Violations involving academic misconduct should be reported to the dean of the appropriate school or college.

(3) Other departments of the university have proceedings separate and distinct from the student conduct code. For example:

(a) Campus traffic regulations are under the general jurisdiction of the police department of the university. The citation hearing office has jurisdiction to hear and decide all cases involving alleged violations of traffic regulations. (See chapter 478-116 WAC.)

(b) The library fines appeals committee has the authority to consider appeals of library charges. (See chapter 478-168 WAC.)

[Statutory Authority: RCW 28B.20.130 and 28B.10.900 through 28B.10.903, 96-10-051, § 478-120-050, filed 4/29/96, effective 5/30/96; Order 72-9, § 478-120-050, filed 11/30/72.]

**WAC 478-120-065 Informal disciplinary hearings.**

(1) A dean or the vice-president for student affairs or his or her delegate may initiate a disciplinary proceeding by conducting, or directing a member of his or her staff to conduct, an informal hearing with the student accused of misconduct. This informal disciplinary hearing may be nothing more than a face-to-face meeting between the initiating officer or staff person and the student, and no special notice of the meeting is required. The purpose of this informal disciplinary hearing is to provide an opportunity for the student to respond to allegations of misconduct before disciplinary action is taken, and the student waives any rights to an informal hearing by his or her failure to attend.

(2) During an informal disciplinary hearing, the student must be provided with the following information:

(a) The alleged misconduct and the reasons for the university's belief that the student engaged in the misconduct;

(b) The specific section(s) of the student conduct code allegedly violated; and

(c) The possible sanctions that may be imposed.

(3) Based on the findings of an informal hearing, the initiating officer shall enter in writing one of the following orders:

(a) An order exonerating the student or dismissing the disciplinary proceeding if it appears that there has been no misconduct;

(b) An initial order imposing a disciplinary sanction;

(c) An order referring the matter to the university disciplinary committee; or

(d) An order referring the matter directly to the faculty appeal board because exceptional circumstances as defined in WAC 478-120-100 (3)(b)(i) may exist.

(4)(a) If the order imposes a sanction and exceptional circumstances as defined in WAC 478-120-100 (3)(b)(i) exist, the matter shall be referred directly to the faculty appeal board and the student shall be informed that he or she

has the right to request a formal hearing according to the procedures set forth in WAC 478-120-075(3).

(b) If the order imposes a sanction but exceptional circumstances do not exist, then the student must be informed that he or she has twenty-one calendar days from the date of the order (or twenty-five calendar days from the date of the mailing of the initial order) to request a hearing before the university disciplinary committee. If the student chooses not to appeal, the order becomes the final order.

(5) Within ten days of the conclusion of the hearing and any associated investigations, the student shall be provided with a written order which shall include a statement of the decision, the reasons for the decision, and information about appealing the decision. No unfavorable action may be taken against the student until the student has been given such notice and information. In a case involving an alleged sexual offense, both the accuser and the accused shall be informed of the outcome of that hearing. In a case where the student is a minor, the disciplinary sanctions imposed may be reported to the student's parents or legal guardian at the discretion of the initiating officer.

(6) A student may request a hearing by the university disciplinary committee at any time during these informal proceedings. If such a request is made, the matter shall be referred to the university disciplinary committee.

(7) The official record of this informal hearing shall consist of all documents prepared or considered by the dean or the vice-president for student affairs with regard to the dispute at hand.

[Statutory Authority: RCW 28B.20.130 and 28B.10.900 through 28B.10.903, 96-10-051, § 478-120-065, filed 4/29/96, effective 5/30/96.]

**WAC 478-120-075 Appeals.** Any initial order may be appealed by timely submission of a written petition to the appropriate body. An order only referring a matter from one hearing body to another, not determining the matter on its merits, is not an initial order.

(1) If a student does not appeal to the appropriate body within twenty-one days of the initial order (or within twenty-five calendar days of the date when the university mailed the initial order to the student), the right to appeal is waived and the order becomes final.

(a) All initial orders shall be hand delivered or delivered by mail.

(b) Any student involved in a disciplinary hearing is required to provide his or her current and accurate address to the office of the vice-president for student affairs.

(2) All petitions for appeal must be made in writing to the appropriate authority (the chair of the university disciplinary committee, the chair of the faculty appeal board, or the president). The petition must state the reasons for the appeal and indicate points of disagreement with the initial order.

(3) If a student wishes to request a formal hearing before the faculty appeal board, the student's written petition for appeal must also state that a formal hearing is being requested and must identify the specific exceptional circumstances (as defined in WAC 478-120-100 (3)(b)(i)) warranting such a hearing. When conducting administrative reviews of informal hearings, the faculty appeal board shall make any inquir-

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ies necessary to ascertain whether the proceeding must be converted to a formal disciplinary hearing.

(4) After conducting the appropriate review, the appeal body or the president may sustain, reduce, or vacate the sanction imposed by the initial order, except if that review is in the form of a formal hearing before the faculty appeal board, that board may increase any sanction.

(5) Only the president or the president's delegate may issue a final order of dismissal.

(6) Sanctions, if any, will be imposed only after an order becomes final, except for actions taken under WAC 478-120-140.

[Statutory Authority: RCW 28B.20.130 and 28B.10.900 through 28B.10.903, 96-10-051, § 478-120-075, filed 4/29/96, effective 5/30/96.]

**WAC 478-120-085 The university disciplinary committee.** The university disciplinary committee shall consist of a nonvoting chair, three voting faculty members, and three voting student members. The committee shall be maintained for the purpose of providing hearings for disciplinary actions that have been initiated by the deans or the vice-president for student affairs or their delegates.

(1) The president of the university shall designate a member of the faculty or administration to serve as chair of the university disciplinary committee for a term of one year. The chair may be reappointed for consecutive terms.

(a) The chair shall ensure that all procedural safeguards and guidelines are followed. Accordingly, the chair shall decide all procedural questions that arise in relation to hearings, including rulings on evidence (as defined in WAC 478-120-095(3)) and challenges to the impartiality of committee members. The chair shall have the discretion to regulate all aspects of the proceedings.

(b) The chair shall take whatever steps are necessary to ensure that hearings are conducted in a safe and orderly manner.

(2) The three voting faculty members of the university disciplinary committee shall be selected at random to serve one-year terms. Voting faculty members may not be reappointed to consecutive terms.

(a) Panels of eligible faculty members shall be randomly selected to serve on the committee in the order in which they were selected, except that each faculty member of the committee must represent a different faculty senate group.

(b) Faculty members must have been members of the faculty for at least one year and hold the position of assistant professor or higher in order to be eligible to serve as voting members of the university disciplinary committee.

(3) The three voting student members of the university disciplinary committee shall be selected at random from the student body to serve one-year terms. Student members of the committee may not be reappointed.

(a) Panels of eligible students shall be selected randomly from the entire full-time student body to serve as committee members or alternates in the order in which they were selected, except that one member must be a professional or graduate student and the other two members must represent different undergraduate classes.

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(b) To be eligible to serve on the university disciplinary committee, students must be full-time and in good standing with the university.

(4) In addition to the chair, a quorum shall be two faculty members and two student members. The chair shall select alternates from the panels of eligible faculty or students as needed to produce a quorum.

(5) A committee member may be disqualified from a particular hearing for bias, prejudice, conflict of interest, or any other reason which may prevent him or her from serving as an impartial judge of the matter before the committee.

(a) A committee member may excuse himself or herself for any of the causes set forth in this section by submitting a written statement to the committee chair stating facts and reasons for the disqualification.

(b) A student before the university disciplinary committee may challenge the impartiality of a committee member by written petition. The chair shall determine whether to grant the petition and excuse the committee member from the case, and shall state the facts and reasons for that determination in writing.

(c) Any person who has been delegated the authority to initiate disciplinary proceedings is disqualified from serving as a member of the university disciplinary committee.

(6) The chair may relieve a member of the university disciplinary committee from serving on that committee for a particular case, for a specific period of time, or for the rest of the year after the member submits a written request to the chair.

(7) Members of the university disciplinary committee shall begin their terms on the first day of classes of winter quarter. Those terms shall expire on the first day of classes of the next winter quarter, except that cases in process shall be continued until a decision is reached. The new panels of committee members shall be identified by the outgoing chair, or by the person designated by the chair, through random procedures established by the chair.

[Statutory Authority: RCW 28B.20.130 and 28B.10.900 through 28B.10.903. 96-10-051, § 478-120-085, filed 4/29/96, effective 5/30/96.]

**WAC 478-120-095 Hearings before the university disciplinary committee.** The purpose of a hearing before the university disciplinary committee is to provide all parties with an opportunity to present evidence and argument before disciplinary sanctions are imposed on a student. Based on the evidence presented at this hearing, the committee shall determine whether the student has engaged in the alleged misconduct. If there is a finding of misconduct, the committee shall then determine the appropriate sanction to be imposed.

(1) When a hearing is scheduled before the university disciplinary committee, the chair of the committee shall provide the student with written notice of the following information:

- (a) The time and place of the hearing;
- (b) The allegations of misconduct against the student;
- (c) A list of all witnesses who may be called to testify;
- (d) A description of all documentary and real evidence to be presented at the hearing, including a copy of his or her disciplinary file; and

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(e) The sanctions that may be imposed at the hearing if the allegations of misconduct are found to be true.

(2) The chair of the committee shall adhere to the following procedures at all disciplinary hearings:

(a) The student shall be provided with a reasonable opportunity (at least seven days) to gather evidence, contact witnesses, and prepare a defense for the hearing.

(b) The student may be accompanied by an advisor of the student's choice.

(c) The student is entitled to hear all testimony and examine all evidence that is presented at the hearing. In response, the student may present evidence and witnesses on his or her own behalf and may ask questions of any other witnesses.

(d) No student shall be compelled to give self-incriminating evidence.

(3) Evidence shall be admissible at the hearing if it is the type of evidence that reasonably prudent members of the university community would rely upon in the conduct of their affairs.

(4) The initiating officer (the appropriate dean, the vice-president for student affairs, or his or her delegate) must prove by a preponderance of the evidence presented at the hearing that the student has engaged in the alleged misconduct. The committee shall base its factual determination solely on the evidence presented at the hearing.

(a) Decisions of the university disciplinary committee will be made based on a simple majority vote of the committee.

(b) If the university disciplinary committee cannot reach a decision by simple majority vote, an order shall be entered referring the matter to the faculty appeal board. Where exceptional circumstances exist, the student shall be notified of the right to request a formal hearing. Otherwise, the faculty appeal board shall conduct an administrative review as provided under WAC 478-120-100 (1) and (2).

(5) If at any time after a matter has been referred to the university disciplinary committee the chair determines that the matter should properly be before the faculty appeal board, the chair may refer the matter to the faculty appeal board and shall provide the student with written notice of the referral and of the opportunity to request a formal hearing if exceptional circumstances exist. (See WAC 478-120-100 (3)(b)(i).)

(6) If the committee determines that the student has violated the university's rules, regulations, procedures, policies, standards of conduct, or orders, it shall then determine the appropriate sanction to be imposed. When determining the appropriate sanction, the committee shall review the evidence presented at the hearing and the student's past record of conduct at the university.

(7) The chair of the university disciplinary committee shall provide the student with a written statement of the committee's decision within ten days of the conclusion of the hearing. This written statement shall include the committee's factual findings, the conclusions that have been drawn from those findings, the reasons for those conclusions, and the sanctions, if any, to be imposed. If sanctions are imposed, the student must also be informed of the appropriate procedures for appealing the committee's decision to the faculty appeal



board. In a case involving an alleged sexual offense, both the accuser and the accused shall be informed of the outcome of the hearing. In a case where the student is a minor, the written statement of the committee's decision may be reported to the student's parents or legal guardian at the discretion of the chair of the university disciplinary committee.

(8) This written statement of the committee's decision shall be the committee's initial order. If the student chooses not to appeal, the initial order of the university disciplinary committee becomes the final order at the end of the appeal period set forth in WAC 478-120-075(1), except that orders of dismissal shall be referred to the president.

(9) The student may choose to present evidence to the chair of the university disciplinary committee rather than at a hearing before the full committee. The student's waiver of the right to a hearing before the university disciplinary committee must be submitted in writing to the chair of the committee. The chair will submit the student's evidence and arguments to the full committee and the committee will make its decision based on the chair's report.

(10) All proceedings of the committee will be conducted with reasonable dispatch and be terminated as soon as possible, consistent with fairness to all parties involved. The chair shall have the discretion to continue the hearing.

(11) An adequate summary of the proceedings will be kept. Such a summary shall include all documents that were considered by the committee and may include a tape recording of the testimony and any other documents related to the hearing.

(12) A report of the university disciplinary committee shall, upon written request and release by the student or students involved, and subject to the requirements of the Family Educational Rights and Privacy Act, be made available to members of the university community through the vice-president for student affairs.

[Statutory Authority: RCW 28B.20.130 and 28B.10.900 through 28B.10.903, 96-10-051, § 478-120-095, filed 4/29/96, effective 5/30/96.]

**WAC 478-120-100 Faculty appeal board.** The faculty appeal board shall be composed of seven members of the faculty to be appointed by the chair of the faculty senate after consultation with the faculty council on student affairs. The chair of the faculty senate shall appoint one of the members to be the chair of the faculty appeal board. The faculty appeal board shall conduct either administrative reviews or formal hearings and the procedures to be used shall depend on the nature of the appeal before the board. Cases may be heard by the entire board or by panels of no fewer than three board members.

(1) The faculty appeal board may conduct an administrative review when exceptional circumstances do not exist or the student has not requested a formal hearing in writing.

(2) The procedures for conducting such administrative review are set forth in WAC 478-120-105. The chair shall maintain a record of all administrative reviews conducted by the faculty appeal board. At a minimum, such a record shall include all documents that were considered by the board and may include a tape recording of all testimony and all other documents related to the review.

(3) The faculty appeal board shall conduct a formal hearing when:

(a) The student requests a formal hearing before the faculty appeal board in writing setting forth the exceptional circumstances that exist (see below); and

(b) The chair reviews the student's written request and determines that exceptional circumstances do exist. Additionally, the faculty appeal board may conduct a formal hearing in other circumstances as the board deems appropriate. If the faculty appeal board does not conduct a formal hearing, it shall conduct an administrative review of the prior decision.

(i) Exceptional circumstances exist when:

(A) The sanction of dismissal has been recommended; or

(B) The student has been charged with hazing; or

(C) The sanction of restitution (in excess of three hundred dollars) has been recommended; or

(D) Suspension has been recommended.

(ii) If the faculty appeal board decides not to grant a student's written request for a formal hearing, the chair shall provide the student with a written copy of the board's decision and a brief statement of the reasons for denying the petition within ninety days as specified in WAC 478-120-115(2).

(4) If a matter is referred directly to the faculty appeal board and there is no initial order, then the faculty appeal board shall determine whether exceptional circumstances exist or could exist. If exceptional circumstances exist or could exist, then the board shall notify the student in writing that he or she has twenty-one days from the date of the notice or twenty-five days from the date of mailing the notice to request a formal hearing. If the student fails to make such a request, any right to a formal hearing is waived.

(5) Formal hearings conducted by the faculty appeal board shall be according to the procedural guidelines set forth in WAC 478-120-115 and chapter 34.05 RCW.

(a) At the conclusion of the formal hearing, the faculty appeal board shall enter an initial order based on the findings of that hearing. That initial order shall include a written statement of the board's decision and the basis for that decision, including procedures for appealing the decision to the president or president's delegate. The initial order shall be provided to the student within ninety days of the conclusion of the hearing. In a case involving an alleged sexual offense, both the accuser and the accused shall be informed of the board's decision. In a case where the student is a minor, the board's decision may be reported to the student's parents or legal guardian at the discretion of the initiating officer.

(b) An initial order from a formal hearing may be appealed to the president of the university or the president's delegate for a final administrative review.

(c) If the student chooses not to appeal, the initial order of the faculty appeal board shall become the final order, except that orders of dismissal entered by the faculty appeal board shall be reviewed by the president or the president's delegate.

(6) The record in cases in which the faculty appeal board conducts a formal hearing shall be as specified in WAC 478-120-115(15).

(7) Board members may be disqualified from a particular formal hearing for bias, prejudice, conflict of interest, or any

other reason which may prevent them from serving as impartial judges of the matter before the board.

(a) A committee member may excuse himself or herself for any of the causes set forth in this section by submitting a written statement to the board chair stating facts and reasons for the disqualification.

(b) A student before the faculty appeal board may challenge the impartiality of a board member by written petition. The chair shall determine whether to grant the petition and excuse the board member, stating the facts and reasons for the determination in writing.

(c) Faculty who have been delegated the authority to initiate disciplinary proceedings are disqualified from serving as members of the faculty appeal board.

(8) At the discretion of the chair, board members may be excused from a particular hearing on the basis of compelling personal need after submitting a written request to the chair explaining the basis of the request.

[Statutory Authority: RCW 28B.20.130 and 28B.10.900 through 28B.10.903, 96-10-051, § 478-120-100, filed 4/29/96, effective 5/30/96; Order 72-9, § 478-120-100, filed 11/30/72.]

**WAC 478-120-105 Administrative review by the faculty appeal board.** (1) The faculty appeal board may conduct administrative review when exceptional circumstances do not exist or the student has not requested a formal hearing. When the faculty appeal board determines that administrative review is appropriate, the chair shall notify all parties of that decision. The notice to the parties shall include a statement of:

- (a) The allegations of misconduct against the student;
- (b) The sanctions that were recommended by the initiating officer or the university disciplinary committee, if any;
- (c) A date by which any voluntarily submitted written briefs or statements must be submitted.

(2) When the faculty appeal board conducts an administrative review, the board may base its review on:

- (a) All documents and any recordings considered by the initiating officer or the university disciplinary committee; or
- (b) Oral and/or written argument of both parties; or
- (c) Additional evidence.

(3) At the conclusion of its review, the faculty appeal board shall enter an order. An initial order may be appealed and a final order may not be appealed, except that final orders of dismissal shall be reviewed by the president or the president's delegate. The student shall be provided with a written order which shall include a written statement of the board's decision within ten days of the conclusion of the review and information on rights of appeal, if any. In a case involving an alleged sexual offense, both the accuser and the accused shall be informed of the outcome of the review. In a case where the student is a minor, the board's decision may be reported to the student's parents or legal guardian at the discretion of the chair of the faculty appeal board.

[Statutory Authority: RCW 28B.20.130 and 28B.10.900 through 28B.10.903, 96-10-051, § 478-120-105, filed 4/29/96, effective 5/30/96.]

**WAC 478-120-115 Formal hearings before the faculty appeal board.** (1) The faculty appeal board shall conduct a formal hearing when exceptional circumstances exist

and the student has requested in writing a formal hearing. Additionally, the faculty appeal board may conduct a formal hearing in other circumstances as the board deems appropriate.

(2) Within thirty days after receipt of a written petition for a formal hearing before the faculty appeal board, the board shall notify the requesting party of any obvious errors or omissions in the party's petition, request any additional information the board wishes to obtain and is permitted by law to require, and notify the requesting party of the name, mailing address, and telephone number of an office or person who may be contacted regarding the formal hearing.

(3) Within ninety days after receipt of a written petition for formal hearing or within ninety days after the party's response to a timely request from the board as provided in subsection (1) of this section, the board shall either deny the formal hearing or commence the formal hearing.

(4) Once the board decides to conduct a formal hearing, the chair of the faculty appeal board shall schedule the time and place of the hearing and give not less than seven days advance written notice of the hearing to all parties. That notice shall include:

- (a) The names and addresses of all parties to whom notice is being given, and if known, the names and addresses of their representatives;
- (b) The name, business address, and telephone number of the person designated to represent the university at the hearing;
- (c) The official file number and name of the proceeding;
- (d) The name, mailing address, and telephone number of the chair of the faculty appeal board;
- (e) A statement of the time, place, and nature of the hearing;
- (f) A statement of the legal authority and jurisdiction under which the hearing is to be held;
- (g) A reference to the particular sections of university rules that are involved;
- (h) A short and plain statement of the charges against the student; and
- (i) A statement that a student who fails to attend the hearing or otherwise respond to this notice may lose his or her right to a formal hearing.

(5) If a student fails to attend or participate in a formal hearing, the faculty appeal board may serve upon all parties a default or other dispositive order which shall include a statement of the grounds for the order. Within seven days after service of a default order, the student may file a written motion requesting that the order be vacated, and stating the grounds relied upon.

(6) The student may be represented by counsel and/or be accompanied by an advisor of the student's choice. No student shall be compelled to give self-incriminating evidence.

(7) The chair shall determine whether discovery is to be available, and, if so, which forms of discovery may be used. The chair may condition the use of discovery procedures on a showing of necessity and unavailability by other means. In exercising such discretion, the chair shall consider:

- (a) Whether all parties are represented by counsel;
- (b) Whether undue expense or delay in bringing the case to a hearing will result;

(c) Whether the use of discovery will promote the orderly and prompt conduct of the proceeding; and

(d) Whether the interests of justice will be promoted.

The chair may decide whether to permit the taking of depositions, the requesting of admissions, or any other procedures authorized by rules 26 through 37 of the superior court rules.

(8) At appropriate stages of the hearing, the chair may give all parties an opportunity to submit and respond to briefs, proposed findings of fact and conclusions of law, and proposed initial or final orders. To the extent necessary for a full disclosure of all relevant facts and issues, the chair shall afford both parties the opportunity to respond, present evidence and argument, conduct cross-examination, and submit rebuttal evidence. A party filing a pleading, brief, or other paper with the chair shall serve copies on all other parties.

(9) Evidence, including hearsay evidence, is admissible if it is the kind of evidence on which reasonably prudent persons are accustomed to rely in the conduct of their affairs. Evidence is not admissible if it is excludable on constitutional or statutory grounds or on the basis of evidentiary privilege recognized in the courts of this state. The chair shall decide rulings on the admissibility of evidence, and the Washington rules of evidence shall serve as guidelines for those rulings.

(10) All testimony of parties and witnesses shall be made under oath or affirmation.

(11) The faculty appeal board may appoint an examiner to conduct the actual hearing. The decision to use a hearing examiner requires the approval of a majority of the board members. The hearing examiner will then conduct the hearing and submit a detailed report to the faculty appeal board according to the provisions of this section.

(a) If a hearing examiner conducts the hearing, an audio recording of the hearing must be kept, and the recording and any transcription thereof must be provided to the board.

(b) The faculty appeal board may, at its option, request the hearing examiner to provide recommendations as to findings, conclusions, and decisions, but those recommendations shall not be binding on the board. The hearing examiner shall transmit to the board the full and complete record of the hearing and the board shall make its own findings, conclusions, and decisions based on the record.

(c) The hearing examiner will make initial rulings on the use of discovery, the admissibility of evidence, and the procedures for the hearing.

(d) The hearing examiner must be a member of the bar. Any member of the faculty appeal board who is also a member of the bar, including the chair, may serve as the hearing examiner.

(12) The chair of the faculty appeal board may issue subpoenas and enter protective orders.

