

# Title 132Q WAC

## COMMUNITY COLLEGES—SPOKANE COMMUNITY COLLEGE—SPOKANE FALLS COMMUNITY COLLEGE

### Chapters

<b>132Q-01</b>	<b>Board of trustees.</b>
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### DISPOSITION OF CHAPTERS FORMERLY CODIFIED IN THIS TITLE

#### Chapter 132Q-08

#### REDUCTION IN FORCE FOR CLASSIFIED PERSONNEL

132Q-08-010	Purpose of rules. [Order 70-5, § 132Q-08-010, filed 12/29/70.] Repealed by 87-06-014 (Resolution No. 26), filed 2/20/87. Statutory Authority: RCW 28B.50.140.
132Q-08-020	Definitions. [Order 71-6, § 132Q-08-020, filed 7/26/71; Order 70-5, § 132Q-08-020, filed 12/29/70.] Repealed by 87-06-014 (Resolution No. 26), filed 2/20/87. Statutory Authority: RCW 28B.50.140.
132Q-08-030	Initial procedures for reduction in force. [Order 71-6, § 132Q-08-030, filed 7/26/71; Order 70-5, § 132Q-08-030, filed 12/29/70.] Repealed by 87-06-014 (Resolution No. 26), filed 2/20/87. Statutory Authority: RCW 28B.50.140.
132Q-08-040	Initial order of layoff. [Order 71-6, § 132Q-08-040, filed 7/26/71; Order 70-5, § 132Q-08-040, filed 12/29/70.] Repealed by 87-06-014 (Resolution No. 26), filed 2/20/87. Statutory Authority: RCW 28B.50.140.
132Q-08-050	Options in lieu of layoff. [Order 71-6, § 132Q-08-050, filed 7/26/71; Order 70-5, § 132Q-08-050, filed 12/29/70.] Repealed by 87-06-014 (Resolution No. 26), filed 2/20/87. Statutory Authority: RCW 28B.50.140.
132Q-08-060	Procedures for establishing order of layoff and notice requirements. [Order 71-6, § 132Q-08-060, filed 7/26/71; Order 70-5, § 132Q-08-060, filed 12/29/70.] Repealed by 87-06-014 (Resolution No. 26), filed 2/20/87. Statutory Authority: RCW 28B.50.140.
132Q-08-070	Distribution of layoff notice. [Order 71-6, § 132Q-08-070, filed 7/26/71; Order 70-5, § 132Q-08-070, filed 12/29/70.] Repealed by 87-06-014 (Resolution No. 26), filed 2/20/87. Statutory Authority: RCW 28B.50.140.
132Q-08-080	Reemployment rights of laid off employees. [Order 71-6, § 132Q-08-080, filed 7/26/71; Order 70-5, § 132Q-08-080, filed 12/29/70.] Repealed by 87-06-014 (Resolution No. 26), filed 2/20/87. Statutory Authority: RCW 28B.50.140.
132Q-08-090	Reemployment rights of laid off employees. [Order 70-5, § 132Q-08-090, filed 12/29/70.] Repealed by Order 71-6, filed 7/26/71. See WAC 132Q-08-080.
132Q-08-100	Organizational layoff units. [Order 70-5, § 132Q-08-100, filed 12/29/70.] Repealed by Order 71-6, filed 7/26/71.