(13) Members of the faculty appeal board must avoid ex parte communications with any party involved in the hearing regarding any issue other than communications necessary to maintaining an orderly procedural flow to the hearing. Ex parte communications received by members of the board must be placed on the record, and the other party must be informed of the ex parte communication and given an opportunity to respond on the record.

(14) Findings, conclusions, and decisions by the faculty appeal board shall be based exclusively on the evidence of record from the hearing and on matters officially noted in the record.

(15) The board shall enter an initial order which shall be served in writing on the student within ninety days after conclusion of the hearing or after submission of memos, briefs, or proposed findings, whichever is later, unless the period is waived or extended for good cause shown. The student shall be informed of procedures for appealing the decision. If the student does not appeal the board's initial order within the time set out in WAC 478-120-075(1), the initial order of the board shall become the final order, except all orders of dismissal shall be reviewed by the president or the president's delegate.

(16) The chair shall maintain an official record of the hearing. The record shall contain those items specified in RCW 34.05.476.

[Statutory Authority: RCW 28B.20.130 and 28B.10.900 through 28B.10.903. 96-10-051, § 478-120-115, filed 4/29/96, effective 5/30/96.]

**WAC 478-120-125 Review by the president of the university.** (1) Any order of the faculty appeal board that is based on the findings of a formal hearing may be appealed for a final review to the president or the president's delegate. The student must submit an appeal in writing within twenty-one days of service of the board's order, or twenty-five days of mailing the order, unless the order specifies a different time limit. Any appeal shall specify the portion of the board's order to which exception is taken and shall refer to the evidence of record which is relied upon to support the petition. However, the president or the president's delegate shall review all orders of dismissal, regardless of whether the student appeals.

(2) The president or the president's delegate shall consider the entire record of the disciplinary proceeding or such portion as may be cited by the student. At the president's or the president's delegate's discretion, the parties may also supplement the record with additional evidence.

(3) The parties may present their arguments to the president or the president's delegate in writing, and the president or the president's delegate may, at his or her discretion, afford each party an opportunity for oral argument.

(4) After reviewing the record and considering the arguments of the two parties, the president or the president's delegate shall enter a final order disposing of the matter or remanding the case for further proceedings and provide the student with a copy of that order.

(5) In a case involving an alleged sexual offense, both the accuser and the accused shall be informed of the outcome of the review. In a case where the student is a minor, the decision of the president or the president's delegate may be reported to the student's parents or legal guardian at the discretion of the president or president's delegate.

(6) Notwithstanding any other provisions of this chapter, and before an initial order becomes final, the president or the president's delegate may review the order. Any such review shall be in accord with RCW 34.05.464 and 34.05.491.

[Statutory Authority: RCW 28B.20.130 and 28B.10.900 through 28B.10.903. 96-10-051, § 478-120-125, filed 4/29/96, effective 5/30/96.]

**WAC 478-120-135 Reconsideration of final orders.**

(1) Within ten days of the service of a final order from the president or the president's delegate, the student may file a request for reconsideration, stating in writing specific reasons for the request. The request shall be directed to the president or the president's delegate.

(2) A request for reconsideration is only intended to correct obvious mistakes in the judgment or order and should not be used to reargue the case. Filing a request for reconsideration is not a prerequisite for obtaining judicial review, and denial of the request is not subject to judicial review.

(3) The request for reconsideration shall be promptly considered. If, within twenty days from the date the request is filed, the president or president's delegate does not either (a) dispose of the request, or (b) serve the student with a written notice specifying the date by which it will act upon the request, the request is deemed to be denied.

[Statutory Authority: RCW 28B.20.130 and 28B.10.900 through 28B.10.903. 96-10-051, § 478-120-135, filed 4/29/96, effective 5/30/96.]

**WAC 478-120-140 Emergency authority of the president of the university.** If a student's conduct represents a threat to the health, safety, or welfare of the university or any member of the university community, the president or the president's delegate may suspend that student from participation in any or all university functions or privileges.

(1) In such an emergency situation, the president or a delegate shall issue a written order to be served upon the student describing the terms of the emergency suspension and the reasons for imposing the suspension. The order shall be effective immediately.

(2) The president or delegate shall then refer the matter to the vice-president for student affairs or his or her delegate, who shall proceed as quickly as feasible to complete any proceedings that would be required if the matter did not involve an immediate danger.

[Statutory Authority: RCW 28B.20.130 and 28B.10.900 through 28B.10.903. 96-10-051, § 478-120-140, filed 4/29/96, effective 5/30/96.]

**WAC 478-120-145 Recording and maintenance of records.** (1) The vice-president for student affairs shall keep records of all disciplinary actions reported to his or her office. Disciplinary records shall be kept separate from academic records, and transcripts of a student's academic record shall contain no notation of any disciplinary action.

(2) The dean of a college or school initiating disciplinary action shall report in writing to the office of the vice-president for student affairs all cases in which disciplinary action is taken. The dean shall also inform the registrar of any action affecting a student's official standing in the university. The office of the vice-president for student affairs shall notify the dean of the college or school in which the student is enrolled of any disciplinary action it takes and also shall notify the registrar of any action affecting a student's official standing in the university.

(3) Disciplinary records of students not exonerated shall be maintained by the vice-president for student affairs and the registrar for seven years after disciplinary action has been taken and/or after the administrative purpose has been served.

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(4) Disciplinary records of exonerated students shall not be maintained.

(5) Notwithstanding any other provision of this section, the vice-president for student affairs, at his or her discretion, upon written request by the student, may expunge the student's disciplinary record.

(6) Records and information regarding student disciplinary proceedings are subject to the provisions of the Family Educational Rights and Privacy Act and supporting regulations (20 U.S.C. 1232g), and to chapter 478-140 WAC.

[Statutory Authority: RCW 28B.20.130 and 28B.10.900 through 28B.10.903. 96-10-051, § 478-120-145, filed 4/29/96, effective 5/30/96.]

**Chapter 478-124 WAC****GENERAL CONDUCT CODE FOR THE UNIVERSITY OF WASHINGTON****WAC**

478-124-010	Conduct on campus code—General policy.
478-124-020	Conduct on campus code—Prohibited conduct.
478-124-030	Conduct on campus code—Sanctions.
478-124-035	Conduct on campus code—Anabolic steroids.
478-124-037	Conduct on campus code—Hazing.
478-124-040	Conduct on campus code—Interim suspension.
478-124-050	Severability.
478-124-060	Animal control policy—Purpose.
478-124-070	Animal control policy—Definitions.
478-124-080	Animal control policy—Animal control.
478-124-090	Animal control policy—Enforcement.
478-124-100	Animal control policy—Penalties.

**WAC 478-124-010 Conduct on campus code—General policy.** It is the policy of the University of Washington to support and promote each individual's right to express his views and opinions for or against actions or ideas in which he has an interest, to associate freely with others, and to assemble peacefully.

The above rights exist in equal measure for each member of the university community. They exist regardless of the professional stature or rank of the individual and regardless of the degree of acceptability among others of the views or opinions advocated.

[Order 72-7, § 478-124-010, filed 11/30/72.]

**WAC 478-124-020 Conduct on campus code—Prohibited conduct.** (1) In order to safeguard the right of every citizen to criticize and to seek meaningful change, each individual has an obligation to respect the rights of all members of the university community.

(2) In order to assure those rights to all members of the university community and to maintain a peaceful atmosphere in which the university may continue to make its special contribution to society, the following types of conduct are hereby prohibited on or in property either owned, controlled or operated by the university which is used or set aside for university purposes, hereinafter referred to as the university campus:

(a) Conduct which intentionally and substantially obstructs or disrupts teaching or freedom of movement or other lawful activities on the university campus;

(b) 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 the university campus;

(c) Malicious damage to or malicious misuse of university property, or the property of any person where such property is located on the university campus;

(d) Refusal to comply with any lawful order to leave the university campus or any portion thereof;

(e) Possession or use of firearms, explosives, dangerous chemicals or other dangerous weapons or instrumentalities on the university campus, except for authorized university purposes, unless prior written approval has been obtained from the vice president for student affairs, or any other person designated by the president of the university;

(f) Unlawful possession, use, distribution, or manufacture of alcohol or controlled substances (as defined in chapter 69.50 RCW) on the university campus or during university-sponsored activities;

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

[Statutory Authority: RCW 28B.20.130. 91-10-030, § 478-124-020, filed 4/24/91, effective 5/25/91; Order 72-7, § 478-124-020, filed 11/30/72.]

**WAC 478-124-030 Conduct on campus code—Sanctions.** (1) Any person while on the university campus who willfully refuses the request of a uniformed campus police officer to desist from conduct prohibited by these rules may be required by such officer to leave such premises.

(2) Disciplinary action which may result in dismissal from the university will be initiated against faculty, staff, or students who violate these rules, in accordance with the applicable disciplinary codes or other appropriate due process procedures.

(3) Sanctions which may be imposed against faculty are set forth in the *University of Washington Handbook*, Volume II, Chapter 25, Sections 25-51 and 25-71.

(4) Sanctions which may be imposed against students are set forth in WAC 478-120-040.

(5) Sanctions which may be imposed against the classified staff are set forth in WAC 251-11-010 through 251-11-130.

(6) Sanctions which may be imposed against the professional staff are set forth in the *University of Washington Professional Staff Personnel Program*, University of Washington Operations Manual, D 42.1, Section 7(c).

(7) Violation of any of the above regulations may also constitute violation of the criminal laws or ordinances of the city of Seattle, the state of Washington, or the United States and may subject a violator to criminal sanctions in addition to any sanctions imposed by the university.

[Statutory Authority: RCW 28B.20.130. 91-10-030, § 478-124-030, filed 4/24/91, effective 5/25/91; Order 72-7, § 478-124-030, filed 11/30/72.]

**WAC 478-124-035 Conduct on campus code—Anabolic steroids.** Any student found by the university to have violated chapter 69.41 RCW, which, among other things, prohibits the possession, delivery, use or sale of legend drugs, including anabolic steroids, except upon valid prescription or order of a practitioner, as defined by RCW 69.41.010(11), is

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subject to additional sanctions, including disqualification from participation in university-sponsored athletic events.

[Statutory Authority: RCW 69.41.130(1). 90-24-001, § 478-124-035, filed 11/26/90, effective 12/27/90.]

**WAC 478-124-037 Conduct on campus code—Hazing.** All university organizations, associations and student living groups are prohibited from hazing.

(1) Hazing includes:

(a) Any method of initiation into a student organization 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 the university; and

(b) Conduct associated with initiation into a student organization or living group, or any pastime or amusement engaged in with respect to an organization or living group not amounting to a violation of (a) of this subsection, but including such conduct as humiliation by ritual act and sleep deprivation. Consent is no defense to hazing. Hazing does not include customary athletic events or other similar contests or competition.

(2) Any university organization, association or student living group that knowingly permits hazing as defined in subsection (1)(a) of this section shall be deprived of official recognition or approval granted by the university. Any university organization, association or student living group that knowingly permits hazing as defined in subsection (1)(b) of this section shall be placed on probation for a period specified by the university.

[Statutory Authority: RCW 28B.20.130 and 28B.10.900 through 28B.10.903. 96-10-051, § 478-124-037, filed 4/29/96, effective 5/30/96.]

**WAC 478-124-040 Conduct on campus code—Interim suspension.** (1) The president or, in his absence, any officer of the university designated by him for this purpose, may impose on any student, faculty member, or staff member an interim suspension whenever there is reasonable cause to believe that such person has committed, and may reasonably be expected thereafter to commit, any of the acts prohibited herein. The notice of such suspension shall state the nature, terms and conditions of such suspension and shall include such restrictions on use of campus facilities as the president or his designee deems in the best interest of the university.

(2) Any person so placed on interim suspension shall be given prompt notice of charges and shall be given the opportunity to show cause at a preliminary hearing why such interim suspension should not continue until a formal hearing is held. To obtain such preliminary hearing, the person shall submit a written request therefor within seven days from the date interim suspension was imposed. Such written request shall state the address to which notice of hearing is to be sent. The president or, in his absence, any officer of the university designated by him, shall grant such a preliminary hearing before a person or persons designated by him not later than four days from the date of receipt of such request and shall immediately mail a written notice of the time, place, and date of such hearing to such person. The preliminary hearing shall consider only whether there is reasonable cause to believe

that such person committed, and may reasonably be expected thereafter to commit, any of the acts prohibited herein.

(3) Interim suspension may be removed by the president or, in his absence, by any officer of the university designated by him, whenever he has reason to believe that the person on whom interim suspension was imposed will not constitute a substantial and material threat to the orderly operation of the university campus or endanger the health and safety of any person thereon.

[Order 72-7, § 478-124-040, filed 11/30/72.]

**WAC 478-124-050 Severability.** If any provision or clause of these rules or any application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or application and, to this end, the provisions of these rules are declared to be severable.

These rules are additional to any others duly promulgated by the university.

[Order 72-7, § 478-124-050, filed 11/30/72.]

**WAC 478-124-060 Animal control policy—Purpose.** It is declared the policy of the University of Washington to secure and maintain such levels of animal control as will protect human health and safety, prevent nuisances created by animals running at large, remove hindrances to university employees in the performance of their duties, and to the greatest degree practicable to prevent injury to property and cruelty to animal life. To this end, it is the purpose of this regulation to provide a means of fulfilling the objectives of the above policy. This regulation is not applicable to research animals maintained in university-controlled quarters nor to natural wildlife inhabiting university property.

[Order 73-7, § 478-124-060, filed 8/27/73.]

**WAC 478-124-070 Animal control policy—Definitions.** (1) "Animal" means any living creature except human beings or fish.

(2) "Owner" means any person having an interest in or right of possession to an animal, or any person having control, custody, or possession of an animal.

(3) "Running at large" means to be off the premises of the owner and not under the direct control of the owner.

[Order 73-7, § 478-124-070, filed 8/27/73.]

**WAC 478-124-080 Animal control policy—Animal control.** (1) All animals brought onto university property shall be subject to license and leash laws of the city of Seattle.

(2) In addition to the license and leash laws of the city of Seattle, the following rules shall apply:

(a) No live animals shall be allowed in any university-operated building or in any area used for the conduct of food service operations: *Provided*, That guide dogs accompanying sightless persons may be permitted in academic, administrative, and dining areas; and *Provided further*, That the recognized university mascot, properly leashed, may be permitted at appropriate student body assemblages in auditoria, ballrooms, dining areas, and at athletic events.

(b) No animal shall be permitted to run at large on university property. Animals that are tethered in the absence of

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the owner shall not be considered to be under direct control but, rather, to be running at large.

(c) No animal shall be permitted to enter any pond, fountain, or stream located on university property.

(d) No animal which emits frequent or long-continued noise so as to disturb or disrupt normal administrative or academic routine shall be permitted on university property.

[Order 73-7, § 478-124-080, filed 8/27/73.]

**WAC 478-124-090 Animal control policy—Enforcement.** Any animal found on university property under conditions violating the animal control provisions (WAC 478-124-080) shall be subject to apprehension and impoundment in compliance with requirements of the Seattle division of animal control, subject to redemption in the manner provided for by Seattle city ordinance.

[Order 73-7, § 478-124-090, filed 8/27/73.]

**WAC 478-124-100 Animal control policy—Penalties.** (1) Owners of animals impounded for violation of any of these regulations may be subject to such penalties as provided for by Seattle city ordinance.

(2) Owners of animals found on university property in violation of this regulation shall be subject to citation by university police.

[Order 73-7, § 478-124-100, filed 8/27/73.]

## Chapter 478-132 WAC

### ACADEMIC CALENDAR FOR THE UNIVERSITY OF WASHINGTON

#### WAC

478-132-010	Authority.
478-132-020	Purpose.
478-132-030	University calendar.

**WAC 478-132-010 Authority.** Pursuant to the authority granted by sections 28B.20.130, chapter 223, Laws of 1969 ex. sess. (RCW 28B.20.130), the board of regents of the University of Washington has established the following regulations governing the university calendar.

[Order 72-10, § 478-132-010, filed 11/30/72.]

**WAC 478-132-020 Purpose.** The purpose of these regulations is to provide information about the periods of the year during which residence credit classes will be offered.

[Order 72-10, § 478-132-020, filed 11/30/72.]

**WAC 478-132-030 University calendar.** The calendar at the university consists of four quarters, which normally begin and end as follows:

(1) The autumn quarter shall begin on September 25 when it falls on a Monday, otherwise it shall begin on the first Monday following September 25, and end on the twelfth Thursday thereafter. The autumn quarter of the school of law shall begin on the Wednesday prior thereto.

(2) The winter quarter shall begin on the first Monday after January 1 and end on the eleventh Friday thereafter. When January 1 falls on Sunday, the winter quarter shall



begin on January 3; when January 1 falls on Monday, the winter quarter shall begin on January 2.

(3) The spring quarter shall begin on the second Monday after the close of winter quarter and end on the eleventh Friday thereafter. The June commencement shall be the Saturday immediately following the last day of spring quarter.

(4) The summer quarter shall begin on the second Monday following the June commencement and end on the ninth Friday thereafter. The summer quarter of the school of law shall begin on the Monday following the June commencement and end on the Friday of the eleventh week thereafter. The summer quarter of the school of dentistry shall begin on the third Monday following the June commencement and end on the fifth Friday thereafter.

[Statutory Authority: RCW 28B.20.130(1), 80-03-049 (Order 79-7), § 478-132-030, filed 2/22/80; Order 72-10, § 478-132-030, filed 11/30/72.]

### Chapter 478-136 WAC

#### USE OF UNIVERSITY OF WASHINGTON FACILITIES

##### WAC

478-136-010	Use of university facilities—General policy.
478-136-012	Definitions.
478-136-015	Administrative responsibilities.
478-136-025	Users.
478-136-030	Limitations on use.
478-136-060	Safety and liability.

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

478-136-020	Limitations. [Statutory Authority: RCW 28B.20.130(1), 78-07-017 (Order 78-5), § 478-136-020, filed 6/15/78; Order 73-2, § 478-136-020, filed 1/10/73.] Repealed by 82-16-001 (Order 82-2), filed 7/22/82, effective 10/1/82. Statutory Authority: RCW 28B.20.130(1).
478-136-040	Reservation and approval procedures. [Statutory Authority: RCW 28B.20.130(1), 82-16-001 (Order 82-2), § 478-136-040, filed 7/22/82, effective 10/1/82; Order 73-2, § 478-136-040, filed 1/10/73.] Repealed by 97-24-047, filed 11/26/97, effective 12/27/97. Statutory Authority: RCW 28B.20.130.
478-136-050	Liability. [Order 73-2, § 478-136-050, filed 1/10/73.] Repealed by 82-16-001 (Order 82-2), filed 7/22/82, effective 10/1/82. Statutory Authority: RCW 28B.20.130(1).

**WAC 478-136-010 Use of university facilities—General policy.** The University of Washington is an educational institution provided and maintained by the people of the state in order to carry out its broad mission of teaching, research and public service. The purpose of this policy is to ensure that all facilities operated by the university are reserved primarily for educational use including, but not limited to, instruction, research, public assembly, student activities and recreational activities related to educational use. Further, each facility may be used for a variety of activities, so long as the primary function the facility was intended to serve is protected. Reasonable time, place and manner restrictions may be placed on the use of university facilities.

[Statutory Authority: RCW 28B.20.130, 97-24-047, § 478-136-010, filed 11/26/97, effective 12/27/97. Statutory Authority: RCW 28B.20.130(1), 82-16-001 (Order 82-2), § 478-136-010, filed 7/22/82, effective 10/1/82; Order 73-2, § 478-136-010, filed 1/10/73.]

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**WAC 478-136-012 Definitions.** (1) "Facilities" includes all structures, grounds, parking lots, waterfront, and airspace owned or operated by the University of Washington. Specific rules also apply to parking lots, bicycle and skateboard use (chapter 478-116 WAC), boat moorage facilities (chapter 478-138 WAC and *University Handbook*, Volume IV, Part VII, Chapter 3, Section 2), residence halls (chapter 478-156 WAC and *University Handbook*, Volume IV, Part VI, Chapter 1, Section 2), airspace use (*University Handbook*, Volume IV, Part VII, Chapter 3, Section 5), scoreboard postings (*University Handbook*, Volume IV, Part VI, Chapter 1, Section 4), solicitation and commercial sales (*University Handbook*, Volume IV, Part VI, Chapter 1), nonuniversity speakers on campus (*University Handbook*, Volume IV, Part VII, Chapter 3, Section 4), smoking (*University Handbook*, Volume IV, Part VII, Chapter 6), and use of facilities by the Associated Students University of Washington (ASUW), Graduate and Professional Student Senate (GPSS), and other affected organizations (*University Handbook*, Volume III, Part III, Chapter 5).

(2) "Use of facilities" includes, but is not limited to: The holding of events, the posting and removal of signs, all forms of advertising, commercial activities, and charitable solicitation.

(3) "Approved event" means a use of university facilities which has received preliminary approval from an academic or administrative unit and which has received final approval from the committee on the use of university facilities.

[Statutory Authority: RCW 28B.20.130, 97-24-047, § 478-136-012, filed 11/26/97, effective 12/27/97. Statutory Authority: RCW 28B.20.130(1), 82-16-001 (Order 82-2), § 478-136-012, filed 7/22/82, effective 10/1/82.]

##### WAC 478-136-015 Administrative responsibilities.

(1) The board of regents has delegated to the president of the university the authority to regulate the use of university facilities.

(2) Under this authority, the president has appointed the committee on the use of university facilities: To provide for proper review of the use of university facilities; to establish within the framework of this policy guidelines and procedures governing such use; to approve or disapprove requested uses; and to establish policies regarding fees and rental schedules where appropriate. Inquiries concerning the use of university facilities may be directed to:

University of Washington  
Secretary of the Committee on the  
Use of University Facilities  
400 Gerberding Hall  
Box 351210  
Seattle, WA 98195-1210  
(or phone: 543-2560).

(3) Preliminary approval of an event by an academic or administrative unit of the university implies that a responsible official has applied his or her professional judgment to the content of the program, the qualifications of the individuals conducting the event, the manner of presentation, and has concluded that the event is consistent with the teaching, research, and/or public service mission of the university.

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(4) Final approval of a facilities use request by the committee on the use of university facilities implies that the committee has reviewed the proposed event with regard to: The general facilities policy; the direct and indirect costs to the institution; environmental, health and safety concerns; wear and tear on the facilities; appropriateness of the event to the specific facility; and the impact of the event on the campus community, surrounding neighborhoods and the general public.

(5) The university will not make its facilities or services available to organizations which do not assure the university that they will comply with the terms of the Americans with Disabilities Act (ADA, 42 U.S.C. 12132, 12182) and the Rehabilitation Act of 1973 (RA, 29 U.S.C. 794). Uses must not impose restrictions nor alter facilities in a manner which would violate the ADA or RA.

(6) The university will not make its facilities or services available to organizations which do not assure the university that they do not discriminate against any person because of race, color, religion, national origin, sex, sexual orientation, age, handicap, or status as a Vietnam era or disabled veteran, except where such organizations have been exempted from provisions of applicable state or federal laws or regulations.

(7) Individuals who violate the university's use of facilities regulations and approved users who violate university contract terms for use of facilities may be advised of the specific nature of the violation and, if continued, individuals may be requested to leave university property or be refused future use of university facilities. Failure to comply with a request to leave university property could subject such individuals to arrest and criminal prosecution under provisions of applicable state, county, and city laws.

[Statutory Authority: RCW 28B.20.130. 97-24-047, § 478-136-015, filed 11/26/97, effective 12/27/97; 86-15-038 (Order 86-2), § 478-136-015, filed 7/16/86. Statutory Authority: RCW 28B.20.130(1). 82-16-001 (Order 82-2), § 478-136-015, filed 7/22/82, effective 10/1/82.]

**WAC 478-136-025 Users.** (1) Faculty, staff, registered or official student organizations may use university facilities to hold events for faculty, staff and students provided such uses comply with this general policy on use of university facilities and specific facilities use policies of individual university units. These events do not, however, require either preliminary approval by an academic or administrative unit or final approval by the committee on the use of university facilities.

(2) Faculty, staff, registered or official student organizations may use university facilities to hold events to which the general public is invited when the event has preliminary approval by an academic or administrative unit and final approval of the committee on the use of university facilities.

(3) Nonuniversity organizations and individuals may use university facilities to hold events which have received preliminary approval by a university academic or administrative unit and final approval by the committee on the use of university facilities. The general public may be invited to such events.

[Statutory Authority: RCW 28B.20.130. 97-24-047, § 478-136-025, filed 11/26/97, effective 12/27/97. Statutory Authority: RCW 28B.20.130(1). 82-16-001 (Order 82-2), § 478-136-025, filed 7/22/82, effective 10/1/82.]

**WAC 478-136-030 Limitations on use.** (1) Freedom of expression is a highly valued and indispensable quality of university life. However, university facilities may not be used in ways which obstruct or disrupt university operations, the freedom of movement, or any other lawful activities. Additionally, use of university facilities may be subject to reasonable time, place and manner restrictions.

(2) University facilities may be used for events and forums regarding ballot propositions and/or candidates who have filed for public office so long as the event has received preliminary approval by an administrative or academic unit and final approval by the committee on the use of university facilities. There are, however, certain limitations on the use of university facilities for these political activities.

(a) First priority for the use of campus facilities shall be given to regularly scheduled university activities.

(b) University facilities may be used for political purposes such as events and forums regarding ballot propositions and/or candidates who have filed for public office only when the full rental cost of the facility is paid. However, use of state funds for payment of facility rental costs is prohibited.

(c) Forums or debates may be scheduled at full facility rental rates if all parties to a ballot proposition election or all candidates who have filed for office for a given position, regardless of party affiliation, are given equal access to the use of facilities within a reasonable time.

(d) No person shall solicit contributions on university property for political uses, except in instances where this limitation conflicts with applicable federal law regarding interference with the mails.

(e) Public areas outside university buildings may be used for political purposes such as events and forums regarding ballot propositions and/or candidates who have filed for public office, excluding solicitation of funds, provided the other normal business of the university is not disrupted and entrances to and exits from buildings are not blocked.

(f) University facilities or services may not be used to establish or maintain offices or headquarters for political candidates or partisan political causes.

(3) University facilities may not be used for private or commercial purposes such as sales, advertising, or promotional activities unless such activities serve an educational purpose, as determined by the committee on the use of university facilities.

(4) In accordance with WAC 478-136-010, the university will make its facilities available only for purposes related to the educational mission of the university, as determined by the committee on the use of university facilities, including but not limited to instruction, research, public assembly, and student activities. When permission is granted to use university facilities for approved instructional or related purposes, as a condition of approval, the user of university facilities agrees to include in all materials nonendorsement statements in the form approved by the committee on the use of university facilities. "Materials" includes all communications, advertisement, and any other printed, electronic, or broadcast/telecast information related to the user's activities offered in university facilities. The committee will determine the content, size of print and placement of the nonendorse-

ment language. The university will not make its facilities available for instructional or related purposes that compete with courses or programs offered by the university.

(5) Solicitation, or distribution of handbills, pamphlets and similar materials by anyone, whether a member of the university community or of the general public, is not permitted in those areas of campus to which access by the public is restricted or where such solicitation or distribution would significantly impinge upon the primary business being conducted. Solicitation and distribution of materials in university residence halls are governed by residence hall policies.

(6) Electronic amplification on the grounds of the campus is prohibited with the following exceptions:

(a) The lawn area immediately west of the Husky Union Building will be available for open-air speaking events using directional and volume-controlled speech amplification equipment provided by the university. Use of the Husky Union Building lawn site will be available to registered or official student organizations and faculty or staff groups on a first-come, first-served basis. The amplification system will be issued upon presentation of a currently valid student, faculty or staff identification card at the Husky Union Building Reservation Office.

(b) The committee on the use of university facilities may grant permission, under special circumstances, for the use of other amplification equipment on the lawn site west of the Husky Union Building or in other outdoor locations. Permission should be requested through:

University of Washington  
Secretary to the Committee on the  
Use of University Facilities  
400 Gerberding Hall  
Box 351210  
Seattle, WA 98195-1210

(or phone: 543-2560), sufficiently in advance of the program to allow timely consideration.

(7)(a) No person may use university facilities to camp, except if permission to do so has been granted in accordance with the provisions of chapters 478-116 and 478-136 WAC or except as provided in (b) of this subsection. "Camp" means to remain overnight, to erect a tent or other shelter, or to use sleeping equipment, a vehicle, or a trailer camper, for the purpose of or in such ways as will permit remaining overnight. Violators are subject to arrest and criminal prosecution under applicable state, county and city laws.

(b) This provision does not prohibit use of the university residence facilities in accordance with chapter 478-156 WAC or the use of facilities where the employee remains overnight to fulfill the responsibilities of his or her position or where a student remains overnight to fulfill the requirements of his or her course of study.

(8) Within the limits of applicable laws, the University of Washington is committed to establishing and maintaining safe conditions for persons attending football games in Husky Stadium or other athletic events or concerts in campus facilities. Accordingly, the rules enumerated below will apply to all such events and be strictly enforced.

(a) The possession or consumption of alcoholic beverages or illegal drugs is prohibited. In addition to having the

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beverages or drugs confiscated, violators may be subject to university disciplinary action and/or legal proceedings, and removal from the events.

(b) Air horns, glass bottles, cans, picnic baskets, bota bags, ice chests, and thermoses (in excess of two-quart capacity) are prohibited. Individuals possessing such will not be admitted to, or will be removed from, Husky Stadium or other athletic or concert facilities until the items have been stored temporarily at locations provided for that purpose or disposed of in some other manner.

(c) Smoking is prohibited in the seating areas of all athletic stadia. Smoking is permitted on pedestrian concourses.

(9) The University of Washington is committed to maintaining a safe and healthful work and educational environment for all faculty, staff, students, and visitors. Accordingly, the University of Washington establishes the following smoking policy to protect nonsmokers from exposure to smoke in their university-associated environments and to protect life and property against fire hazards:

(a) Except as provided in subsection (8)(c) and (b) of this section, smoking is prohibited in all university vehicles, inside all buildings owned or occupied by the university and/or used by the university's faculty, staff or students and at any outside areas or locations that may directly or indirectly affect the air supply of buildings or carry smoke into buildings.

(b) Smoking may be permitted in student rooms in university residence halls and apartments in university student housing in accordance with smoking regulations established for those facilities by the vice-president for student affairs.

(c) The director of environmental health and safety may designate specific outdoor locations as no smoking areas.

(d) Any student, staff, or faculty member who violates the university smoking policy may be subject to disciplinary action. In addition, violations of the university smoking policy may be subject to enforcement by the University of Washington police department.

[Statutory Authority: RCW 28B.20.130. 97-24-047, § 478-136-030, filed 11/26/97, effective 12/27/97; 91-14-024, § 478-136-030, filed 6/25/91, effective 7/26/91. Statutory Authority: Chapter 34.05 RCW. 90-12-034, § 478-136-030, filed 5/30/90, effective 9/1/90. Statutory Authority: RCW 28B.20.130. 88-19-045 (Order 88-05), § 478-136-030, filed 9/14/88; 85-01-045 (Order 84-5), § 478-136-030, filed 12/14/84. Statutory Authority: RCW 28B.20.130(1). 82-16-001 (Order 82-2), § 478-136-030, filed 7/22/82, effective 10/1/82; Order 73-2, § 478-136-030, filed 1/10/73.]

**WAC 478-136-060 Safety and liability.** (1) It is the responsibility of any person or organization requesting the use of university facilities to comply with all applicable university policies, procedures, rules and regulations, and applicable local, state and federal laws, including but not limited to fire, health and safety regulations.

(2) Permission to a nonuniversity organization or to a registered or official student organization for the use of university facilities is granted with the express understanding and condition that such organization assumes full responsibility for any loss, damage or claims arising out of such use.

When the event involves physical activity, or otherwise will increase the risk of bodily injury above the level inherent in the facilities to be used, proof of appropriate liability insurance coverage with limits of at least \$1,000,000 per occur-

rence must be provided to the university's office of risk management before approval for the requested use will be granted.

[Statutory Authority: RCW 28B.20.130. 97-24-047, § 478-136-060, filed 11/26/97, effective 12/27/97. Statutory Authority: RCW 28B.20.130(1). 82-16-001 (Order 82-2), § 478-136-060, filed 7/22/82, effective 10/1/82.]

### Chapter 478-138 WAC

#### USE OF UNIVERSITY STADIUM BOAT MOORAGE FACILITIES

##### WAC

478-138-010	Use of university stadium boat moorage facilities— Authority.
478-138-020	Use of university stadium boat moorage facilities— Objectives.
478-138-030	Use of university stadium boat moorage facilities—Stadium boat moorage facilities—Area defined.
478-138-040	Use of university stadium boat moorage facilities— Operation of the stadium boat moorage facilities— Permits required.
478-138-060	Schedule of fees.

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

478-138-050	Use of university stadium boat moorage facilities— Moorage fee (for each event). [Statutory Authority: RCW 28B.10.560 and 28B.20.130. 87-16-038 (Order 87-2), § 478-138-050, filed 7/28/87, effective 9/1/87. Statutory Authority: RCW 28B.10.300, 28B.10.560 and 28B.20.130. 86-17-016 (Order 86-3), § 478-138-050, filed 8/11/86. Statutory Authority: RCW 28B.10.560. 81-14-012 (Order 81-2), § 478-138-050, filed 6/24/81; Order, § 478-138-050, filed 7/27/73 and 7/27/73.] Repealed by 92-14-060, filed 6/26/92, effective 7/27/92. Statutory Authority: RCW 28B.20.130.
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**WAC 478-138-010 Use of university stadium boat moorage facilities—Authority.** Pursuant to the authority granted by RCW 28B.20.130, the board of regents of the University of Washington has established these regulations to govern use of the stadium boat moorage facilities.

[Statutory Authority: RCW 28B.20.130. 92-14-060, § 478-138-010, filed 6/26/92, effective 7/27/92; Order, § 478-138-010, filed 7/27/73 and 7/27/73.]

**WAC 478-138-020 Use of university stadium boat moorage facilities—Objectives.** The objectives of these regulations are to:

(1) Provide water access for persons attending University of Washington home football games or other special events as determined by the university, for which use of the stadium boat moorage facilities is designated;

(2) Control the use of the stadium boat moorage facilities in order to provide reasonable safety for both persons and boats or other craft using the facility;

(3) Provide for the collection of stadium boat moorage fees in support of the cost of maintaining and operating the stadium boat moorage facilities;

(4) Provide access at all times for emergency equipment.

[Statutory Authority: RCW 28B.20.130. 92-14-060, § 478-138-020, filed 6/26/92, effective 7/27/92; Order, § 478-138-020, filed 7/27/73 and 7/27/73.]

**WAC 478-138-030 Use of university stadium boat moorage facilities—Stadium boat moorage facilities—Area defined.** (1)(a) The stadium boat moorage facilities shall consist of those docks and floats located on Lake Wash-

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ington in Union Bay which provide water access to the University of Washington shoreline on home football game days, or for other special events as determined by the university.

(b) The stadium boat moorage facilities shall also include such other specified areas along or adjacent to the university shoreline, as designated by the executive vice-president, that provide access to the university shoreline on home football game days, or for other special events as determined by the university. The activities for which these additional stadium boat moorage facilities may be used include, but are not limited to: Moorage of water related vessels; and loading, unloading, or transporting passengers to and from water related vessels. All other uses of the university shoreline shall be under the authority of the executive vice-president.

(c) Use of the university shoreline and moorage facilities for waterfront activities not designated for that area, or otherwise not in compliance with this chapter will subject the violators to arrest under provisions of RCW 9A.52.080 (Criminal trespass in the second degree), City of Seattle 12A.08.040 (Criminal trespass), or other applicable law.

(2) In the event the university permits a non-university vessel use of the stadium boat moorage facilities for moorage, loading and unloading passengers, shuttling passengers to and from anchored vessels, or other related activities, the university does not assume responsibility for nor guarantee the expertise or training of the vessels' pilots or that such vessels are maintained in a safe condition or are adequately equipped with life vests and other safety devices as required by the United States Coast Guard and the Washington state utilities and transportation commission.

The executive vice-president shall have the authority to establish such conditions as are necessary or appropriate to protect the university from liability in connection with the use of the stadium boat moorage facilities.

[Statutory Authority: RCW 28B.20.130. 92-14-060, § 478-138-030, filed 6/26/92, effective 7/27/92. Statutory Authority: RCW 28B.10.300. 88-19-042 (Order 88-02), § 478-138-030, filed 9/14/88; Order, § 478-138-030, filed 7/27/73 and 7/27/73.]

**WAC 478-138-040 Use of university stadium boat moorage facilities—Operation of the stadium boat moorage facilities—Permits required.** During home football games and other special events as determined by the university, operation of the stadium boat moorage is the responsibility of the director of intercollegiate athletics and use of the stadium boat moorage facilities shall be controlled by the sale of stadium boat moorage permits as follows:

(1) Limits of the numbers and types of crafts that can be moored with reasonable safety at the stadium boat moorage facilities shall be established by the university after consultation with and approval by the Seattle fire chief and the local representatives of the U.S. Coast Guard;

(2) Only those boats displaying a valid stadium boat moorage permit shall be admitted to the stadium boat moorage area and provided moorage space;

(3) Stadium boat moorage permits shall be sold, issued, and collected by the department of intercollegiate athletics for season and/or individual games or special events;

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(4) Season football ticket holders shall be notified of and provided with the opportunity to purchase stadium boat moorage permits for football games in advance of the public offering of stadium boat moorage permits;

(5) Public sale of stadium boat moorage permits shall be on a first-come, first-served basis within the limits established under WAC 478-138-040(1).

[Statutory Authority: RCW 28B.20.130. 92-14-060, § 478-138-040, filed 6/26/92, effective 7/27/92; Order, § 478-138-040, filed 7/27/73 and 7/27/73.]

**WAC 478-138-060 Schedule of fees.** Fees for stadium boat moorage and the effective date thereof shall be established by the director of intercollegiate athletics with approval of the vice-president for university relations. The approved fee schedule shall be published in the University Operations Manual.

[Statutory Authority: RCW 28B.20.130. 92-14-060, § 478-138-060, filed 6/26/92, effective 7/27/92.]

### Chapter 478-140 WAC

#### RULES AND REGULATIONS FOR THE UNIVERSITY OF WASHINGTON GOVERNING DISCLOSURE OF STUDENT RECORDS

##### WAC

478-140-010	University policy on student education records.
478-140-015	Definition of a student.
478-140-018	Education records—Student's right to inspect.
478-140-021	Requests and appeal procedures.
478-140-024	Release of personally-identifiable records.
478-140-050	University records.
478-140-060	Student records committee.
478-140-070	Notice of university records policy.

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

478-140-020	General rule. [Order 72-11, § 478-140-020, filed 11/30/72.] Repealed by Order 75-1, filed 3/5/75.
478-140-030	Requests from outside the university. [Order 72-11, § 478-140-030, filed 11/30/72.] Repealed by Order 75-1, filed 3/5/75.
478-140-040	Requests from inside the university. [Order 72-11, § 478-140-040, filed 11/30/72.] Repealed by Order 75-1, filed 3/5/75.

**WAC 478-140-010 University policy on student education records.** Public Law 93-380, the Family Educational Rights and Privacy Act of 1974, requires that the university adopt guidelines concerning the right of a student to inspect his or her education records, and guidelines concerning the release of personally-identifiable information to third parties. The act further provides that such a student has the right to a hearing in order to provide for the correction or deletion of inaccurate, misleading or otherwise inappropriate data. The act also provides that students be informed annually of the types of education records maintained by the university that are directly related to students.

Consistent with that act, this policy on student education records is established to insure that information contained in such records is treated in a responsible manner with due regard to the personal nature of the information.

[Order 75-1, § 478-140-010, filed 3/5/75; Order 72-11, § 478-140-010, filed 11/30/72.]

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**WAC 478-140-015 Definition of a student.** A student is defined as any person who is or has been officially registered at the University of Washington and with respect to whom the university maintains education records or personally-identifiable information; except that a person who has applied for admission to, but has never been in attendance at, a component unit of the university (i.e., college, school, or department; undergraduate, graduate, or professional program), even if that person is or has been in attendance at another component unit of the university, is not considered to be a student with respect to the component unit to which an application for admission has been made but to which admittance was denied.

[Statutory Authority: RCW 28B.20.130(1). 79-05-025 (Order 79-1), § 478-140-015, filed 4/18/79; Order 75-1, § 478-140-015, filed 3/5/75.]

**WAC 478-140-018 Education records—Student's right to inspect.** (1) A student has the right to inspect and review his education records.

(a) The term "education records" means those records, files, documents and other materials which contain information directly related to a student. Types of education records, and the university officials responsible for those records include:

(i) Official transcripts of courses taken and grades received; records relating to prior educational experience and admission records. The executive director of admissions and records, located in Schmitz Hall, is the official responsible for the maintenance of such records. In addition, the graduate admissions officer, located in administration building, is the official responsible for the maintenance of certain admissions and current education status records for graduate students.

(ii) Tuition and fee payment records. The manager of the student accounts office, Schmitz Hall, is the official responsible for the maintenance of such records.

(iii) Student disciplinary records are the responsibility of the vice president for student affairs, located in Schmitz Hall.

(iv) Individual education records may be maintained by the departments and/or colleges throughout the university. Where such education records are so maintained, the respective chairperson or dean of the department or college is the university official responsible for maintenance of the records.

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

(i) Working papers concerning students that are maintained by faculty and graduate student service appointees, such as informal notes, memory aids or other temporary records of a similar nature which are in the sole possession of the maker thereof and not accessible or revealed to any other person except a substitute. A substitute may be defined as:

(A) A person who is providing instruction in place of the regularly assigned faculty member in a course in which knowledge of the performance of individual students is essential to the provision of instruction, or

(B) A person who is supervising a student's thesis or research progress in place of the regularly assigned faculty member during a prolonged absence.

(ii) If the personnel of the university police department do not have access to education records under WAC 478-140-024(1), the records and documents of the police department which

(A) Are kept apart from records described in WAC 478-140-018 (1)(a),

(B) Are maintained solely for law enforcement purposes, and

(C) Are not made available to persons other than law enforcement officials of the same jurisdiction.

(iii) Records made and maintained in the normal course of business which relate exclusively to the person's capacity as an employee and are not available for any other purposes: *Provided, however,* That records concerning graduate student service appointments shall not be considered to relate exclusively to a student's capacity as an employee.

(iv) Records on a student which are created or maintained by a physician, psychiatrist, psychologist or other recognized professional or para-professional acting in his professional or para-professional capacity, or assisting in that capacity and which are created, maintained or used only in connection with the provision of treatment to the student, and are not available to anyone other than persons providing such treatment: *Provided, however,* That such records can be personally reviewed by a physician or other appropriate professional of the student's choice.

(v) Records of an institution which contain only information relating to a person after that person is no longer a student at the university (e.g., information pertaining to the accomplishments of an alumni).

(2)(a) Recommendations, evaluations or comments concerning a student, whether or not provided in confidence, either expressed or implied, as between the author and the recipient, shall nonetheless be made available to the student, except as provided in paragraphs (b), (c) and (d) of this subsection.

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

(i) Admission to any educational institution, or component part thereof, or

(ii) An application for employment, or

(iii) Receipt of an honor or honorary recognition.

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

(i) The student is, upon request, notified of the names of all persons making confidential statements concerning him, the dates of such confidential statements and the purpose for which the statements were provided, and

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

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

(d) Recommendations, evaluations or comments concerning a student that have been provided in confidence, either expressed or implied, as between the author and the recipient, prior to January 1, 1975, shall not be subject to release under WAC 478-140-018 (2)(a): *Provided, however,* That upon request the student is notified of the names of the authors of all such confidential records, the dates appearing on such confidential records and the purpose for which each such confidential record was provided. Such records shall remain confidential and shall be released only with the con-

sent of the author. Such records shall be used by the institution only for the purpose for which they were originally intended.

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

(4) Students have the right to obtain copies of their education records. Charges for the copies shall not exceed the cost normally charged by a University of Washington copy center (except in cases where charges have previously been approved by regental action for certain specified services, such as transcripts and grade sheets).

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

(6) Student education records may be destroyed in accordance with a department's routine retention schedule. In no case will any record which is requested by a student for review in accordance with WAC 478-140-018 and 478-140-021 be removed or destroyed prior to providing the student access.

[Statutory Authority: RCW 28B.20.130(1), 79-05-025 (Order 79-1), § 478-140-018, filed 4/18/79; Order 75-3, § 478-140-018, filed 5/22/75; Order 75-1, § 478-140-018, filed 3/5/75.]

#### **WAC 478-140-021 Requests and appeal procedures.**

(1) A request by a student for review of information should be made in writing to the university individual(s) or office(s) having custody of the particular record.

(2) An individual(s) or office(s) must respond to a request for education records within a reasonable period of time, but in no case more than forty-five days after the request has been made.

(3)(a) After reviewing his or her records, a student may challenge the content of the records if they are felt to be inaccurate, misleading or otherwise in violation of the privacy or other rights of the student. In such cases the student should contact the appropriate dean or director responsible for custody of the record.

(b) In cases where a student has been unable to correct or delete such inaccurate, misleading or otherwise inappropriate data, he or she may request a hearing by the university's student records committee. The student records committee will render its decision within a reasonable period of time following the hearing. The decision of the student records committee shall be final.

(i) If, as a result of the hearing, the university student records committee decides that the information the student complained of is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the students, it shall amend the education records of the student accordingly and shall inform the student in writing of the action taken.

(ii) If, as a result of the hearing, the university student records committee decides that the information the student complained of is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, the student shall be given the right to place in the education record a statement commenting upon the information in the education



record and/or setting forth any reasons for disagreeing with the decision of the university student records committee.

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

(d) The student records committee shall not review any matter regarding the appropriateness of official academic grades, in that each school or college within the university provides appropriate review procedures in this area.

[Statutory Authority: RCW 28B.20.130(1), 79-05-025 (Order 79-1), § 478-140-021, filed 4/18/79; Order 75-1, § 478-140-021, filed 3/5/75.]