### Chapter 132Q-09 PRACTICE AND PROCEDURE

132Q-09-001	Formal hearing policy. [Order 72-4, § 132Q-09-001, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
132Q-09-005	Definitions. [Order 72-4, § 132Q-09-005, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
132Q-09-010	Appearance and practice before agency. [Order 72-4, § 132Q-09-010, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
132Q-09-080	Notice and opportunity for hearing in contested cases. [Order 72-4, § 132Q-09-080, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
132Q-09-090	Service of process—By whom served. [Order 72-4, § 132Q-09-090, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
132Q-09-100	Service of process—Upon whom served. [Order 72-4, § 132Q-09-100, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
132Q-09-110	Service of process—Service upon parties. [Order 72-4, § 132Q-09-110, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
132Q-09-120	Service of process—Method of service. [Order 72-4, § 132Q-09-120, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
132Q-09-130	Service of process—When service complete. [Order 72-4, § 132Q-09-130, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
132Q-09-140	Service of process—Filing with agency. [Order 72-4, § 132Q-09-140, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
132Q-09-230	Depositions and interrogatories in contested cases—Right to take. [Order 72-4, § 132Q-09-230, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
132Q-09-240	Depositions and interrogatories in contested cases—Scope. [Order 72-4, § 132Q-09-240, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
132Q-09-250	Depositions and interrogatories in contested cases—Officer before whom taken. [Order 72-4, § 132Q-09-250, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
132Q-09-260	Depositions and interrogatories in contested cases—Authorization. [Order 72-4, § 132Q-09-260, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
132Q-09-270	Depositions and interrogatories in contested cases—Protection of parties and deponents. [Order 72-4, § 132Q-09-270, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
132Q-09-280	Depositions and interrogatories in contested cases—Oral examination and cross-examination. [Order 72-4, § 132Q-09-280, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
132Q-09-290	Depositions and interrogatories in contested cases—Recordation. [Order 72-4, § 132Q-09-290, filed

	4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.		by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50.140.
132Q-09-300	Depositions and interrogatories in contested cases—Signing attestation and return. [Order 72-4, § 132Q-09-300, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.	132Q-16-009	Notice of election—Organizations to be included on ballot—Time for filing. [Order 71-5, § 132Q-16-009, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50.140.
132Q-09-310	Depositions and interrogatories in contested cases—Use and effect. [Order 72-4, § 132Q-09-310, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.	132Q-16-012	Contents of notice of election—Designation of chief election officer—Duties. [Order 71-5, § 132Q-16-012, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50.140.
132Q-09-320	Depositions and interrogatories in contested cases—Fees of officers and deponents. [Order 72-4, § 132Q-09-320, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.	132Q-16-015	List of certificated employees—Posting of list. [Order 71-5, § 132Q-16-015, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50.140.
132Q-09-330	Depositions upon interrogatories—Submission of interrogatories. [Order 72-4, § 132Q-09-330, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.	132Q-16-018	Election inspectors—Duties—Right to challenge voter—Improper conduct. [Order 71-5, § 132Q-16-018, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50.140.
132Q-09-340	Depositions upon interrogatories—Interrogation. [Order 72-4, § 132Q-09-340, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.	132Q-16-021	Ballots. [Order 71-5, § 132Q-16-021, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50.140.
132Q-09-350	Depositions upon interrogatories—Attestation and return. [Order 72-4, § 132Q-09-350, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.	132Q-16-024	Record of vote—Signature—Challenge. [Order 71-5, § 132Q-16-024, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50.140.
132Q-09-360	Depositions upon interrogatories—Provisions of deposition rule. [Order 72-4, § 132Q-09-360, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.	132Q-16-027	Incorrectly marked ballot. [Order 71-5, § 132Q-16-027, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50.140.
132Q-09-400	Hearing officers. [Order 72-4, § 132Q-09-400, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.	132Q-16-030	Privacy for voter—Equipment. [Order 71-5, § 132Q-16-030, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50.140.
132Q-09-410	Hearing procedures. [Order 72-4, § 132Q-09-410, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.	132Q-16-033	Folding ballot—Ballot box. [Order 71-5, § 132Q-16-033, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50.140.
132Q-09-420	Duties of hearing officers. [Order 72-4, § 132Q-09-420, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.	132Q-16-036	Challenged ballot—Procedure. [Order 71-5, § 132Q-16-036, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50.140.
132Q-09-430	Stipulations and admissions of record. [Order 72-4, § 132Q-09-430, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.	132Q-16-039	Employees present entitled to vote—Sealing ballot box—Unused ballots. [Order 71-5, § 132Q-16-039, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50.140.
132Q-09-440	Definition of issues before hearing. [Order 72-4, § 132Q-09-440, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.	132Q-16-042	Election inspectors duties after voting has terminated. [Order 71-5, § 132Q-16-042, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50.140.
132Q-09-450	Continuances. [Order 72-4, § 132Q-09-450, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.	132Q-16-045	Disposition of challenged ballots—Tally sheets—Investigation by chief election officer. [Statutory Authority: RCW 28B.50.140. 90-21-020, § 132Q-16-045, filed 10/8/90, effective 11/8/90; Order 71-5, § 132Q-16-045, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50.140.
132Q-09-460	Rules of evidence—Admissibility criteria. [Order 72-4, § 132Q-09-460, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.	132Q-16-048	Counting of ballots—Procedure—Certification of results of election—Retention of ballots—Signed voting lists. [Order 71-5, § 132Q-16-048, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50.140.
132Q-09-470	Tentative admission—Exclusion—Discontinuance—Objections. [Order 72-4, § 132Q-09-470, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.	132Q-16-051	Electioneering within the polls forbidden. [Order 71-5, § 132Q-16-051, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50.140.
132Q-09-480	Form and content of decisions in contested cases. [Order 72-4, § 132Q-09-480, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.	132Q-16-054	Contest of election—Time for filing objections—Investigation of objections. [Order 71-5, § 132Q-16-054, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50.140.
	<b>Chapter 132Q-12</b>	132Q-16-057	Persons eligible to vote—Definition "certificated employee." [Order 71-5, § 132Q-16-057, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50.140.
	<b>AUTHORITY TO HIRE AND DISMISS CLASSIFIED EMPLOYEES</b>	132Q-16-060	Election determined by majority of valid votes cast—Run-off election. [Order 71-5, § 132Q-16-060, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50.140.
132Q-12-010	Designation of appointing authority. [Statutory Authority: RCW 28B.50.140. 92-14-041, § 132Q-12-010, filed 6/24/92, effective 7/25/92; Order 70-4, § 132Q-12-010, filed 1/25/71.] Repealed by 99-10-012, filed 4/26/99, effective 5/27/99. Statutory Authority: RCW 28B.50.140(14).	132Q-16-063	Time lapse for new election. [Order 71-5, § 132Q-16-063, filed 7/26/71.] Repealed by 92-14-043, filed
	<b>Chapter 132Q-16</b>		
	<b>ELECTIONS</b>		
132Q-16-003	Purpose. [Order 71-5, § 132Q-16-003, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50.140.		
132Q-16-006	Request for election—Canvass of certificated employees by independent and neutral person or association. [Order 71-5, § 132Q-16-006, filed 7/26/71.] Repealed		