**WAC 478-140-024 Release of personally-identifiable records.** (1) The university shall not permit access to or the release of education records or personally-identifiable information contained therein, other than "directory information," (as defined in section (5) hereof), without the written consent of the student, to any party other than the following:

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

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

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

(d) Organizations conducting studies for or on behalf of the university for purposes of developing, validating or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students by persons other than representatives of such organizations, and such information will be destroyed when no longer needed for the purposes for which it was provided.

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

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

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

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

(b) The reasons for such release, and

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

(3) In cases where records are made available without student release as permitted by WAC 478-140-024 (1)(b), (c), (d), (e) and (f), the university shall maintain a record kept with the education record released, which will indicate the parties which have requested or obtained access to a student's records maintained by the university and which will indicate the legitimate interest of the investigating party. Releases in accordance with WAC 478-140-024 (1)(a) need not be recorded. The records of disclosure may be inspected by the student, the university official responsible for the custody of the records, and other authorized parties.

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

(5) The term "directory information" used in WAC 478-140-024(1) is defined as student's name, address, telephone number, date and place of birth, major field of studies, participation in officially-recognized sports activities, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Students may request that the university not release directory information by so indicating on their registration form or through written notice to the Registration Department of the Registrar's Office, 225 Schmitz Hall, Window 3, 1400 N.E. Campus Parkway.

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

[Statutory Authority: RCW 28B.20.130(1), 79-05-025 (Order 79-1), § 478-140-024, filed 4/18/79; Order 75-1, § 478-140-024, filed 3/5/75.]

**WAC 478-140-050 University records.** All university individual(s) or office(s) which have custody of education records will develop procedures in accord with WAC 478-140-010 through 478-140-060. Any supplementary regulations found necessary by departments will be filed with the student records committee, which will be responsible for periodic review of policy and procedures.

(1) Disciplinary records shall be kept separate and apart from academic records, and transcripts of a student's academic record shall contain no notation of any disciplinary action. Special precautions shall be exercised to insure that information from disciplinary or counseling files is not revealed to unauthorized persons. Provision shall be made for periodic review and routine destruction of inactive disciplinary records by offices maintaining such records.

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

[Order 75-1, § 478-140-050, filed 3/5/75; Order 72-11, § 478-140-050, filed 11/30/72.]

**WAC 478-140-060 Student records committee.** The student records committee shall be responsible for reviewing unusual requests for information and for assisting in the interpretation of these rules. The committee shall also be responsible for hearing appeals as defined in WAC 478-140-021. The committee shall consist of the registrar, a graduate student, an undergraduate student, two faculty and two university staff members. The committee will be advised by a representative of the university's attorney general's division.

[Order 75-1, § 478-140-060, filed 3/5/75; Order 72-11, § 478-140-060, filed 11/30/72.]

**WAC 478-140-070 Notice of university records policy.** Each year during fall quarter, the university publishes a notice of students' rights under the Family Educational Rights and Privacy Act of 1974, and the regulations interpreting that act, and the university rules and regulations governing disclosure of student records implementing the act, in the University of Washington *Daily* newspaper. Copies of the university rules are printed and available through the Washington Administrative Code located in the reference stations throughout campus. In addition, the University of Washington *Bulletin*, distributed to all new students upon entrance to the university, contains references to the university rules and regulations governing disclosure of student records.

[Statutory Authority: RCW 28B.20.130(1). 79-05-025 (Order 79-1), § 478-140-070, filed 4/18/79.]

## Chapter 478-156 WAC

### RULES FOR THE UNIVERSITY OF WASHINGTON RESIDENCE HALLS AND FAMILY HOUSING APARTMENTS

#### WAC

478-156-010	Legal authority to enact.
478-156-011	Purpose of residence halls and family housing apartments.
478-156-012	Modification of these rules.
478-156-013	Residence halls—Eligibility.
478-156-014	Assignment priority.
478-156-015	Occupancy deadline.
478-156-016	Family housing apartments—Eligibility.
478-156-017	Assignment priority.
478-156-018	Unit size—Eligibility standards.

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

478-156-001,	478-156-002, 478-156-003, 478-156-004, 478-156-005, 478-156-006, 478-156-007, 478-156-008, 478-156-009. [Order 72-2, § 478-156-001 through § 478-156-009, filed 4/27/72, effective 6/19/72.] Repealed by Order 73-4, filed 4/16/73.
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**WAC 478-156-010 Legal authority to enact.** Pursuant to the authority granted by RCW 28B.20.130 and 28B.15.031, the board of regents of the University of Washington has established the following rules governing the operation of the university's residence halls and family housing apartments.

[Statutory Authority: RCW 28B.20.130. 97-24-048, § 478-156-010, filed 11/26/97, effective 12/27/97; Order 72-6, § 478-156-010, filed 11/6/72.]

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**WAC 478-156-011 Purpose of residence halls and family housing apartments.** The residence halls and family housing apartments exist to provide a conveniently located living environment for university students which will contribute to their educational development.

[Statutory Authority: RCW 28B.20.130. 97-24-048, § 478-156-011, filed 11/26/97, effective 12/27/97; Order 72-6, § 478-156-011, filed 11/6/72.]

**WAC 478-156-012 Modification of these rules.** The board of regents reserves the right to add, delete, or modify portions of these rules in accordance with its rules and applicable laws.

[Statutory Authority: RCW 28B.20.130. 97-24-048, § 478-156-012, filed 11/26/97, effective 12/27/97; Order 72-6, § 478-156-012, filed 11/6/72.]

**WAC 478-156-013 Residence halls—Eligibility.** Priority for use of residence hall space is given to enrolled students at the University of Washington. Subject to space availability, the following may be granted residence privileges in the order of their applications after the needs of enrolled students have been fulfilled:

- (1) Participants in university-sponsored short courses, conferences and state tests and examinations.
- (2) Visiting scholars sponsored by academic departments.
- (3) Students attending nearby community colleges.
- (4) On a transient basis, visiting students from other institutions, visiting faculty members and guests of student residents.
- (5) Other groups when approved by the committee on the use of university facilities.

[Statutory Authority: RCW 28B.20.130. 97-24-048, § 478-156-013, filed 11/26/97, effective 12/27/97; Order 72-6, § 478-156-013, filed 11/6/72.]

**WAC 478-156-014 Assignment priority.** Priority in the assignment of residence hall space will be on the following basis:

- (1) Returning residents will be given priority, within established deadlines, according to the number of quarters of prior occupancy.
- (2) New residents will be assigned according to the date of application with highest priority being given to those who applied the earliest.

[Statutory Authority: RCW 28B.20.130. 97-24-048, § 478-156-014, filed 11/26/97, effective 12/27/97; Order 72-6, § 478-156-014, filed 11/6/72.]

**WAC 478-156-015 Occupancy deadline.** Students who have applied and have been assigned to a hall must occupy their rooms by noon of the second day of the quarter or their reservations will be terminated.

[Statutory Authority: RCW 28B.20.130. 97-24-048, § 478-156-015, filed 11/26/97, effective 12/27/97; Order 72-6, § 478-156-015, filed 11/6/72.]

**WAC 478-156-016 Family housing apartments—Eligibility.** Residents must be enrolled as full-time students at the University of Washington three of the four quarters of an academic year, and be married couples; registered, same-sex domestic partners (that is, the partnerships are registered with the city of Seattle or other jurisdictions where domestic partner registrations are offered); or single parents with depen-

dent children. In addition, financial eligibility must be verified annually for those students in priority groups (1) through (3), which are described in WAC 478-156-017. The office of student financial aid will annually update financial need figures for family housing eligibility and will annually evaluate the resources of each new applicant and each current resident of family housing to determine if their requirements for financial assistance exceed the established need figures. Separate financial need figures are established for each unit size. The applicable dollar amounts and deadlines for submission of the financial aid form are published by and available at the housing and food services office in January of each year. Eligibility will be for the period July 1 through June 30. Any expenses related to the processing of the financial aid form will be borne by the applicant or the current resident. Residents not meeting the eligibility requirements who feel they have mitigating circumstances may appeal to the application appeal and eviction review committee.

[Statutory Authority: RCW 28B.20.130. 97-24-048, § 478-156-016, filed 11/26/97, effective 12/27/97. Statutory Authority: RCW 28B.20.130(1). 80-03-005 (Order 79-5), § 478-156-016, filed 2/8/80; Order 72-6, § 478-156-016, filed 11/6/72.]

**WAC 478-156-017 Assignment priority.** Applicants for university-owned family housing apartments who are judged eligible for assignment pursuant to WAC 478-156-016 are assigned in the following order of priority:

(1) Students who have special housing needs due to disability-related reasons (financial eligibility may be waived on a case-by-case basis for students with disabilities), students in the university's educational opportunity program, and others with extreme financial or personal hardship.

(2) Students who are single parents and have dependent children.

(3) Other students meeting financial eligibility criteria as set forth in WAC 478-156-016.

(4) Other students exceeding financial eligibility criteria.

[Statutory Authority: RCW 28B.20.130. 97-24-048, § 478-156-017, filed 11/26/97, effective 12/27/97. Statutory Authority: RCW 28B.20.130(1). 80-03-005 (Order 79-5), § 478-156-017, filed 2/8/80; Order 72-6, § 478-156-017, filed 11/6/72.]

**WAC 478-156-018 Unit size—Eligibility standards.**  
(1) Studio units. Married couples with no children; registered, same-sex domestic partners with no children; or single persons at least 20 years of age or of junior standing.

(2) One bedroom units. Married couples with no children; registered, same-sex domestic partners with no children; single parents with one child; married couples with one child; or registered, same-sex domestic partners with one child.

(3) Two bedroom units. Married couples with one or two children; registered, same-sex domestic partners with one or two children; or single parents with one or two children.

(4) Three bedroom units. Married couples with two or more children; registered, same-sex domestic partners with two or more children; or single parents with two or more children.

[Statutory Authority: RCW 28B.20.130. 97-24-048, § 478-156-018, filed 11/26/97, effective 12/27/97; Order 72-6, § 478-156-018, filed 11/6/72.]

(1999 Ed.)

## Chapter 478-160 WAC

### ADMISSION AND REGISTRATION PROCEDURES FOR THE UNIVERSITY OF WASHINGTON

#### WAC

478-160-005	Legal authority to enact.
478-160-010	Admissions procedures—Statement of purpose.
478-160-015	Admission categories.
478-160-020	Undergraduate admission policy.
478-160-025	Undergraduate student classifications.
478-160-030	Early application guidelines.
478-160-035	Application forms for undergraduate standing.
478-160-040	Admission of undergraduate students through the educational opportunity program.
478-160-045	Admission of international students.
478-160-050	Application forms for international students.
478-160-055	Admission to specific major degree programs.
478-160-060	Requests for reconsideration of admission decision.
478-160-065	Admission of former students.
478-160-070	Graduate admission policy.
478-160-075	Graduate classifications.
478-160-080	Early application.
478-160-085	Application forms.
478-160-095	Admission to the advanced professional schools of dentistry, law, medicine, and pharmacy—Policy.
478-160-100	Admission to the school of dentistry.
478-160-105	Admission to the school of dentistry—Application forms.
478-160-110	Admission to the school of law—Application forms.
478-160-115	Admission to the school of law with advanced standing.
478-160-125	Admission to the school of medicine.
478-160-130	First-year admission to the school of medicine—Application forms.
478-160-140	Application for transfer to the school of medicine.
478-160-142	Admission to the school of pharmacy—Application forms.
478-160-143	Admission to the school of pharmacy with advanced standing.
478-160-145	Admission with nonmatriculated status.
478-160-150	Definition of nonmatriculated status.
478-160-160	Applications for housing and financial aid.
478-160-162	Financial aid information.
478-160-165	Continuing education procedures—Statement of purpose.
478-160-170	Continuing education—Policy.
478-160-175	Credit definitions.
478-160-190	Noncredit courses.
478-160-210	Change of residence application forms.
478-160-230	Appeal of change of residence determination.
478-160-231	Residence classification review committee.
478-160-235	Enrollment and registration procedures—Statement of purpose.
478-160-240	Definitions.
478-160-246	Enrollment confirmation deposit for new and returning students for autumn, winter and spring quarters.
478-160-256	Refund of the enrollment confirmation deposit.
478-160-260	International students—Accident insurance requirement.
478-160-265	Registration for residence credit courses.
478-160-270	Registration periods.
478-160-271	Registration eligibility.
478-160-275	Late registration or course adds—Registration period III.
478-160-280	Registration changes.
478-160-285	Change of registration service fee.
478-160-290	Withdrawal from the university.
478-160-295	Military withdrawals.
478-160-300	Registration requirements for graduate students.
478-160-305	On-leave status for graduate students.
478-160-310	Change of school or college.
478-160-315	Auditors.
478-160-320	Special instructional programs offered summer quarter.

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

478-160-090	The joint center for graduate study—Admission classifications and application forms. [Order 72-5, § 478-160-090, filed 11/6/72.] Repealed by 92-12-011, filed 5/22/92, effective 6/22/92. Statutory Authority: RCW 28B.20.130.
478-160-120	Admission to the school of law with advanced standing—Application forms. [Statutory Authority: RCW

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- 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW. 97-14-004, § 478-160-120, filed 6/19/97, effective 7/20/97. Statutory Authority: RCW 28B.20.130. 92-12-011, § 478-160-120, filed 5/22/92, effective 6/22/92. Statutory Authority: RCW 28B.20.130 (1) and (3). 80-15-082 (Order 80-2), § 478-160-120, filed 10/21/80; Order 72-5, § 478-160-120, filed 11/6/72.] Repealed by 98-10-048, filed 4/29/98, effective 5/30/98. Statutory Authority: RCW 28B.20.130.
- 478-160-135 Early decision program. [Order 72-5, § 478-160-135, filed 11/6/72.] Repealed by 78-07-018 (Order 78-4), filed 6/15/78. Statutory Authority: RCW 28B.20.130(3).
- 478-160-155 Application forms for nonmatriculated status. [Order 72-5, § 478-160-155, filed 11/6/72.] Repealed by 92-12-011, filed 5/22/92, effective 6/22/92. Statutory Authority: RCW 28B.20.130.
- 478-160-180 Extension credit. [Order 72-5, § 478-160-180, filed 11/6/72.] Repealed by 91-16-001, filed 7/25/91, effective 8/25/91. Statutory Authority: RCW 28B.20.130.
- 478-160-185 Continuing studies credit courses. [Order 72-5, § 478-160-185, filed 11/6/72.] Repealed by 91-16-001, filed 7/25/91, effective 8/25/91. Statutory Authority: RCW 28B.20.130.
- 478-160-195 Community services. [Order 72-5, § 478-160-195, filed 11/6/72.] Repealed by 91-16-001, filed 7/25/91, effective 8/25/91. Statutory Authority: RCW 28B.20.130.
- 478-160-200 Residence classification procedures—Statement of purpose. [Order 72-5, § 478-160-200, filed 11/6/72.] Repealed by 92-12-011, filed 5/22/92, effective 6/22/92. Statutory Authority: RCW 28B.20.130.
- 478-160-205 Definition of resident student. [Order 72-5, § 478-160-205, filed 11/6/72.] Repealed by 92-12-011, filed 5/22/92, effective 6/22/92. Statutory Authority: RCW 28B.20.130.
- 478-160-215 Nonresidents who are entitled to pay resident tuition and fees. [Statutory Authority: RCW 28B.20.130 (1) and (3). 80-15-082 (Order 80-2), § 478-160-215, filed 10/21/80; Order 77-1, § 478-160-215, filed 7/7/77; Order 72-5, § 478-160-215, filed 11/6/72.] Repealed by 92-12-011, filed 5/22/92, effective 6/22/92. Statutory Authority: RCW 28B.20.130.
- 478-160-216 Noncitizens of the United States who are entitled to pay resident tuition and fees. [Statutory Authority: RCW 28B.20.130 (1) and (3). 80-15-082 (Order 80-2), § 478-160-216, filed 10/21/80.] Repealed by 92-12-011, filed 5/22/92, effective 6/22/92. Statutory Authority: RCW 28B.20.130.
- 478-160-220 Verification of classification. [Order 72-5, § 478-160-220, filed 11/6/72.] Repealed by 92-12-011, filed 5/22/92, effective 6/22/92. Statutory Authority: RCW 28B.20.130.
- 478-160-225 Southeast Asia veterans. [Statutory Authority: RCW 28B.20.130 (1) and (3). 80-15-082 (Order 80-2), § 478-160-225, filed 10/21/80; Order 72-5, § 478-160-225, filed 11/6/72.] Repealed by 92-12-011, filed 5/22/92, effective 6/22/92. Statutory Authority: RCW 28B.20.130.
- 478-160-232 Appeals procedures—Brief adjudicatory proceedings. [Statutory Authority: Chapter 34.05 RCW. 90-15-005, § 478-160-232, filed 7/6/90, effective 8/6/90.] Repealed by 92-12-011, filed 5/22/92, effective 6/22/92. Statutory Authority: RCW 28B.20.130.
- 478-160-245 Advance fee payment requirement for autumn, winter, and spring quarters. [Order 72-8, § 478-160-245, filed 11/30/72.] Repealed by Order 73-9, filed 11/30/73.
- 478-160-250 Advanced fee payment waivers. [Order 72-8, § 478-160-250, filed 11/30/72.] Repealed by Order 73-9, filed 11/30/73.
- 478-160-251 Enrollment service fee waivers. [Order 73-9, § 478-160-251, filed 11/30/73.] Repealed by 80-15-082 (Order 80-2), filed 10/21/80. Statutory Authority: RCW 28B.20.130 (1) and (3).
- 478-160-255 Refund of the advance fee payment. [Order 72-8, § 478-160-255, filed 11/30/72.] Repealed by Order 73-9, filed 11/30/73.

**WAC 478-160-005 Legal authority to enact.** Pursuant to the authority granted by RCW 28B.20.130 and chapter 28B.15 RCW, the board of regents of the University of Washington has established the following regulations gov-

erning the admission, residence classification and registration of students at the University of Washington.

[Order 72-5, § 478-160-005, filed 11/6/72.]

**WAC 478-160-010 Admissions procedures—Statement of purpose.** The purpose of these regulations is to provide prospective university students with information on how to apply for admission at their proposed level of study.

[Order 72-5, § 478-160-010, filed 11/6/72.]

**WAC 478-160-015 Admission categories.** The University of Washington offers programs of study which lead to undergraduate, graduate and advanced professional degrees and/or professional certificates.

(1) Undergraduate study includes programs of study which normally lead to a bachelor's degree.

(2) Graduate study includes programs of post-baccalaureate study normally leading to a graduate degree.

(3) Advanced professional study includes programs of study normally leading to a professional degree in medicine, dentistry, law or pharmacy.

In addition, the university has a special admissions category, nonmatriculated status, which is intended for students who have a limited educational objective which does not include a University of Washington degree or a professional certificate.

[Statutory Authority: RCW 28B.20.130. 98-10-048, § 478-160-015, filed 4/29/98, effective 5/30/98; Order 72-5, § 478-160-015, filed 11/6/72.]

**WAC 478-160-020 Undergraduate admission policy.** The University of Washington's board of admissions, scholastic standards and graduation, appointed by the president of the university, is responsible for the interpretation and administration of the regulations governing the admission of undergraduate students.

The office of admissions has been assigned the responsibility of distributing and processing applications for admission with undergraduate standing at the University of Washington.

Application closing dates are established for all admission classifications for all quarters. Applications are generally not accepted after closing dates except for summer quarter when they will be accepted routinely through Registration Period III. Summer quarter applications will be accepted after the closing date only from students returning to the university in the classification under which they last attended or students new to the university as "Summer only nonmatriculated" students.

[Statutory Authority: RCW 28B.20.130. 92-12-011, § 478-160-020, filed 5/22/92, effective 6/22/92; Order 74-1, § 478-160-020, filed 3/4/74; Order 72-5, § 478-160-020, filed 11/6/72.]

**WAC 478-160-025 Undergraduate student classifications.** A person may apply as an entering freshman, a transfer student, or a post-baccalaureate student depending on his or her academic background and present educational goal.

(1) Entering freshmen have completed their secondary school education and intend to engage in a program of study leading to a bachelor's degree.

(2) Transfer students have completed some academic work after leaving high school at another collegiate institution and intend to engage in a program of study leading to a bachelor's degree.

(3) Post-baccalaureate students have previously earned at least one bachelor's degree and intend to engage in a program of study leading to an additional bachelor's degree and/or a professional certificate or prepare for a professional program.

[Statutory Authority: RCW 28B.20.130, 92-12-011, § 478-160-025, filed 5/22/92, effective 6/22/92; Order 72-5, § 478-160-025, filed 11/6/72.]

**WAC 478-160-030 Early application guidelines.** In order to be assured of consideration, prospective freshmen should submit applications for the autumn quarter of any given year during the preceding December. Applicants for winter and spring quarters and transfer and post-baccalaureate applicants for autumn quarter should submit applications *at least* six months in advance of their proposed date of entry. Applicants for summer quarter should submit applications *at least* three months in advance of the beginning of summer quarter.

[Statutory Authority: RCW 28B.20.130, 92-12-011, § 478-160-030, filed 5/22/92, effective 6/22/92; Order 72-5, § 478-160-030, filed 11/6/72.]

**WAC 478-160-035 Application forms for undergraduate standing.** To apply for freshman, transfer or post-baccalaureate status, either an "Application for admission to an undergraduate college or school" or an "Application for admission to four-year colleges and universities in the state of Washington" must be submitted to the following address:

University of Washington  
Office of Admissions  
320 Schmitz Hall  
Box 355840  
Seattle, WA 98195-5840

An application form with complete instructions will be provided to prospective applicants upon request.

[Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW. 97-14-004, § 478-160-035, filed 6/19/97, effective 7/20/97. Statutory Authority: RCW 28B.20.130, 92-12-011, § 478-160-035, filed 5/22/92, effective 6/22/92; Order 72-5, § 478-160-035, filed 11/6/72.]

**WAC 478-160-040 Admission of undergraduate students through the educational opportunity program.** In recognition of the numerous factors which may have interfered with the earlier education of students from certain ethnic minorities and/or poverty environments, the university offers an educational opportunity program.

Minority and disadvantaged students are encouraged, regardless of their previous academic records, to apply.

Prospective applicants may obtain undergraduate application forms and additional information by contacting the following office:

University of Washington  
Office of Admissions  
380 Schmitz Hall  
Box 355840  
Seattle, WA 98195-5840

(1999 Ed.)

[Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW. 97-14-004, § 478-160-040, filed 6/19/97, effective 7/20/97. Statutory Authority: RCW 28B.20.130, 92-12-011, § 478-160-040, filed 5/22/92, effective 6/22/92; Order 72-5, § 478-160-040, filed 11/6/72.]

**WAC 478-160-045 Admission of international students.** Virtually no international students who are in need of financial assistance from the university can be accepted at the undergraduate level.

[Statutory Authority: RCW 28B.20.130, 92-12-011, § 478-160-045, filed 5/22/92, effective 6/22/92; Order 72-5, § 478-160-045, filed 11/6/72.]

**WAC 478-160-050 Application forms for international students.** International students who have sufficient financial support, international students who intend to transfer to the university from another United States school, and international students who wish to attend summer quarter only must submit an "Undergraduate international admission application" to the following address:

University of Washington  
Office of Admissions  
320 Schmitz Hall  
Box 355840  
Seattle, WA 98195-5840

The application form with complete instructions will be provided to prospective applicants upon request.

[Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW. 97-14-004, § 478-160-050, filed 6/19/97, effective 7/20/97. Statutory Authority: RCW 28B.20.130, 92-12-011, § 478-160-050, filed 5/22/92, effective 6/22/92; Order 72-5, § 478-160-050, filed 11/6/72.]

**WAC 478-160-055 Admission to specific major degree programs.** Undergraduate and post-baccalaureate applicants who are qualified for admission to the university are required to enter one of the university's colleges or schools. Applicants may indicate, at the time they make application, the major degree program of their choice. However, all applicants who are qualified for admission to the university cannot always be accommodated in the college, school or degree program of their choice because of space limitations or because some prerequisites for the program have not yet been fulfilled. In such cases, applicants may be offered admission to the university in the college of arts and sciences as pre-majors.

In order to be considered for admission in the degree program of their choice, at a later date, such students may be required to submit a supplemental application and present additional information to the appropriate academic department or unit.

Examples of the information which might be considered may include but are not necessarily limited to the following: Achievement of at least sophomore or junior standing, grade point average, successful completion of elementary courses in the field, an audition, samples of previous accomplishments, recommendations, and test scores.

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

(1) They are the result of action by the faculty of the department concerned and have been approved by the dean of

that school or college, the faculty council on academic standards, and the president of the university.

(2) They apply to all students seeking admission to the degree program at a particular time.

(3) They have been announced through printed statements available in the office of admissions and in the advising office of the department sponsoring the program no later than the first day of the quarter (excluding summer quarter) preceding the quarter in which they are to become effective.

[Statutory Authority: RCW 28B.20.130. 92-12-011, § 478-160-055, filed 5/22/92, effective 6/22/92; Order 72-5, § 478-160-055, filed 11/6/72.]

**WAC 478-160-060 Requests for reconsideration of admission decision.** Applicants who are denied admission may request further consideration by presenting a written petition and additional information in support of their application. Such requests should be addressed to the following address:

University of Washington  
Committee on Admissions and Academic Standards  
Office of Admissions  
320 Schmitz Hall  
Box 355840  
Seattle, WA 98195-5840

[Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW. 97-14-004, § 478-160-060, filed 6/19/97, effective 7/20/97. Statutory Authority: RCW 28B.20.130. 92-12-011, § 478-160-060, filed 5/22/92, effective 6/22/92. Statutory Authority: RCW 28B.20.130 (1) and (3). 80-15-082 (Order 80-2), § 478-160-060, filed 10/21/80; Order 72-5, § 478-160-060, filed 11/6/72.]

**WAC 478-160-065 Admission of former students.** Former undergraduate students who wish to resume study in the degree or certificate program for which they were last registered and graduate students who are officially on leave and who wish to return to the university must submit a "Returning student reenrollment application" form to the registration office.

Applications may be obtained by contacting the following office:

University of Washington  
Registration Office  
225 Schmitz Hall  
Box 355850  
Seattle, WA 98195-5850

Returning former students are advised to file such an application *at least* four months in advance of the quarter they intend to return.

Former students who completed a degree or certificate program at the time they were last enrolled and former graduate students must apply as new students if they wish to return to the university.

[Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW. 97-14-004, § 478-160-065, filed 6/19/97, effective 7/20/97. Statutory Authority: RCW 28B.20.130. 92-12-011, § 478-160-065, filed 5/22/92, effective 6/22/92; Order 72-5, § 478-160-065, filed 11/6/72.]

**WAC 478-160-070 Graduate admission policy.** The dean of the graduate school is responsible for the interpreta-

tion and administration of regulations governing the admission of graduate students.

The office of graduate admissions has been assigned the responsibility of collecting and processing applications for admission to the university's graduate school.

[Order 72-5, § 478-160-070, filed 11/6/72.]

**WAC 478-160-075 Graduate classifications.** A person may apply for admission as either a regular graduate student or a visiting graduate student:

(1) Regular graduate students have previously earned a bachelor's degree or the equivalent and intend to engage in a program of study leading to a graduate degree. Admission as a regular graduate student signifies admission to a particular program of study leading to a master's degree or into post-master's study. Acceptance of a graduate student into a program of study leading to a doctor's degree is not implied by admission to the graduate school but is usually signified by the appointment of a doctoral supervisory committee for a student who has been previously admitted to the graduate school.

(2) Visiting graduate students are students in good standing at another graduate institution who desire to enroll for a single quarter in the graduate school at this university and who intend thereafter to return to the graduate school where they are engaged in a program of study for an advanced degree.

[Order 72-5, § 478-160-075, filed 11/6/72.]

**WAC 478-160-080 Early application.** In order to assure consideration of their applications, prospective graduate students are advised to submit applications *at least* seven months in advance of their proposed date of entry.

[Order 72-5, § 478-160-080, filed 11/6/72.]

**WAC 478-160-085 Application forms.** Prospective applicants to the graduate school may obtain an "Application for admission to the graduate school" by writing to the graduate program adviser of the department in which the applicant expects to engage in a program of study or by writing to the following address:

University of Washington  
Office of Graduate Admissions  
98 Gerberding Hall  
Box 351280  
Seattle, WA 98195-1280

An application form with instructions will be provided to prospective graduate or visiting graduate applicants upon request.

[Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW. 97-14-004, § 478-160-085, filed 6/19/97, effective 7/20/97. Statutory Authority: RCW 28B.20.130. 92-12-011, § 478-160-085, filed 5/22/92, effective 6/22/92; Order 72-5, § 478-160-085, filed 11/6/72.]

**WAC 478-160-095 Admission to the advanced professional schools of dentistry, law, medicine, and pharmacy—Policy.** The dean of each of the advanced professional schools is responsible for the interpretation and admin-



istration of regulations governing the admission of students to the school.

[Statutory Authority: RCW 28B.20.130. 98-10-048, § 478-160-095, filed 4/29/98, effective 5/30/98; Order 72-5, § 478-160-095, filed 11/6/72.]

**WAC 478-160-100 Admission to the school of dentistry.** The University of Washington school of dentistry gives primary preference in admission to qualified residents of the state of Washington. Second preference is given to qualified residents of Alaska, Arizona, Colorado, Idaho, Hawaii, Montana, New Mexico, Wyoming, and Utah, which states have contractual arrangements for this purpose with the state of Washington and the University of Washington.

[Order 72-5, § 478-160-100, filed 11/6/72.]

**WAC 478-160-105 Admission to the school of dentistry—Application forms.** Application forms may be obtained by writing to the following address:

University of Washington School of Dentistry  
Office of the Dean  
D-322 Health Sciences Building  
Box 356365  
Seattle, WA 98195-6365

The deadline for filing an application is determined by the University of Washington school of dentistry and can be obtained from the address above.

[Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW. 97-14-004, § 478-160-105, filed 6/19/97, effective 7/20/97. Statutory Authority: RCW 28B.20.130. 92-12-011, § 478-160-105, filed 5/22/92, effective 6/22/92. Statutory Authority: RCW 28B.20.130 (1) and (3). 80-15-082 (Order 80-2), § 478-160-105, filed 10/21/80; Order 72-5, § 478-160-105, filed 11/6/72.]

**WAC 478-160-110 Admission to the school of law—Application forms.** Applicants to the first-year class and applicants for admission with advanced standing may obtain application forms by contacting the following office:

University of Washington School of Law  
Director of Admissions  
Condon Hall  
1100 N.E. Campus Parkway  
Seattle, WA 98105-6617

(for internal campus mail use: Box 354600). The deadline for filing an application is determined by the University of Washington school of law and can be obtained from the address above.

[Statutory Authority: RCW 28B.20.130. 98-10-048, § 478-160-110, filed 4/29/98, effective 5/30/98. Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW. 97-14-004, § 478-160-110, filed 6/19/97, effective 7/20/97. Statutory Authority: RCW 28B.20.130 (1) and (3). 80-15-082 (Order 80-2), § 478-160-110, filed 10/21/80; Order 72-5, § 478-160-110, filed 11/6/72.]

**WAC 478-160-115 Admission to the school of law with advanced standing.** Students in good academic standing at a school approved by the Association of American Law Schools may apply for admission with advanced standing.

[Statutory Authority: RCW 28B.20.130. 92-12-011, § 478-160-115, filed 5/22/92, effective 6/22/92; Order 72-5, § 478-160-115, filed 11/6/72.]

(1999 Ed.)

**WAC 478-160-125 Admission to the school of medicine.** The University of Washington school of medicine publishes complete information regarding its policies, procedures, and programs which may be obtained by contacting the following office:

University of Washington School of Medicine  
Committee on Admissions  
Office of the Dean  
A-320 Health Sciences Building  
Box 356340  
Seattle, WA 98195-6340

(or phone: (206) 543-7212).

[Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW. 97-14-004, § 478-160-125, filed 6/19/97, effective 7/20/97. Statutory Authority: RCW 28B.20.130(3). 78-07-018 (Order 78-4), § 478-160-125, filed 6/15/78; Order 72-5, § 478-160-125, filed 11/6/72.]

**WAC 478-160-130 First-year admission to the school of medicine—Application forms.** The school of medicine is a participant in the American Medical College application service program (AMCAS). Application forms may be obtained by writing to the following address:

American Medical College Application Service  
Suite 301  
1776 Massachusetts N.W.  
Washington, D.C. 20036

The deadline for filing an application is determined by the University of Washington school of medicine and can be obtained by contacting the following office:

University of Washington School of Medicine  
Committee on Admissions  
Office of the Dean  
A-320 Health Sciences Building  
Box 356340  
Seattle, WA 98195-6340

(or phone: (206) 543-7212). Applicants are encouraged to file applications twelve months prior to desired date of entry.

[Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW. 97-14-004, § 478-160-130, filed 6/19/97, effective 7/20/97. Statutory Authority: RCW 28B.20.130. 92-12-011, § 478-160-130, filed 5/22/92, effective 6/22/92. Statutory Authority: RCW 28B.20.130(3). 78-07-018 (Order 78-4), § 478-160-130, filed 6/15/78; Order 72-5, § 478-160-130, filed 11/6/72.]

**WAC 478-160-140 Application for transfer to the school of medicine.** Application for transfer to the school of medicine may be obtained by writing to the following address:

University of Washington School of Medicine  
Committee on Admissions  
Office of the Dean  
A-320 Health Sciences Building  
Box 356340  
Seattle, WA 98195-6340

The deadline for filing an application is determined by the University of Washington school of medicine and can be obtained from the address above, or phone: (206) 543-7212.

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[Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW. 97-14-004, § 478-160-140, filed 6/19/97, effective 7/20/97. Statutory Authority: RCW 28B.20.130. 92-12-011, § 478-160-140, filed 5/22/92, effective 6/22/92. Statutory Authority: RCW 28B.20.130(3). 78-07-018 (Order 78-4), § 478-160-140, filed 6/15/78; Order 72-5, § 478-160-140, filed 11/6/72.]

**WAC 478-160-142 Admission to the school of pharmacy—Application forms.** Applicants to the first-year class and applicants for admission with advanced standing may obtain application forms by contacting the following office:

University of Washington School of Pharmacy  
Office of Academic and Student Programs  
H-362 Health Sciences Building  
Box 357631  
Seattle, WA 98195-7631

The deadline for filing an application is determined by the University of Washington school of pharmacy and can be obtained from the address above.

[Statutory Authority: RCW 28B.20.130. 98-10-048, § 478-160-142, filed 4/29/98, effective 5/30/98.]

**WAC 478-160-143 Admission to the school of pharmacy with advanced standing.** Students in good academic standing at a school approved by the American Association of Colleges of Pharmacy may apply for admission with advanced standing.

[Statutory Authority: RCW 28B.20.130. 98-10-048, § 478-160-143, filed 4/29/98, effective 5/30/98.]

**WAC 478-160-145 Admission with nonmatriculated status.** The University of Washington's committee on admissions and academic standards, appointed by the president of the university, is responsible for the interpretation and administration of the regulations governing the admission of nonmatriculated students.

[Statutory Authority: RCW 28B.20.130 (1) and (3). 80-15-082 (Order 80-2), § 478-160-145, filed 10/21/80; Order 72-5, § 478-160-145, filed 11/6/72.]

**WAC 478-160-150 Definition of nonmatriculated status.** Nonmatriculated status is a special classification for students with a limited educational objective which does not include a University of Washington degree or a professional certificate.

Nonmatriculated students are not generally admitted for autumn, winter, or spring quarters, however, enrollment opportunities are available through University of Washington extension. Summer quarter enrollment is generally available to qualified nonmatriculated applicants.

Prospective students who wish to audit classes only must apply for nonmatriculated status.

[Statutory Authority: RCW 28B.20.130. 98-10-048, § 478-160-150, filed 4/29/98, effective 5/30/98; 92-12-011, § 478-160-150, filed 5/22/92, effective 6/22/92; Order 72-5, § 478-160-150, filed 11/6/72.]

**WAC 478-160-160 Applications for housing and financial aid.** An application for admission *does not* constitute an application for either housing accommodations or financial aid, *nor* does an application for housing or an award of financial aid constitute an application for admission. Informa-

tion and applications for housing may be obtained from the following address:

University of Washington  
Office of Housing and Food Services  
301 Schmitz Hall  
Box 355842  
Seattle, WA 98195-5842

Information and applications for financial aid may be obtained from the following address:

University of Washington  
Office of Student Financial Aid  
105 Schmitz Hall  
Box 355880  
Seattle, WA 98195-5880

[Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW. 97-14-004, § 478-160-160, filed 6/19/97, effective 7/20/97. Statutory Authority: RCW 28B.20.130. 92-12-011, § 478-160-160, filed 5/22/92, effective 6/22/92; Order 72-5, § 478-160-160, filed 11/6/72.]

**WAC 478-160-162 Financial aid information.** Federal, state, and private financial aid applications and information may be obtained at the following address:

University of Washington  
Office of Student Financial Aid  
105 Schmitz Hall  
Box 355880  
Seattle, WA 98195-5880

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

[Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW. 97-14-004, § 478-160-162, filed 6/19/97, effective 7/20/97. Statutory Authority: Chapter 34.05 RCW. 90-15-005, § 478-160-162, filed 7/6/90, effective 8/6/90.]

**WAC 478-160-165 Continuing education procedures—Statement of purpose.** The purpose of these regulations is to provide information regarding the programs and services which are available and to indicate where additional information may be obtained.

[Order 72-5, § 478-160-165, filed 11/6/72.]

**WAC 478-160-170 Continuing education—Policy.** Continuing education at the University of Washington provides access to the academic and research resources of the institution in credit and noncredit courses for adults and occasionally for young people. Courses are offered by the University of Washington extension and continuing education units in the professional schools and colleges.

[Statutory Authority: RCW 28B.20.130. 91-16-001, § 478-160-170, filed 7/25/91, effective 8/25/91; Order 72-5, § 478-160-170, filed 11/6/72.]

**WAC 478-160-175 Credit definitions.** Credit courses are offered either for resident credit or for extension credit.

(1) Most courses offered through University of Washington extension are offered for resident credit, and grades earned in such courses are transcribed as resident credit and are included in the student's resident cumulative grade-point average.

(2) Courses offered through correspondence study, and some other courses, are offered for extension credit. These credits and grades are not included in the resident grade-point average, and students may apply only ninety such university credits toward an undergraduate degree. Extension credit courses are identified by an "X" prefix when listed in catalog material.

Additional information concerning credit courses may be obtained by contacting the following office:

University of Washington Extension  
5001 25th Ave. N.E.  
Seattle, WA 98105-4190

(for internal campus mail use: Box 354221, or phone: (206) 543-2300).

[Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW. 97-14-004, § 478-160-175, filed 6/19/97, effective 7/20/97. Statutory Authority: RCW 28B.20.130, 91-16-001, § 478-160-175, filed 7/25/91, effective 8/25/91; Order 72-5, § 478-160-175, filed 11/6/72.]

**WAC 478-160-190 Noncredit courses.** Noncredit courses, covering a variety of topics, are offered during the day and evening for both adults and young people.

The delivery format of noncredit courses include certificate programs, lecture-discussion series, symposia, seminars, short courses, and conferences.

Specific information may be obtained by contacting University of Washington extension or the appropriate professional school or college.

[Statutory Authority: RCW 28B.20.130, 91-16-001, § 478-160-190, filed 7/25/91, effective 8/25/91; Order 72-5, § 478-160-190, filed 11/6/72.]

**WAC 478-160-210 Change of residence application forms.** Nonresident students who desire to apply for a change in resident status must complete and submit a Washington institutions of higher education "Residency questionnaire" to the following address:

University of Washington  
Residence Classification Office  
264 Schmitz Hall  
Box 355850  
Seattle, WA 98195-5850

A residency questionnaire (including a section in which the student may explain his or her view of the matter) and complete instructions will be mailed to students upon request. The residence classification office shall provide to the student a written statement of the reasons for any decision it makes within ten days of taking action on the "Residency questionnaire." This rule is adopted in accordance with RCW 34.05.482 through 34.05.494, governing brief adjudicatory proceedings, the provisions of which are hereby adopted.

[Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW. 97-14-004, § 478-160-210, filed 6/19/97, effective 7/20/97. Statutory Authority: RCW 28B.20.130, 92-12-011, § 478-160-210, filed 5/22/92, effective 6/22/92. Statutory Authority: RCW 28B.20.130 (1) and (3), 80-15-082 (Order 80-2), § 478-160-210, filed 10/21/80; Order 72-5, § 478-160-210, filed 11/6/72.]

**WAC 478-160-230 Appeal of change of residence determination.** Any student wishing to appeal an action of

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the residence classification office may request administrative review through the following committee:

University of Washington  
Residence Classification Review Committee  
264 Schmitz Hall  
Box 355850  
Seattle, WA 98195-5850

Appeals must be requested orally or in writing within twenty-one days from the date of student receipt of the written response required by WAC 478-160-210. Decisions of the residence classification review committee shall be rendered within twenty days of receipt of the request for review. The residence classification review committee shall issue the institution's final decision.

Forms appropriate for this purpose may be obtained from the following address:

University of Washington  
Residence Classification Office  
264 Schmitz Hall  
Box 355850  
Seattle, WA 98195-5850

[Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW. 97-14-004, § 478-160-230, filed 6/19/97, effective 7/20/97. Statutory Authority: RCW 28B.20.130, 92-12-011, § 478-160-230, filed 5/22/92, effective 6/22/92; Order 74-2, § 478-160-230, filed 3/4/74; Order 72-5, § 478-160-230, filed 11/6/72.]

**WAC 478-160-231 Residence classification review committee.** The residence classification review committee shall be composed of four persons appointed by the vice-president for student affairs, each for a term of one academic year.

[Statutory Authority: RCW 28B.20.130, 92-12-011, § 478-160-231, filed 5/22/92, effective 6/22/92. Statutory Authority: RCW 28B.20.130 (1) and (3), 80-15-082 (Order 80-2), § 478-160-231, filed 10/21/80; Order 74-2, § 478-160-231, filed 3/4/74.]

**WAC 478-160-235 Enrollment and registration procedures—Statement of purpose.** The purpose of these regulations is to provide new, returning former, and continuing students with information regarding enrollment and registration procedures at the University of Washington.

[Order 72-8, § 478-160-235, filed 11/30/72.]

**WAC 478-160-240 Definitions.** For the purpose of these regulations the following definitions shall apply:

(1) An "admitted person" is one who has applied for and been offered an opportunity to enroll at the University of Washington for a given quarter.

(2) An "enrolled student" is one who is admissible to the university for a given quarter and has given a firm commitment, usually by means of an advance payment on tuition and fees, of his or her intention to attend the university. (The advance fee payment is not required summer quarter.)

(3) A "registered student" is one who has enrolled and has been assigned by the university registrar to one or more courses in a given quarter.

(4) A "new student" is either one who has not previously registered for residence credit courses at the university or one

who will be in his or her first quarter in a status different from that in which he or she last attended.

(5) A "returning student" is one who has formerly attended the university and is returning after an absence of one or more quarters in the same classification.

(6) "Continuing student" is either one who was registered in the same status the preceding quarter or one who is registered autumn quarter in the same status he or she was registered the preceding spring quarter.

(7) "On-leave graduate student" is a graduate student in good standing who plans to be away from the university and who has applied for and been granted on-leave status.

(8) "Residence credit" is that academic credit associated with those courses which are offered by the university within the regular academic curriculum. Credit earned through the satisfactory completion of such courses is applicable toward a university degree or professional certificate to the extent it satisfies specific school or college degree requirements.

(9) "Matriculated student" is one who has been accepted into one of the university's schools or colleges to pursue a program of study which normally leads to a degree or professional certificate.

(10) "Nonmatriculated student" is one who will be permitted to register for courses on a space-available basis but whose educational objective does not include a University of Washington degree or professional certificate.

(11) "Summer only nonmatriculated" student is one who attends the university only during the summer quarter and who is not engaged in a degree or certificate program at the university. Such a student must apply for admission as a new student should he or she wish to attend any quarter other than summer quarter.

(12) The first 4-1/2 weeks of the summer quarter constitute "a" term. Some classes are offered during "a" term only.

(13) The second 4-1/2 weeks of the summer quarter constitute "b" term. Some classes are offered during "b" term only.

[Statutory Authority: RCW 28B.20.130. 92-12-011, § 478-160-240, filed 5/22/92, effective 6/22/92; Order 74-1, § 478-160-240, filed 3/4/74; Order 72-8, § 478-160-240, filed 11/30/72.]

**WAC 478-160-246 Enrollment confirmation deposit for new and returning students for autumn, winter and spring quarters.** An enrollment confirmation deposit is required of new students and of returning students in autumn, winter and spring quarters. If space is not available when the payment is received, the payment will be returned. The deposit is only refundable pursuant to WAC 478-160-256.

Further information about the enrollment confirmation deposit may be obtained from the following address:

University of Washington  
Registration Office  
225 Schmitz Hall  
Box 355850  
Seattle, WA 98195-5850

[Statutory Authority: RCW 28B.20.130. 98-10-048, § 478-160-246, filed 4/29/98, effective 5/30/98. Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW. 97-14-004, § 478-160-246, filed 6/19/97, effective 7/20/97. Statutory Authority: RCW 28B.20.130. 92-12-011, § 478-160-246, filed 5/22/92, effective 6/22/92; Order 73-9, § 478-160-246, filed 11/30/73.]

**WAC 478-160-256 Refund of the enrollment confirmation deposit.** The enrollment confirmation deposit is refundable under the following conditions:

(1) New and returning matriculated students who are unable to obtain courses required for completion of their degree or certificate program or courses which are determined by an appropriate academic adviser to be acceptable alternate courses, will be refunded their enrollment confirmation deposit. A written verification from the appropriate academic adviser must be attached to this petition. Such requests for refund must be submitted by Friday of the second week of the quarter.

(2) New and returning matriculated students who, after meeting with an appropriate academic adviser, determine that the program for which admission was granted differs substantially from what the student was led to expect based upon earlier available information, will be refunded the enrollment confirmation deposit. This petition for refund must be submitted before the student registers for courses and in no case later than the first day of the quarter for which admission has been granted. A written verification from the appropriate academic adviser must be included.

(3) New and returning students who apply by the prescribed deadline for financial aid administered by the university's financial aid office, and who cannot be awarded financial aid adequate to their needs as determined by that office, and who are therefore unable to attend the university, will be refunded the enrollment confirmation deposit. This petition and a copy of the *notice of award and acceptance* must be submitted *no later than two weeks* after receipt of notice of the financial aid award.

(4) New and returning students who are unable to attend the university because of *pregnancy, disability or death* or because they are called involuntarily into the military service of the United States or into civil duty may be refunded the enrollment confirmation deposit. Documentation is required.

[Statutory Authority: RCW 28B.20.130. 92-12-011, § 478-160-256, filed 5/22/92, effective 6/22/92; Order 73-9, § 478-160-256, filed 11/30/73.]

**WAC 478-160-260 International students—Accident insurance requirement.** All foreign students on temporary visas are required to have accidental injury and illness insurance while attending the University of Washington.

[Statutory Authority: RCW 28B.20.130. 92-12-011, § 478-160-260, filed 5/22/92, effective 6/22/92; Order 72-8, § 478-160-260, filed 11/30/72.]

**WAC 478-160-265 Registration for residence credit courses.** No person, other than a faculty member attending informally with the approval of the instructor, may attend a university residence credit course in which he or she has not been registered.

[Statutory Authority: RCW 28B.20.130. 92-12-011, § 478-160-265, filed 5/22/92, effective 6/22/92; Order 72-8, § 478-160-265, filed 11/30/72.]

**WAC 478-160-270 Registration periods.** There are three official registration periods: Periods I - III. Specific dates, criteria for eligibility and procedural steps for each of the registration periods are published in the quarterly *Time Schedule*.

[Statutory Authority: RCW 28B.20.130, 98-10-048, § 478-160-270, filed 4/29/98, effective 5/30/98; 92-12-011, § 478-160-270, filed 5/22/92, effective 6/22/92; Order 72-8, § 478-160-270, filed 11/30/72.]

**WAC 478-160-271 Registration eligibility.** (1) *All students. Guaranteed registration eligibility.* All students at the university who remain in good standing and in compliance with other rules and regulations, with no outstanding financial obligations, are guaranteed the opportunity to register each quarter as long as they maintain continuous enrollment (summer quarter excepted).

(2) *Undergraduate and professional students.*

(a) *Quarter-off eligibility.* Subject to college, school, and departmental enrollment policies, undergraduate and professional students who have completed a quarter at the University of Washington may take the following quarter off and remain eligible to register in registration period I for the subsequent quarter without reapplication as returning students. Any quarter from which a student has completely withdrawn, or from which he or she is cancelled, does not constitute a completed quarter. Summer quarter enrollment is not required to maintain continuous registration eligibility.

(b) *Newly admitted or returning former students.* Newly admitted or returning former students are eligible to register the following quarter, beginning with registration period I, as long as they were enrolled for a least one day of the quarter.

(3) *Graduate students.* Graduate students who do not maintain continuous enrollment (summer quarter excepted) must file an on-leave application with the graduate school. On-leave graduate students returning to the university on or before the termination of the on-leave period must reapply as former students returning through the registration office. The quarter-off eligibility is not available to graduate students.

[Statutory Authority: RCW 28B.20.130, 92-12-011, § 478-160-271, filed 5/22/92, effective 6/22/92.]

**WAC 478-160-275 Late registration or course adds—Registration period III.** Any student who registers after registration periods I and II will be charged a late registration service fee.

No student shall be permitted to register or add a course after the seventh calendar day of autumn, or winter, or spring quarter without instructor approval.

No student shall be permitted to register or add a course for "a" term courses and full quarter courses after the seventh calendar day of "a" term or the full quarter, or for "b" term courses after the seventh calendar day of "b" term without instructor approval.

[Statutory Authority: RCW 28B.20.130, 98-10-048, § 478-160-275, filed 4/29/98, effective 5/30/98; 92-12-011, § 478-160-275, filed 5/22/92, effective 6/22/92; Order 72-8, § 478-160-275, filed 11/30/72.]

**WAC 478-160-280 Registration changes.** Specific dates for registration changes are published in the quarterly *Time Schedule*.

A student who has once registered for a course or courses may drop courses through the end of the fourteenth calendar day of the quarter. One exception per academic year (defined as September through August) is allowed through the seventh week of the quarter.

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No grade will be entered on a student's permanent record for a course dropped during the first fourteen calendar days of autumn, or winter, or spring quarter.

No grade will be entered on a student's permanent record for an "a" term course dropped during the first seven calendar days of summer quarter, for a full-quarter course dropped during the first fourteen calendar days of summer quarter, or for a "b" term course dropped during the first seven calendar days of term "b."

[Statutory Authority: RCW 28B.20.130, 98-10-048, § 478-160-280, filed 4/29/98, effective 5/30/98; 92-12-011, § 478-160-280, filed 5/22/92, effective 6/22/92; Order 72-8, § 478-160-280, filed 11/30/72.]

**WAC 478-160-285 Change of registration service fee.** A service fee will be assessed when a student changes his or her registration beginning the eighth calendar day of the quarter or term.

[Statutory Authority: RCW 28B.20.130, 92-12-011, § 478-160-285, filed 5/22/92, effective 6/22/92; Order 72-8, § 478-160-285, filed 11/30/72.]

**WAC 478-160-290 Withdrawal from the university.** Withdrawal from the university is official when written notification has been filed with the following office:

University of Washington  
Registration Office  
225 Schmitz Hall  
Box 355850  
Seattle, WA 98195-5850

Students who officially withdraw may be entitled by law to a refund of all or a portion of the tuition and fees for a given quarter depending on the time of the quarter the withdrawal is completed.

An official withdrawal during the first *fourteen* calendar days of autumn, or winter, or spring quarter shall result in the student's permanent record showing only the date of withdrawal.

During summer quarter official withdrawals shall be entered on the student's permanent record as follows:

(1) For full-quarter courses, during the first *fourteen* calendar days of the quarter only the date of withdrawal shall be entered.

(2) For "a" term courses, during the first *seven* calendar days of the quarter only the date of withdrawal shall be entered.

(3) For "b" term courses, during the first *seven* calendar days of "b" term only the date of withdrawal shall be entered.

[Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW, 97-14-004, § 478-160-290, filed 6/19/97, effective 7/20/97. Statutory Authority: RCW 28B.20.130, 92-12-011, § 478-160-290, filed 5/22/92, effective 6/22/92; Order 72-8, § 478-160-290, filed 11/30/72.]

**WAC 478-160-295 Military withdrawals.** (1) If a student is conscripted into the armed forces or is called to active military duty, he or she may be entitled to a full refund or academic credit depending on the time of the quarter the student officially withdraws. Official withdrawals must be in writing, signed by the student, and accompanied by a copy of the student's military orders.

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(2) A student who withdraws may receive credit for courses or a full refund, under the following schedule:

(a) Students who withdraw through the seventh week of the academic quarter receive a full refund of fees. No academic credit is awarded.

(b) Students who withdraw after the seventh week of the academic quarter may choose to receive academic credit or a full refund of fees.

(3) Complete information is available from the following address:

University of Washington  
Registration Office  
225 Schmitz Hall  
Box 355850  
Seattle, WA 98195-5850

[Statutory Authority: RCW 28B.20.130. 98-10-048, § 478-160-295, filed 4/29/98, effective 5/30/98. Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW. 97-14-004, § 478-160-295, filed 6/19/97, effective 7/20/97. Statutory Authority: RCW 28B.20.130. 92-12-011, § 478-160-295, filed 5/22/92, effective 6/22/92; Order 72-8, § 478-160-295, filed 11/30/72.]

**WAC 478-160-300 Registration requirements for graduate students.** Every graduate student from the time of first enrolling in the graduate school is required either to be registered each quarter or to be officially on leave until the completion of all requirements for the graduate degree for which such a student is working. Failure to register each quarter (except summer) or to go on leave will constitute presumptive evidence that the student has withdrawn and resigned from the graduate school.

[Order 72-8, § 478-160-300, filed 11/30/72.]

**WAC 478-160-305 On-leave status for graduate students.** If a graduate student in good standing plans to be away from the university and out of contact with the university faculty and facilities for a period of time, not to exceed four successive quarters except in the case of absence for military reasons, he or she may apply for on-leave status. Forms for this purpose and further information may be obtained from the departmental graduate program adviser.

A graduate student who is either registered or officially on leave for a given spring quarter and who does not register for the immediately following summer quarter is automatically on leave for that summer quarter.

[Statutory Authority: RCW 28B.20.130. 92-12-011, § 478-160-305, filed 5/22/92, effective 6/22/92; Order 72-8, § 478-160-305, filed 11/30/72.]

**WAC 478-160-310 Change of school or college.** An undergraduate student desiring to transfer from one school or college within the university to another must obtain approval from the deans or the deans' designees of the two schools or colleges concerned. Change of college forms may be obtained from and must be submitted to the following address:

University of Washington  
Registration Office  
225 Schmitz Hall  
Box 355850

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Seattle, WA 98195-5850

[Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW. 97-14-004, § 478-160-310, filed 6/19/97, effective 7/20/97. Statutory Authority: RCW 28B.20.130. 92-12-011, § 478-160-310, filed 5/22/92, effective 6/22/92; Order 72-8, § 478-160-310, filed 11/30/72.]

**WAC 478-160-315 Auditors.** With the consent of the instructor, and to the extent that space is available after the students who are registering for credit have been accommodated, a student may register as an auditor in a nonlaboratory course or the lecture section of a laboratory course.

A student who audits a course may not participate in class discussion or laboratory work, or take an examination in the course. The fact that a course has been audited will not appear on the student's permanent record.

[Order 72-8, § 478-160-315, filed 11/30/72.]

**WAC 478-160-320 Special instructional programs offered summer quarter.** In recognition of the special needs of students who can attend the university only in the summer, a number of institutes, workshops, and special programs are offered each summer quarter. Because the nature and content of the programs vary from year to year, interested persons are invited to contact the following address:

University of Washington  
Summer Quarter Office  
5001 25th Ave. N.E.  
Seattle, WA 98105-4190

(for internal campus mail use: Box 354226) to obtain a copy of the *Summer Quarter Bulletin and Time Schedule*.

[Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW. 97-14-004, § 478-160-320, filed 6/19/97, effective 7/20/97. Statutory Authority: RCW 28B.20.130. 92-12-011, § 478-160-320, filed 5/22/92, effective 6/22/92; Order 72-8, § 478-160-320, filed 11/30/72.]

## Chapter 478-168 WAC

### REGULATIONS FOR THE UNIVERSITY OF WASHINGTON LIBRARIES

WAC	
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 478-168-390 Failure to pay library charges and misuse of library privileges.

044 (Order 79-6), filed 12/18/79. Statutory Authority: RCW 28B.20.130(1).  
 478-168-250 Loan time periods—Special collections. [Order 73-1, § 478-168-250, filed 1/8/73.] Repealed by 80-01-044 (Order 79-6), filed 12/18/79. Statutory Authority: RCW 28B.20.130(1).  
 478-168-260 Conditions of use—Borrowing of library material. [Order 73-1, § 478-168-260, filed 1/8/73.] Repealed by 80-01-044 (Order 79-6), filed 12/18/79. Statutory Authority: RCW 28B.20.130(1).  
 478-168-370 Fines and charges—Book card charges. [Order 73-1, § 478-168-370, filed 1/8/73.] Repealed by 80-01-044 (Order 79-6), filed 12/18/79. Statutory Authority: RCW 28B.20.130(1).

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

478-168-030 Modification of these regulations. [Order 72-3, § 478-168-030, filed 8/7/72.] Repealed by 95-14-045, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.15.031 and 28B.20.130.  
 478-168-040 Manuscript collection and university archives access policy—Basis of policies and procedures. [Order 72-3, § 478-168-040, filed 8/7/72.] Repealed by 95-14-045, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.15.031 and 28B.20.130.  
 478-168-050 Manuscript collection and university archives access policy—Use regulations. [Order 72-3, § 478-168-050, filed 8/7/72.] Repealed by 95-14-045, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.15.031 and 28B.20.130.  
 478-168-060 Use regulations and service schedule for the Marian Gould Gallagher Law Library. [Statutory Authority: RCW 28B.20.130. 85-14-035 (Order 85-1), § 478-168-060, filed 6/27/85; Order 72-3, § 478-168-060, filed 8/7/72.] Repealed by 95-14-045, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.15.031 and 28B.20.130.  
 478-168-090 Service schedules—Application. [Statutory Authority: RCW 28B.20.130. 85-14-035 (Order 85-1), § 478-168-090, filed 6/27/85; Order 72-3, § 478-168-090, filed 8/7/72.] Repealed by 95-14-045, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.15.031 and 28B.20.130.  
 478-168-100 Service schedules—Basis of determining business hours. [Order 72-3, § 478-168-100, filed 8/7/72.] Repealed by 95-14-045, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.15.031 and 28B.20.130.  
 478-168-110 Service schedules—Regular academic schedules. [Order 72-3, § 478-168-110, filed 8/7/72.] Repealed by 95-14-045, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.15.031 and 28B.20.130.  
 478-168-120 Service schedules—Summer quarter schedules. [Order 72-3, § 478-168-120, filed 8/7/72.] Repealed by 95-14-045, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.15.031 and 28B.20.130.  
 478-168-130 Service schedules—Interim schedules. [Order 72-3, § 478-168-130, filed 8/7/72.] Repealed by 95-14-045, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.15.031 and 28B.20.130.  
 478-168-140 Legal and university holidays. [Order 72-3, § 478-168-140, filed 8/7/72.] Repealed by 95-14-045, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.15.031 and 28B.20.130.  
 478-168-150 Unscheduled closures. [Order 72-3, § 478-168-150, filed 8/7/72.] Repealed by 95-14-045, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.15.031 and 28B.20.130.  
 478-168-210 Loan time periods—Main library collection loan time periods. [Order 73-1, § 478-168-210, filed 1/8/73.] Repealed by 80-01-044 (Order 79-6), filed 12/18/79. Statutory Authority: RCW 28B.20.130(1).  
 478-168-220 Loan time periods—Undergraduate library collection loan time periods. [Order 73-1, § 478-168-220, filed 1/8/73.] Repealed by 80-01-044 (Order 79-6), filed 12/18/79. Statutory Authority: RCW 28B.20.130(1).  
 478-168-230 Loan time periods—Branch library collection loan time periods. [Order 73-1, § 478-168-230, filed 1/8/73.] Repealed by 80-01-044 (Order 79-6), filed 12/18/79. Statutory Authority: RCW 28B.20.130(1).  
 478-168-240 Loan time periods—Waiver of loan time periods. [Order 73-1, § 478-168-240, filed 1/8/73.] Repealed by 80-01-

**WAC 478-168-010 University of Washington libraries and Marian Gould Gallagher Law Library—Legal authority to enact.** Pursuant to the authority granted by RCW 28B.20.130, chapter 223, Laws of 1969 ex. sess. (RCW 28B.20.130), and section 2, chapter 279, Laws of 1971 ex. sess. (RCW 28B.15.031), the board of regents of the University of Washington has established the following regulations governing the service schedules for and the lending of library materials from library facilities devoted mainly to the educational or research activities of the University of Washington.

[Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-010, filed 6/28/95, effective 9/18/95; Order 72-3, § 478-168-010, filed 8/7/72.]

**WAC 478-168-020 University of Washington libraries and Marian Gould Gallagher Law Library—Purpose of libraries' existence.** The libraries constitute a vital instructional arm of the University of Washington and exist primarily to contribute to the university's teaching and research functions. In addition, the libraries seek to serve the citizens of the state of Washington, consistent with their primary function and within the limits of their resources.

[Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-020, filed 6/28/95, effective 9/18/95; Order 72-3, § 478-168-020, filed 8/7/72.]

**WAC 478-168-035 University of Washington libraries and Marian Gould Gallagher Law Library—Service schedule.** (1) Business hours are based on the identifiable needs of the university community as a whole and in consideration of the staff made available to support public service activities of the libraries.

(2) All libraries may close on legal and university holidays. Such closures are posted at the respective library locations seven days in advance.

(3) Unscheduled closures may be declared by the director of libraries or his/her designee, for the University of Washington libraries. The director of the Marian Gould Gallagher Law Library or his/her designee will have responsibilities for determining uncheduled closures for the Marian Gould Gallagher Law Library. Uncheduled closures will be due to staffing or physical plant problems beyond the libraries' control which constitute a threat to life, limb, essential creature comforts or utility of the facilities by users and staff.

[Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-035, filed 6/28/95, effective 9/18/95.]

**WAC 478-168-070 Marian Gould Gallagher Law Library—Access to facilities.** (1) Access to the Marian Gould Gallagher Law Library is limited. Only University of Washington faculty and University of Washington law school students may use the library as a study hall (i.e., for use not related to that library's materials). In general, the reading room is open for use by any person having need of the library's legal materials. However, when necessary to serve University of Washington faculty and University of Washington law school students effectively, the law librarian may restrict access to the library or any part of the library.

(2) The faculty library is for the use of University of Washington law faculty only, but books may be taken by library staff from the faculty library for the limited use of other patrons.

[Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-070, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130. 85-14-035 (Order 85-1), § 478-168-070, filed 6/27/85; Order 72-3, § 478-168-070, filed 8/7/72.]

**WAC 478-168-080 Marian Gould Gallagher Law Library—Use of materials.** (1) In the use of library materials the Marian Gould Gallagher Law Library serves the students, faculty and staff of the law school, the students, faculty and staff of other university departments, faculty of other colleges and universities, librarians of other libraries, judges, members of the Washington bar and persons who have a degree from the law school. The law librarian has discretion to specify other groups of patrons and to set priorities of use among all groups of patrons. However, University of Washington law school faculty and law school students have priority when other patrons need the same materials.

(2) Circulation regulations may differ according to type of material and usage.

(3) Because of the reference nature of much of the collection, many of the books do not circulate and must be used in the library. The law librarian shall define the phrase "in the library."

(4) Each borrower is responsible for materials which he or she checks out at the circulation desks.

[Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-080, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130. 85-14-035 (Order 85-1), § 478-168-080, filed 6/27/85; Order 72-3, § 478-168-080, filed 8/7/72.]

**WAC 478-168-092 Marian Gould Gallagher Law Library—Student identification cards—Conditions of use.** (1) To ensure prompt access to the library collection, University of Washington law school students must carry official law school identification cards issued at the time of enrollment in the school.

(2) An identification card is authorized for use only by the student whose name appears on the card.

(3) Student identification must be presented for the completion of each in-person circulation transaction.

(4) Each student must maintain current validation of the student's card.

(5) Each student shall keep the library informed of changes of name and address.

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[Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-092, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130. 85-14-035 (Order 85-1), § 478-168-092, filed 6/27/85.]

**WAC 478-168-094 Marian Gould Gallagher Law Library—Official registration of other library users.** (1) All library users other than University of Washington law school faculty and staff and University of Washington law school students must complete a registration card for library records at the main circulation desk.

(2) Information required includes name, permanent address, telephone number, and user category.

(3) Each borrower shall keep the library informed of changes of name, permanent address, telephone number, and user category.

[Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-094, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130. 85-14-035 (Order 85-1), § 478-168-094, filed 6/27/85.]

**WAC 478-168-096 Marian Gould Gallagher Law Library—Daily registration by library users—Procedures.** (1) All eligible library users other than University of Washington law school faculty and staff and University of Washington law school students must present identification and register at the main circulation desk upon entering and leaving the library.

(2) Proper identification shall be as specified by the law librarian.

(3) When in the law library, all eligible library users other than University of Washington law school faculty and staff and University of Washington law school students must display a visitor's permit on the person or at the workplace when there. Visitor's permits are issued at the time of daily registration.

(4) Permits must be returned to the main circulation desk upon leaving the library.

(5) Failure to return permits may result in the revocation of library privileges.

[Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-096, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130. 85-14-035 (Order 85-1), § 478-168-096, filed 6/27/85.]

**WAC 478-168-160 University of Washington libraries—Loan code for the University of Washington libraries—Purpose.** The board of regents of the University of Washington has established the following regulations which govern the lending of library material from the University of Washington libraries (excluding the Marian Gould Gallagher Law Library and the center for urban horticulture).

The loan code for the University of Washington libraries is contained in WAC 478-168-160 through 478-168-390.

[Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-160, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-160, filed 9/7/79; Order 73-1, § 478-168-160, filed 1/8/73.]

**WAC 478-168-170 Library borrowers.** The following categories of individuals are eligible for library borrowing privileges:

(1) Campus borrowers:

(a) Undergraduate and unclassified students.

- (b) Graduate and professional students.
- (c) Graduate students with on-leave graduate status.
- (d) University extension participants.

(e) Faculty, consisting of the president, the vice presidents, professors, associate professors, assistant professors, instructors, research associates, and lecturers, whether serving under acting, research, clinical, or affiliate appointment, whether serving part time or full time, and whether serving in an active or emeritus capacity; academic personnel, and administrative personnel as determined by the office of the provost.

- (f) Professional staff.
- (g) Classified staff.
- (h) Visiting scholars with official visiting scholar status.
- (i) Individuals affiliated with the university who do not have official University of Washington identification cards but who have been granted borrowing privileges by the director of libraries.

(2) Off-campus borrowers who are granted free borrowing privileges:

- (a) Spouses of faculty and staff as defined in subdivisions (1)(e), (f), and (g) of this section.
- (b) Retired faculty and staff as defined in subdivisions (1)(e), (f), and (g) of this section.
- (c) Spouses of retired staff as defined in subdivisions (1)(e), (f), and (g) of this section.
- (d) Spouses of visiting scholars.

(e) Faculty and other academic staff of each of the Washington state four year colleges and universities.

(f) Federal and state governmental employees who have need of library materials in an official capacity.

(g) Other individuals accorded borrowing privileges by the director of libraries.

(3) Off-campus individuals who have need for research purposes of material not available from other sources and other individuals accorded borrowing privileges by the director of libraries are granted borrowing privileges for a nonrefundable charge. The charge is set by the director of libraries or his/her designee. The approved schedule of charges shall be published in the university *Operations Manual*.

(4) Organizations which have need for research purposes of material not available from other sources will be granted borrowing privileges for a nonrefundable charge. The charge is set by the director of libraries or his/her designee. The approved schedule of charges shall be published in the university *Operations Manual*.

(5) Individuals granted privileges through contracts or agreements with the University of Washington libraries.

[Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-170, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-170, filed 9/7/79; Order 73-1, § 478-168-170, filed 1/8/73.]

**WAC 478-168-180 Identification card—Conditions of use.** (1) Each borrower is responsible for obtaining an official identification card from the appropriate university office or a library borrower's card from the library cashier section, Suzzallo Library.

(2) An identification card is authorized for use only by the individual whose name appears on the card.

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(3) Official identification must be presented for the completion of each in-person circulation transaction.

(4) Each borrower is responsible for materials checked out on his/her University of Washington identification card or library borrower's card.

(5) Campus borrowers are responsible for keeping the registrar or payroll office informed of changes of address. Off-campus borrowers are responsible for keeping the libraries informed of changes of address.

(6) Each University of Washington faculty, academic personnel, administrative personnel, professional staff, visiting scholar, and other individuals as authorized by the director of libraries, may designate up to two proxies or couriers for the purpose of picking up materials for his/her use.

[Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-180, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-180, filed 9/7/79; Order 73-1, § 478-168-180, filed 1/8/73.]

**WAC 478-168-190 Disclosure of borrower identity.**

The name or address of the borrower who has or had an item checked out or who has placed a hold on an item checked out or who has placed a hold on an item will not be disclosed to other borrowers.

In cases where the normal hold and recall procedures do not meet the borrower's need, the library will attempt to expedite return of material.

[Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-190, filed 9/7/79; Order 73-1, § 478-168-190, filed 1/8/73.]

**WAC 478-168-200 Loan periods.** (1) The loan period for all library material is two weeks except as provided for below and except for material designated for use only in the library.

(2) Short loan periods - Library unit heads may designate certain material as having a short loan period based on anticipated demand or need for reference or reserve purposes. Such loan periods are one of the following:

- (a) Hourly (i.e., one hour, two hours, four hours, etc.).
- (b) Overnight.
- (c) Three days.
- (d) One week.

(3) Extended loan periods - Based on the general nature of the collection, library unit heads may select one or more of the following options:

- (a) A four week loan to any category of borrower.
- (b) An end-of-quarter loan or three month loan for any of the following categories of campus borrowers:
  - (i) Undergraduate and unclassified students.
  - (ii) Graduate students, students with on-leave graduate status, and professional students.
  - (iii) Faculty as defined in WAC 478-168-170 (1)(e).
  - (iv) Professional staff.
  - (v) Classified staff.
  - (vi) Visiting scholars with official visiting scholar status.

(c) An indefinite loan for faculty upon request. Reports of items checked out on indefinite loan are issued at least annually.

(4) Library unit heads may designate special conditions of use for some material because of format, subject, rarity, etc.

[Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-200, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-200, filed 9/7/79; Order 73-1, § 478-168-200, filed 1/8/73.]

**WAC 478-168-270 Date library material is due.** (1) Material is due on the date and hour specified at the time checked out or as adjusted by recall. If the hour is not specified, material is due at midnight on the date specified.

(2) Material checked out on indefinite loan becomes due one month from the date of issue of an indefinite loan report if the report is not signed and returned within that time. All materials on indefinite loan become due upon termination of employment with the university.

[Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-270, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-270, filed 9/7/79; Order 73-1, § 478-168-270, filed 1/8/73.]

**WAC 478-168-280 Return of library material.** (1) Reserve material must be returned directly to the unit from which it is borrowed. If it is returned elsewhere, it is considered to be returned at the time it is received at the unit from which it was borrowed. Special material may be designated for return directly to the unit from which it is borrowed.

(2) All other material is considered returned the date it is returned to any library unit in the system.

(3) Material returned to the outside book drop when the library unit is closed will be considered returned as of closing time the previous day the library was open.

[Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-280, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-280, filed 9/7/79; Order 73-1, § 478-168-280, filed 1/8/73.]

**WAC 478-168-290 Holds.** (1) All borrowers may place holds on nonreserve material which is checked out. A hold may be placed on:

(a) Nonreserve material with a loan period of more than three days.

(b) Reserve material for use when it comes off reserve.

(2) Borrowers may not place a hold on material checked out to themselves.

(3) Library units may place holds on all material.

(4) Material on which a hold has been placed may not be renewed.

(5) A borrower may check out material on which a second hold exists for a maximum of two weeks.

(6) When material on which a hold has been placed is returned, it is held and the requestor is informed of its availability.

(7) The usual priority of holds is by the date the hold was placed. The order of the priority of holds may be adjusted by the library unit head according to the following priorities:

(a) Reserve units.

(b) Campus borrowers (in order by day of hold).

(c) Off-campus borrowers (in order by day of hold).

(d) Interlibrary loan processing units.

(e) Other library units.

[Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-290, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-290, filed 9/7/79; Order 73-1, § 478-168-290, filed 1/8/73.]

**WAC 478-168-294 Recalls.** Material on which a hold has been placed will be recalled if the adjusted date due is earlier than the original date due.

(1) For holds placed by reserve units, the adjusted date due is one week from the date of the hold.

(2) For holds placed by borrowers, the adjusted date due is two weeks from the date of the hold.

(3) For holds placed by interlibrary loan processing units and other library units material is not recalled automatically. If recalled upon special request, the adjusted date due is two weeks from the date of the hold.

[Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-294, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-294, filed 9/7/79.]

**WAC 478-168-298 Searches.** All borrowers and library units may place searches for material which cannot be located.

[Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-298, filed 9/7/79.]

**WAC 478-168-300 Renewal of library material.** Extending a loan period without material in hand constitutes a renewal. Extending a loan period with material in hand constitutes initiating a new loan.

(1) Reserve material, regardless of loan period, and non-reserve material with a loan period of less than three days may not be renewed.

(2) All other material may be renewed a maximum of two times unless requested by means of a hold.

(3) Overdue material for which a replacement charge has been assessed may not be renewed.

(4) Telephone renewals are made only if staff time permits. The libraries assume no responsibility for errors resulting from telephone renewals. Borrowers appearing in person will be given priority.

[Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-300, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-300, filed 9/7/79; Order 73-1, § 478-168-300, filed 1/8/73.]

**WAC 478-168-310 Fines and charges.** (1) All borrowers are subject to a uniform system of fines and charges for late return of library material and for replacement costs when required.

(2) Nonreserve fines are monetary sanctions for the late return of material requested by another borrower or library unit. Reserve fines are monetary sanctions for the late return of material. Fines are levied only when an overdue item is returned prior to billing.

(3) Billing charges are levied to defray the costs incurred by the libraries in billing, processing sanctions, and other activities related to the recovery of material that is substantially overdue.

(4) Replacement charges are levied to pay for the replacement of substantially overdue material. The replacement charges include the cost of the material and the cost of processing the material for the shelves.

(5) Binding, mending and damage charges are levied to repair material, to prepare replacement materials for circulation or to compensate for the decreased value of materials due to irreparable damage.

[Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-310, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-310, filed 9/7/79; Order 73-1, § 478-168-310, filed 1/8/73.]

**WAC 478-168-320 Notices and invoices.** (1) An overdue notice for nonreserve material will be sent at least one week in advance of the billing date for replacement charges.

(2) All notices and invoices for library charges will be sent via United States first class, campus or electronic mail.

(3) Failure to receive a notice or invoice does not exempt the borrower from charges.

[Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-320, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-320, filed 9/7/79; Order 73-1, § 478-168-320, filed 1/8/73.]

**WAC 478-168-325 Payment of fines and charges.** Fines and charges should be paid at or sent to the library cashier in the Suzzallo Library unless the charges have been referred to the collection agency. Payment may be made by cash or check. Departmental purchase orders are not acceptable on the basis that fines and charges may not be appropriately paid by departmental, grant or other funds controlled by the university.

[Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-325, filed 6/28/95, effective 9/18/95.]

**WAC 478-168-330 Fines.** All days or hours are counted for fining purposes whether the library unit is open or closed. Any part of a day or hour is computed as a full day or hour. Invoices will not be issued for fines of less than \$2.50.

(1) Nonreserve material circulating three days or longer:

(a) A fine is levied and an invoice issued when overdue material with a hold is returned prior to billing.

(b) Fines accrue at a rate of 50¢ per day. The maximum fine is \$15.00 per item.

(c) Fines accrue from the original date due or the adjusted date due, whichever is earlier.

(2) All reserve material and those nonreserve materials which circulate less than three days:

(a) A fine is levied and an invoice issued when an overdue item is returned prior to billing.

(b) Fines accrue at a rate of \$2.50 for the first hour and 50¢ per hour thereafter. The maximum fine is \$30.00 per item.

(3) When an exception is made to check out material designated for use only in the library, fines apply according to the loan period which was established for the particular item:

(a) If three days or more, nonreserve fines apply.

(b) If less than three days, reserve fines apply.

(1999 Ed.)

[Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-330, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-330, filed 9/7/79; Order 73-1, § 478-168-330, filed 1/8/73.]

**WAC 478-168-340 Replacement charges.** (1) A replacement charge is levied when:

(a) Material is reported lost.

(b) Material is returned in irreparably damaged condition and there is reasonable assurance that damage was caused by the most recent borrower.

(c) (1) Material becomes substantially overdue. Replacement charges for nonreserve material are levied and an invoice issued thirty days after the due date. Replacement charges for reserve material are levied and an invoice issued fifty-seven hours after the time the material is due.

(2) The replacement charge is the cost for the material, the cost of obtaining and processing the material (processing cost) and, if applicable, the cost to bind the material (binding cost). The binding and processing costs are set by the director of libraries or his/her designee on an annual basis.

(3) The normal replacement charge for monographs is an average cost of material in a subject area and the processing cost. Average replacement costs are determined by information from library publications or, if available, from information derived from the libraries' acquisitions system.

(4) The replacement charge for other types of material is an average cost of the material type and the processing cost. Average replacement costs are determined by information from library publications or, if available, from information derived from the libraries' acquisitions system. The cost of binding will automatically be included in the average cost for serial volumes.

(5) In lieu of the average replacement cost, the unit head has the option of evaluating the replacement cost on an item-by-item basis and assigning costs to specific items. Item-specific replacement costs include the actual or estimated cost to acquire the material, the processing charge and, if applicable, the binding cost.

[Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-340, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-340, filed 9/7/79; Order 73-1, § 478-168-340, filed 1/8/73.]

**WAC 478-168-345 Billing charges.** (1) Nonreserve material circulating three days or longer:

(a) A billing charge is levied when a bill for replacement is issued.

(b) The billing charge is fifteen dollars per item.

(2) All reserve material and those nonreserve materials which circulate less than three days:

(a) A billing charge is levied when a bill for replacement is issued.

(b) The billing charge is thirty dollars per item.

[Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-345, filed 6/28/95, effective 9/18/95.]

**WAC 478-168-350 Adjustment to replacement charges.** (1) The replacement charge is canceled if material is returned or replaced with a copy acceptable to the unit head

prior to referral of invoice to the collection agency or placement of an order for the material by the library unit.

(2) The replacement charge is reduced to the amount of the service fee charged by the collection agency if material is returned or replaced after an invoice is referred to the collection agency.

(3) Generally, the replacement charge is not canceled after an invoice is considered uncollectable by the collection agency, the invoice is more than twelve months old, or if a replacement has been ordered. In special circumstances the appropriate library unit head may agree to accept material after that time and cancel the appropriate amount of the replacement charge as specified in subsections (1) and (2) of this section.

(4) A refund is issued when the replacement charge which has been paid is canceled or reduced within the limitations specified in subsections (1), (2), and (3) of this section.

[Statutory Authority: RCW 28B.15.031 and 28B.20.130, 95-14-045, § 478-168-350, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130(1), 79-10-016 (Order 79-4), § 478-168-350, filed 9/7/79; Order 73-1, § 478-168-350, filed 1/8/73.]

**WAC 478-168-360 Binding charges.** (1) The binding charge will be levied when:

(a) Material is returned in need of rebinding and there is reasonable assurance that the damage was caused by the most recent borrower.

(b) The borrower provides a replacement copy which requires binding in order to match the format of the copy being replaced.

(2) The binding charge is established by the director of libraries or his/her designee on an annual basis.

[Statutory Authority: RCW 28B.15.031 and 28B.20.130, 95-14-045, § 478-168-360, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130(1), 79-10-016 (Order 79-4), § 478-168-360, filed 9/7/79; Order 73-1, § 478-168-360, filed 1/8/73.]

**WAC 478-168-380 Appeal of library charges.** (1) Except for cancellation of replacement charges as defined in WAC 478-168-350 (1), (2) and (3), library charges are non-cancellable except as determined by the appeal procedure or in cases of library error. Appeals are adjudicated by the library fines appeals committee, a committee composed of faculty and students. The faculty member serves as chair.

(2) The libraries inform potential appellants of the availability of the appeals process at the time of billing and in all correspondence regarding the application of sanctions. Appeal of library charges may be filed by securing an appeal form from the unit which levied the charges and submitting the completed form to the library cashier.

(3) Meetings of the libraries fines appeals committee are considered brief adjudicative procedures as defined by the Administrative Procedure Act (chapter 34.05 RCW). Committee meetings are conducted in conformance with the act and other applicable laws.

(4) A completed appeals form must be submitted within six months of billing for the charges to be appealed.

[Statutory Authority: RCW 28B.15.031 and 28B.20.130, 95-14-045, § 478-168-380, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130(1), 79-10-016 (Order 79-4), § 478-168-380, filed 9/7/79; Order 73-1, § 478-168-380, filed 1/8/73.]

**WAC 478-168-390 Failure to pay library charges and misuse of library privileges.** (1) Failure to pay library charges and/or return library material may result in:

(a) Holds being placed on student records.

(b) Cancellation or blocking of registration for students.

(c) Collection processing by the libraries and/or campus agencies designated by the University of Washington. Such accounts may also be reported to credit bureaus and/or litigation instituted.

(d) Revocation of borrowing privileges.

(e) Civil or criminal action against the borrower.

(f) Any combination thereof.

(2) Misuse of library privileges may result in revocation of borrowing privileges by the director of libraries or his/her designee.

[Statutory Authority: RCW 28B.15.031 and 28B.20.130, 95-14-045, § 478-168-390, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130(1), 79-10-016 (Order 79-4), § 478-168-390, filed 9/7/79; Order 73-1, § 478-168-390, filed 1/8/73.]

## Chapter 478-210 WAC

### THOMAS BURKE MEMORIAL WASHINGTON STATE MUSEUM

#### WAC

478-210-010

Legal authority to enact.

478-210-020

Procedures for permanent acquisition of loaned specimens.

**WAC 478-210-010 Legal authority to enact.** Pursuant to the authority granted by RCW 27.40.034 the board of regents of the University of Washington has established the following procedures for permanent acquisition of documents and materials on loan to the museum of the University of Washington (presently known as the Thomas Burke Memorial Washington State Museum).

[Statutory Authority: RCW 27.40.034, 84-09-020 (Order), § 478-210-010, filed 4/11/84.]

**WAC 478-210-020 Procedures for permanent acquisition of loaned specimens.** Acting on behalf of the board of regents, the museum will take the following steps:

(1) Notice, requesting action, will be sent by certified mail, return receipt requested, to the lender at his last known address.

(a) If the lender does not claim the loaned documents and/or materials within ninety days of notice mailing date; or

(b) If notice letter is returned as undeliverable, **then**

(2) Public notice shall be published once each week during two successive weeks in a daily newspaper circulating in the city of Seattle and the county of King describing the unclaimed documents and materials, giving the name of the reputed owner, and requesting all persons who may have knowledge of the whereabouts of such owner to contact the museum of the University of Washington. More than one item may be described in each of such notices.

If after sixty days of the date of the second publication the lender has not been located, **then**

(3) The loaned documents and materials shall be deemed an unrestricted and irrevocable gift to the museum.



[Statutory Authority: RCW 27.40.034, 84-09-020 (Order), § 478-210-020, filed 4/11/84.]

### Chapter 478-250 WAC

#### GOVERNING INDEXING OF PUBLIC RECORDS

##### WAC

478-250-010	Purpose.
478-250-050	University rules coordination.
478-250-060	Rule indexing.
478-250-070	Requests for access to indexes.

**WAC 478-250-010 Purpose.** This chapter is enacted by the board of regents of the University of Washington in compliance with chapter 42.17 RCW, "Disclosure—Campaign finances—Lobbying—Records"; and chapter 34.05 RCW, "Administrative Procedure Act"; and in particular with RCW 42.17.260 and 34.05.220.

[Statutory Authority: RCW 28B.20.130, 91-10-031, § 478-250-010, filed 4/24/91, effective 5/25/91.]

**WAC 478-250-050 University rules coordination. (1)** University rules coordination shall be conducted by the administrative procedures office under the direction of the administrative procedures officer who reports to the office of the vice-president for university relations.

(2) The administrative procedures officer shall have knowledge of the subjects of rules being proposed or prepared within the university, maintain the records of any such action, and respond to public inquiries about possible, proposed, or existing rules and the identity of university personnel developing, reviewing, or commenting on them.

[Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW, 97-14-004, § 478-250-050, filed 6/19/97, effective 7/20/97. Statutory Authority: RCW 28B.20.130, 91-10-031, § 478-250-050, filed 4/24/91, effective 5/25/91.]

**WAC 478-250-060 Rule indexing. (1) Content.** The university administrative procedures office shall maintain an index of final orders, declaratory orders, interpretive statements, and policy statements, as defined by RCW 42.17.260(5), issued after June 30, 1990, by the board of regents of the University of Washington, the president of the University of Washington, or their designees.

(2) Form. The index shall reference final orders, declaratory orders, interpretive statements, or policy statements by one or more of the following classifications: Date of implementation, organizational unit, or subject matter.

[Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW, 97-14-004, § 478-250-060, filed 6/19/97, effective 7/20/97. Statutory Authority: RCW 28B.20.130, 91-10-031, § 478-250-060, filed 4/24/91, effective 5/25/91.]

**WAC 478-250-070 Requests for access to indexes.** Information regarding public inspection of indexes, their location, and a schedule for revising and updating these indexes can be obtained by contacting the public records officer, in accordance with WAC 478-276-060.

[Statutory Authority: RCW 28B.20.130, 91-10-031, § 478-250-070, filed 4/24/91, effective 5/25/91.]

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### Chapter 478-276 WAC

#### GOVERNING ACCESS TO PUBLIC RECORDS

##### WAC

478-276-010	Purpose.
478-276-020	Definitions.
478-276-050	Public records available.
478-276-060	Public records officer.
478-276-070	Times for inspection and copying.
478-276-080	Requests for public records.
478-276-090	Commercial purposes.
478-276-100	Inspection of public records—Copying—Costs.
478-276-105	Protection of public records.
478-276-110	Exemptions—Court protection.
478-276-120	Review of denials of public records requests.
478-276-140	Public records office—Address.

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

478-276-030	Description of central and field organization of the University of Washington. [Order 73-5, § 478-276-030, filed 5/29/73.] Repealed by 97-14-004, filed 6/19/97, effective 7/20/97. Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW.
478-276-040	General course and method of government. [Statutory Authority: RCW 28B.20.130, 91-10-031, § 478-276-040, filed 4/24/91, effective 5/25/91. Statutory Authority: RCW 28B.20.130(1), 81-20-049 (Order 81-2), § 478-276-040, filed 10/2/81; Order 73-5, § 478-276-040, filed 5/29/73.] Repealed by 97-14-004, filed 6/19/97, effective 7/20/97. Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW.
478-276-130	University records. [Statutory Authority: RCW 28B.20.130(1), 81-20-049 (Order 81-2), § 478-276-130, filed 10/2/81; Order 73-5, § 478-276-130, filed 5/29/73.] Repealed by 91-10-031, filed 4/24/91, effective 5/25/91. Statutory Authority: RCW 28B.20.130.

**WAC 478-276-010 Purpose.** This chapter is enacted by the board of regents of the University of Washington in compliance with the provisions of chapter 42.17 RCW, "Disclosure—Campaign finances—Lobbying—Records"; and in particular with RCW 42.17.250 through 42.17.340 dealing with public records.

[Statutory Authority: RCW 28B.20.130, 91-10-031, § 478-276-010, filed 4/24/91, effective 5/25/91. Statutory Authority: RCW 28B.20.130(1), 81-20-049 (Order 81-2), § 478-276-010, filed 10/2/81; Order 73-5, § 478-276-010, filed 5/29/73.]

**WAC 478-276-020 Definitions. (1)** "Public record" includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used or retained by any state or local agency regardless of physical form or characteristic.

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

[Order 73-5, § 478-276-020, filed 5/29/73.]

**WAC 478-276-050 Public records available.** All public records of the University of Washington, as defined in WAC 478-276-020, are deemed to be available for public

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inspection and copying pursuant to these rules, except as otherwise provided by law.

[Order 73-5, § 478-276-050, filed 5/29/73.]

**WAC 478-276-060 Public records officer.** For purposes of compliance with chapter 42.17 RCW, duties of the public records officer shall include but not be limited to: The implementation of the university's rules and regulations regarding release of public records, coordinating the staff of the public records office in this regard, and generally coordinating compliance by the university with the public records disclosure requirements of chapter 42.17 RCW. The person so designated shall be at the following location:

University of Washington  
Public Records Office  
Visitors Information Center  
4014 University Way N.E.  
Seattle, WA 98105-6203

(for internal campus mail use: Box 355502).

[Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW. 97-14-004, § 478-276-060, filed 6/19/97, effective 7/20/97. Statutory Authority: RCW 28B.20.130, 91-10-031, § 478-276-060, filed 4/24/91, effective 5/25/91. Statutory Authority: RCW 28B.20.130(1), 81-20-049 (Order 81-2), § 478-276-060, filed 10/2/81; Order 73-5, § 478-276-060, filed 5/29/73.]

**WAC 478-276-070 Times for inspection and copying.**

Public records of the University of Washington shall be available for inspection and copying during the regular office hours of the public records office: Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding legal holidays.

[Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW. 97-14-004, § 478-276-070, filed 6/19/97, effective 7/20/97; Order 73-5, § 478-276-070, filed 5/29/73.]

**WAC 478-276-080 Requests for public records.** In accordance with requirements of chapter 42.17 RCW, that agencies prevent unreasonable invasions of privacy, protect public records from damage or disorganization, and prevent excessive interference with essential functions of the agency, public records required to be disclosed by chapter 42.17 RCW, may be inspected or copied, or copies of such records may be obtained, by members of the public upon compliance with the following procedures: All requests shall be directed to the public records officer at the address set forth in WAC 478-276-140. The request shall include the following information:

- (1) The name of the person requesting the records;
- (2) The time of day and calendar date on which the request was made; and
- (3) The public record(s) requested.

[Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW. 97-14-004, § 478-276-080, filed 6/19/97, effective 7/20/97. Statutory Authority: RCW 28B.20.130, 91-10-031, § 478-276-080, filed 4/24/91, effective 5/25/91. Statutory Authority: RCW 28B.20.130(1), 81-20-049 (Order 81-2), § 478-276-080, filed 10/2/81; Order 73-5, § 478-276-080, filed 5/29/73.]

**WAC 478-276-090 Commercial purposes.** No provision of any regulation contained in this chapter 478-276

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WAC shall be construed as giving authority to any faculty or staff member of the University of Washington to give, sell, or provide access to lists of individuals requested for commercial purposes.

[Statutory Authority: RCW 28B.20.130(1), 81-20-049 (Order 81-2), § 478-276-090, filed 10/2/81; Order 73-5, § 478-276-090, filed 5/29/73.]

**WAC 478-276-100 Inspection of public records—Copying—Costs.** (1) Public records of the University of Washington required to be disclosed by chapter 42.17 RCW, shall be made available for inspection and copying at the public records office under the supervision of the public records officer. Arrangements for photocopying of documents in accordance with RCW 42.17.300 shall be made by the university in such a way as to protect the records from damage or disorganization and to prevent excessive interference with other essential functions of the agency.

(2) No fee shall be charged for the inspection of public records. The university imposes a charge for providing copies of public records and for the costs of envelopes, postage, and other charges as allowed by statute. Such charges shall not exceed the amount necessary to reimburse the university for actual costs as allowed by law.

(3) No person shall be provided a copy of a public record which has been copied by the university at the request of such person until and unless such person has tendered payment for the charge for providing such copying.

[Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW. 97-14-004, § 478-276-100, filed 6/19/97, effective 7/20/97. Statutory Authority: RCW 28B.20.130, 91-10-031, § 478-276-100, filed 4/24/91, effective 5/25/91. Statutory Authority: RCW 28B.20.130(1), 81-20-049 (Order 81-2), § 478-276-100, filed 10/2/81; Order 73-5, § 478-276-100, filed 5/29/73.]

**WAC 478-276-105 Protection of public records.**

Access to any "writing," as defined in WAC 478-276-020(2), shall be restricted to the viewing area designated by the university. No document shall be physically removed by a member of the public from the viewing area for any reason whatsoever. Nor shall any member of the public who is viewing documents disassemble, deface, or cause the disorganization of documents for any reason whatsoever.

[Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW. 97-14-004, § 478-276-105, filed 6/19/97, effective 7/20/97.]

**WAC 478-276-110 Exemptions—Court protection.**

(1) The University of Washington reserves the right to determine that a public record requested in accordance with the procedures outlined in WAC 478-276-080 is exempt under the provisions of chapter 42.17 RCW.

(2) In addition, pursuant to chapter 42.17 RCW, the University of Washington reserves the right to delete identifying details when it makes available or publishes any public record in any cases when there is reason to believe that disclosure of such details would be an invasion of personal privacy protected by RCW 42.17.255.

(3) Responses by the University of Washington refusing, in whole or in part, inspection of any record shall include a statement of the specific exemption authorizing the withhold-

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ing of the record (or part) and a brief explanation of how the exemption applies to the record withheld.

(4) Pursuant to RCW 42.17.330, the University of Washington reserves the right to seek to enjoin the examination of any specific record, the examination of which the university determines would clearly not be in the public interest and would substantially and irreparably damage any person or would substantially and irreparably damage vital governmental functions.

[Statutory Authority: RCW 28B.20.130. 91-10-031, § 478-276-110, filed 4/24/91, effective 5/25/91; Order 73-5, § 478-276-110, filed 5/29/73.]

**WAC 478-276-120 Review of denials of public records requests.** (1) The person who has been denied access to public records may submit to the public records officer a petition for prompt review of such decision. The written request shall specifically refer to the written statement by the public records officer or staff member which constituted or accompanied the denial.

(2) Immediately after receiving a written request for review of a decision denying a public record, the public records officer or other staff member denying the request shall refer it to the office of the president of the University of Washington. The petition shall be reviewed promptly and the action of the public records officer shall be approved or disapproved. Such approval or disapproval shall constitute final university action for purposes of judicial review.

[Statutory Authority: RCW 28B.20.130(1). 81-20-049 (Order 81-2), § 478-276-120, filed 10/2/81; Order 73-5, § 478-276-120, filed 5/29/73.]

**WAC 478-276-140 Public records office—Address.** All requests for public records to the University of Washington shall be addressed as follows:

University of Washington  
Public Records Officer  
Public Records Office  
4014 University Way N.E.  
Seattle, WA 98105-6203

(for internal campus mail use: Box 355502). The telephone number of the public records office is 543-9180, FAX: 543-0786.

[Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW. 97-14-004, § 478-276-140, filed 6/19/97, effective 7/20/97. Statutory Authority: RCW 28B.20.130(1), 81-20-049 (Order 81-2), § 478-276-140, filed 10/2/81; Order 73-5, § 478-276-140, filed 5/29/73.]

**Chapter 478-324 WAC  
RULES AND REGULATIONS FOR THE  
UNIVERSITY OF WASHINGTON  
IMPLEMENTATION OF THE STATE  
ENVIRONMENTAL POLICY ACT**

**WAC**

- 478-324-010 Authority.
- 478-324-020 Adoption by reference.
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- 478-324-230 Severability.

**WAC 478-324-010 Authority.** The University of Washington adopts these procedures under the State Environmental Policy Act (SEPA), RCW 43.21C.120, and the SEPA rules, WAC 197-11-904.

[Statutory Authority: RCW 43.21C.120 and WAC 197-11-904. 84-20-074 (Order), § 478-324-010, filed 10/2/84. Formerly chapter 478-325 WAC.]

**WAC 478-324-020 Adoption by reference.** The university hereby adopts by reference the following sections of the 1984 SEPA rules, chapter 197-11 of the Washington Administrative Code.

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[Statutory Authority: RCW 43.21C.120 and WAC 197-11-904. 84-20-074 (Order), § 478-324-020, filed 10/2/84.]

**WAC 478-324-030 Additional consideration in timing of threshold determination and EIS process.** (1) For project-type actions involving construction or modification of facilities, the threshold determination, DNS, mitigated-DNS or draft EIS shall be completed prior to the authoriza-

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tion to prepare working drawings. When an EIS is required, the final EIS shall be issued no later than seven days prior to the award of a construction contract.

(2) For nonproject type actions, the threshold determination and any required DNS, mitigated-DNS or EIS shall be completed prior to final approval or adoption of the proposal by the board of regents or agent delegated by the board to take such action. When an EIS is required, the final EIS shall be issued no later than seven days prior to the approval or adoption of a proposal.

[Statutory Authority: RCW 43.21C.120 and WAC 197-11-904. 84-20-074 (Order), § 478-324-030, filed 10/2/84.]

**WAC 478-324-040 SEPA advisory committee established for environmental review.** A SEPA advisory committee (the committee) shall be established to assist the university with environmental review and with integrating SEPA procedures with the planning and decision-making process. The committee shall aid the university in complying with the State Environmental Policy Act (chapter 43.21C RCW) and State Environmental Policy Act rules (chapter 197-11 WAC), except for those actions pertaining to the metropolitan tract. The committee shall consist of members representing the students, faculty, and staff of the university and shall be appointed by the president. It shall be the mission of the committee to ensure that sound decision-making at the university includes early consideration of environmental values and goals and timely preparation and review of environmental analysis. This mission shall be carried out in the following ways:

(1) The committee shall adopt procedures which provide for the review of environmental documents within the time limits established by WAC 197-11-455(6), 197-11-340, and 197-11-408.

(2) The committee shall be involved from the initiation of the university's scoping procedures.

(3) The committee shall review all nonexempt actions for compliance with the provisions of the SEPA rules. Generally, review shall occur:

(a) At the earliest possible time after a proposed action is sufficiently well defined to permit meaningful environmental analysis.

(b) In all cases, before a final decision has been made.

(4) Specifically, committee review shall occur:

(a) After completion of an environmental checklist but before threshold determination.

(b) Prior to the responsible official's reconsideration of the threshold determination if substantive comments have been received regarding the DNS.

(c) Prior to the responsible official issuing a mitigated DNS.

(d) Prior to the publication of any draft EIS.

(e) Prior to the publication of any final EIS.

(5) At least one member representing the committee shall attend public hearings on the environmental impact of a proposal.

(6) To enable the SEPA advisory committee to be involved in the university's SEPA procedures at the earliest possible time, the university environmental planning staff shall:

(a) Review capital project programs, project proposals, and nonproject proposals to identify potential environmental issues and/or constraints.

(b) Consult with the chairperson on significant issues to determine which issues should be reviewed with the full committee.

(7) The committee's recommendations shall be advisory and shall not relieve the responsible officials of their responsibilities as established by these procedures.

[Statutory Authority: RCW 43.21C.120 and WAC 197-11-904. 84-20-074 (Order), § 478-324-040, filed 10/2/84.]

**WAC 478-324-050 Additional considerations in threshold determination process.** The SEPA advisory committee shall be consulted before the threshold determination to obtain input regarding level of detail of information provided in the checklist, proposed or potential mitigating measures, and appropriate threshold determination.

[Statutory Authority: RCW 43.21C.120 and WAC 197-11-904. 84-20-074 (Order), § 478-324-050, filed 10/2/84.]

**WAC 478-324-060 Additional considerations in determination of nonsignificance.** (1) The responsible official shall send the DNS and environmental checklist to agencies with jurisdiction, the city-university community advisory committee, and the SEPA advisory committee.

(2) Agencies with jurisdiction, the city-university community advisory committee, and the SEPA advisory committee shall be advised of any withdrawn DNS and the reasons for its withdrawal.

[Statutory Authority: RCW 43.21C.120 and WAC 197-11-904. 84-20-074 (Order), § 478-324-060, filed 10/2/84.]

**WAC 478-324-070 Additional considerations in mitigated DNS.** (1) In consultation with the SEPA advisory committee, city-university community advisory committee, and other agencies with jurisdiction, the responsible official will determine if there are mitigating measures and clarifications or changes to the environmental checklist which would reduce impacts to the extent that a mitigated DNS could be issued.

(2) All mitigation measures in a mitigated DNS for a proposed project shall be included in the final project, with the exception of any measures clearly the responsibility of another agency.

[Statutory Authority: RCW 43.21C.120 and WAC 197-11-904. 84-20-074 (Order), § 478-324-070, filed 10/2/84.]

**WAC 478-324-090 Additional considerations in scoping.** (1) Scoping shall be used for EIS's and supplemental EIS's.

(2) The university shall notify members of the SEPA advisory committee, the city-university community advisory committee, agencies with jurisdiction, and others on the university SEPA mailing list of the DS and the initiation of this scoping process. Written comments shall be provided to the university within twenty-one days of the issuance of the DS.

[Statutory Authority: RCW 43.21C.120 and WAC 197-11-904. 84-20-074 (Order), § 478-324-090, filed 10/2/84.]

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**WAC 478-324-100 Additional consideration of EIS content.** Where the university is lead agency, the EIS preparers of the university shall determine the organization of the EIS, even though other agencies with jurisdiction are involved with the proposal.

[Statutory Authority: RCW 43.21C.120 and WAC 197-11-904. 84-20-074 (Order), § 478-324-100, filed 10/2/84.]

**WAC 478-324-110 Additional recipients of DEIS.** The university shall send copies of the draft EIS to the SEPA advisory committee, the city-university community advisory committee, other agencies with jurisdiction, and all individuals, organizations and agencies who provided comments during the scoping process.

[Statutory Authority: RCW 43.21C.120 and WAC 197-11-904. 84-20-074 (Order), § 478-324-110, filed 10/2/84.]

**WAC 478-324-120 Additional recipients of FEIS.** A final EIS (FEIS) shall be issued by the responsible official and shall be sent to the city-university community advisory committee, agencies with jurisdiction, the SEPA advisory committee, all other individuals, organizations and agencies who provided comments on the draft EIS, and to anyone requesting an FEIS. Notices of availability of the final EIS shall be sent to others on the SEPA mailing list and to those who expressed an interest in the draft EIS, but who did not provide comments.

[Statutory Authority: RCW 43.21C.120 and WAC 197-11-904. 84-20-074 (Order), § 478-324-120, filed 10/2/84.]

**WAC 478-324-130 Establishment of SEPA information center.** (1) The University of Washington Visitors' Information Center shall serve as the university's SEPA information center.

(2) The following documents shall be maintained at the SEPA public information center:

(a) Copies of all SEPA public information registers for a period of one year from the date of publication.

(b) Copies of all environmental checklists, determinations of nonsignificance and determinations of significance for a period of one year from the date of issue.

(c) Copies of all current scoping and public hearing notices.

(d) Copies of all draft and final EIS's for a period of three years after the date of publication.

(e) Copies of all documents which have been incorporated by reference in the environmental assessments maintained at the information center.

(f) A current list of individuals designated as responsible officials for university compliance with SEPA.

(g) A current membership list of the SEPA advisory committee.

(h) Copies of agendas and minutes of the SEPA advisory committee for a period of one year after the date of issue.

(3) The documents at the SEPA information center shall be available for public inspection and copies thereof shall be provided upon request. A fee to cover the actual cost of printing/copying may be charged for copies.

[Statutory Authority: RCW 43.21C.120 and WAC 197-11-904. 84-20-074 (Order), § 478-324-130, filed 10/2/84.]



**WAC 478-324-140 Additional methods of public notice.** The university shall provide public notice of scoping, DNS with comment period, public hearings scheduled in accordance with these procedures and availability of draft and final EIS's by:

(1) Sending copies of the document or notice of availability of the document to those identified in WAC 478-324-090 above;

(2) Posting a notice on the proposed site (for project EIS's);

(3) Providing notice in such form as a press release or advertisement in the *University Week*, *University of Washington Daily*, and a Seattle newspaper of general circulation.

[Statutory Authority: RCW 43.21C.120 and WAC 197-11-904, 84-20-074 (Order), § 478-324-140, filed 10/2/84.]

**WAC 478-324-150 Additional definitions.** (1) "Final action" means the university's decision to proceed or not proceed with a proposal and is so defined in compliance with public notice requirements, RCW 43.21C.080. For proposals involving a series of decision points, the final action shall be clearly identified in the environmental checklist and/or EIS. The point at which the final action is made during the planning process may vary depending upon the nature of the proposal, but at no time shall the final action occur before fifteen days following issuance of a DNS or seven days following issuance of an FEIS.

(2) "Lead unit" means that unit of the university which is responsible for preparing the environmental checklist, making the threshold determination, and preparing the draft and final EIS's.

(3) "SEPA mailing list" means a current list maintained at the campus planning office at the university of all individuals, groups, and agencies who have communicated to the university their interest in SEPA policies, procedures, and documents. This list shall include the city-university community advisory committee and all community organizations represented on the committee, including those with alternative representation.

[Statutory Authority: RCW 43.21C.120 and WAC 197-11-904, 84-20-074 (Order), § 478-324-150, filed 10/2/84.]

**WAC 478-324-160 University compliance with flexible thresholds.** The university will use the flexible thresholds established by the particular jurisdiction in which a university project is located.

[Statutory Authority: RCW 43.21C.120 and WAC 197-11-904, 84-20-074 (Order), § 478-324-160, filed 10/2/84.]

**WAC 478-324-170 Emergencies.** Actions that must be undertaken immediately or within a time too short to allow full compliance with these rules, to avoid an imminent threat to public health or safety, to prevent an imminent danger to public or private property, or to prevent an imminent threat of serious environmental degradation, shall be exempt from the procedural requirements of this chapter. Such actions include, but are not limited to, the following:

(1) Emergency pollution control actions responding to accidental discharges, leaks or spills into the air, state waters, or on land.

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(2) Implementation of a change in waste disposal procedures caused by unanticipated changes in waste sources which are in compliance with federal and state regulations and standards.

(3) Clean-up or decontamination of academic and research facilities or equipment accidentally exposed or contaminated, to permit maintenance, repair or relocation, when procedures followed are in accordance with federal or state guidelines, recommendations, or standards.

(4) Emergency actions implemented to reduce an imminent hazard to the health and safety of an element of the university resulting from structural failure, equipment malfunction, human error or natural event.

[Statutory Authority: RCW 43.21C.120 and WAC 197-11-904, 84-20-074 (Order), § 478-324-170, filed 10/2/84.]

**WAC 478-324-180 Designation of responsible official.** (1) The president shall appoint a responsible official for each unit of the university which may propose a nonexempt action.

(2) The director of campus planning shall serve as the responsible official for any unit of the university which requests that the campus planning office serve as the lead unit.

(3) Responsible officials shall carry out the duties and functions of the university with regard to these rules for all major actions initiated by their unit.

[Statutory Authority: RCW 43.21C.120 and WAC 197-11-904, 84-20-074 (Order), § 478-324-180, filed 10/2/84.]

**WAC 478-324-190 Procedures on consulted agencies.** The campus planning office shall be responsible for coordinating, receiving, and reviewing comments and requests for information from agencies regarding threshold determinations, scoping, EIS's, and supplemental EIS's.

[Statutory Authority: RCW 43.21C.120 and WAC 197-11-904, 84-20-074 (Order), § 478-324-190, filed 10/2/84.]

**WAC 478-324-200 Determining the lead agency.** (1) Except as otherwise specially provided herein, the university shall serve as the lead agency for all proposals it initiates. In the event that one or more additional agencies share in the implementation of the proposal, the university and the agencies shall by agreement determine which agency will assume the status of lead agency. Any dispute over lead agency determination shall be settled in accordance with the provisions of WAC 197-11-946.

(2) When the total proposal will involve both private and university construction activity, it shall be characterized as either a private or a university project for the purposes of lead agency designation, depending upon whether the primary sponsor or initiator of the project is the university or a private party. Any project in which university and private interests are too intertwined to make this characterization shall be considered a university project.

(3) The university's responsibilities as lead agency include complying with the threshold determination procedures; the initiation and administration of the scoping process; the supervision or actual preparation of draft EIS's, including the circulation of such statements, the conduct of

any public hearings or public meetings required by these rules; and the supervision or preparation of required final EIS's and supplemental EIS's.

[Statutory Authority: RCW 43.21C.120 and WAC 197-11-904. 84-20-074 (Order), § 478-324-200, filed 10/2/84.]

**WAC 478-324-210 Determination of lead unit.** (1)

For university actions subject to SEPA, the campus planning office or the university academic or administrative unit initiating or administering the action shall be charged with the university's lead agency responsibilities.

(2) For actions involving more than one university unit, the involved units shall by agreement determine which unit will assume the university's lead agency responsibilities. Any dispute as to lead unit determination shall be resolved by the president.

(3) The campus planning office shall have primary university responsibility for providing procedural advice with regard to these rules. All university units with environmental expertise should strive to make their services available to lead units to assist in the university's compliance with SEPA.

[Statutory Authority: RCW 43.21C.120 and WAC 197-11-904. 84-20-074 (Order), § 478-324-210, filed 10/2/84.]

**WAC 478-324-220 SEPA policy rule and substantive authority.** In order to carry out the policy of the State Environmental Policy Act, the University of Washington or its agents shall use all practical means, consistent with other essential considerations of state and university policy, to improve and coordinate plans, functions, programs, and resources to the end that the state and its citizens may:

(1) Fulfill the responsibilities of each generation as trustee of the environment for succeeding generations;

(2) Assure for all people of Washington safe, healthful, productive, and esthetically and culturally pleasing surroundings;

(3) Attain the widest range of beneficial uses of the environment without degradation, risk to health or safety, or other undesirable and unintended consequences;

(4) Preserve important historic, cultural, and natural aspects of our national heritage;

(5) Maintain, wherever possible, an environment which supports diversity and variety of individual choice;

(6) Achieve a balance between population and resource use which will permit high standards of living and a wide sharing of life's amenities; and

(7) Enhance the quality of renewable resources and approach the maximum attainable recycling of depletable resources.

[Statutory Authority: RCW 43.21C.120 and WAC 197-11-904. 84-20-074 (Order), § 478-324-220, filed 10/2/84.]

**WAC 478-324-230 Severability.** If any provision of this chapter or its application to any person or circumstance is held invalid, the remainder of this chapter, or the application of the provision to other persons or circumstances, shall not be affected.

[Statutory Authority: RCW 43.21C.120 and WAC 197-11-904. 84-20-074 (Order), § 478-324-230, filed 10/2/84.]

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**Chapter 478-355 WAC  
SMALL WORKS ROSTER**

**WAC**

478-355-010	Authority.
478-355-020	Purpose.
478-355-030	Project construction cost.
478-355-040	Procedure for use.
478-355-050	Applicable statutes.
478-355-060	Administration.

**WAC 478-355-010 Authority.** This chapter is enacted by the board of regents of the University of Washington pursuant to RCW 28B.10.355 authorizing the university to establish a small works roster for public works projects with an estimated cost of less than one hundred thousand dollars.

[Statutory Authority: RCW 28B.10.355. 93-24-049, § 478-355-010, filed 11/24/93, effective 12/25/93. Statutory Authority: RCW 28B.20.130 and 39.34.080. 86-08-027 (Order 86-1), § 478-355-010, filed 3/26/86.]

**WAC 478-355-020 Purpose.** To expedite the award of public work contracts at minimum cost, the University of Washington executive vice president is authorized to establish a small works roster.

[Statutory Authority: RCW 28B.10.355. 93-24-049, § 478-355-020, filed 11/24/93, effective 12/25/93. Statutory Authority: RCW 28B.20.130. 88-19-041 (Order 88-01), § 478-355-020, filed 9/14/88. Statutory Authority: RCW 28B.20.130 and 39.34.080. 86-08-027 (Order 86-1), § 478-355-020, filed 3/26/86.]

**WAC 478-355-030 Project construction cost.** Whenever the estimated project construction cost of any University of Washington public work is less than one hundred thousand dollars, the University of Washington executive vice president is authorized to use the small works roster in lieu of public advertisement for bids. In the event the legislature further increases the small works roster limit, the university is authorized to use the small works roster for any projects up to the subsequently authorized limit.

[Statutory Authority: RCW 28B.10.355. 93-24-049, § 478-355-030, filed 11/24/93, effective 12/25/93. Statutory Authority: RCW 28B.20.130. 88-19-041 (Order 88-01), § 478-355-030, filed 9/14/88. Statutory Authority: RCW 28B.20.130 and 39.34.080. 86-08-027 (Order 86-1), § 478-355-030, filed 3/26/86.]

**WAC 478-355-040 Procedure for use.** When the small works roster procedure is utilized, bids will be solicited from a bidders list of at least three contractors from the small works roster randomly selected from those who registered the capability of performing the type of public work at the required location and, if required, are MWBE certified. Only the contractors identified on the bidders list will be eligible to bid on the public work. If all bids are rejected, new bids may be solicited either by again utilizing the small works roster or by public advertisement for bids.

[Statutory Authority: RCW 28B.20.130. 88-19-041 (Order 88-01), § 478-355-040, filed 9/14/88. Statutory Authority: RCW 28B.20.130 and 39.34.080. 86-08-027 (Order 86-1), § 478-355-040, filed 3/26/86.]

**WAC 478-355-050 Applicable statutes.** All statutes pertaining to contracts for public works shall be otherwise fully applicable to contracts awarded through the small works roster procedure.

[Statutory Authority: RCW 28B.20.130 and 39.34.080. 86-08-027 (Order 86-1), § 478-355-050, filed 3/26/86.]

**WAC 478-355-060 Administration.** The executive vice president is authorized to establish procedures for university use of its small works roster.

[Statutory Authority: RCW 28B.10.355. 93-24-049, § 478-355-060, filed 11/24/93, effective 12/25/93. Statutory Authority: RCW 28B.20.130. 88-19-041 (Order 88-01), § 478-355-060, filed 9/14/88. Statutory Authority: RCW 28B.20.130 and 39.34.080. 86-08-027 (Order 86-1), § 478-355-060, filed 3/26/86.]