6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50.140.

### Chapter 132Q-88

#### TENURE, NONRENEWAL OF FACULTY PROBATIONERS' CONTRACTS, AND FACULTY DISMISSALS

- 132Q-88-010 Purpose. [Order 71-11, § 132Q-88-010, filed 1/6/72.] Repealed by 82-01-035 (Order 81-04, Resolution No. 21), filed 12/14/81. Statutory Authority: RCW 28B.50.852.
- 132Q-88-020 Definitions. [Order 71-11, § 132Q-88-020, filed 1/6/72.] Repealed by 82-01-035 (Order 81-04, Resolution No. 21), filed 12/14/81. Statutory Authority: RCW 28B.50.852.
- 132Q-88-030 Composition of review committees. [Order 74-1, § 132Q-88-030, filed 9/23/74; Order 71-11, § 132Q-88-030, filed 1/6/72.] Repealed by 82-01-035 (Order 81-04, Resolution No. 21), filed 12/14/81. Statutory Authority: RCW 28B.50.852.
- 132Q-88-040 Review committee evaluation procedures. [Order 71-11, § 132Q-88-040, filed 1/6/72.] Repealed by 82-01-035 (Order 81-04, Resolution No. 21), filed 12/14/81. Statutory Authority: RCW 28B.50.852.
- 132Q-88-050 Review committee evaluation standards. [Order 71-11, § 132Q-88-050, filed 1/6/72.] Repealed by 82-01-035 (Order 81-04, Resolution No. 21), filed 12/14/81. Statutory Authority: RCW 28B.50.852.
- 132Q-88-060 Communication of evaluation to probationers. [Order 71-11, § 132Q-88-060, filed 1/6/72.] Repealed by 82-01-035 (Order 81-04, Resolution No. 21), filed 12/14/81. Statutory Authority: RCW 28B.50.852.
- 132Q-88-070 Recommendations regarding tenure. [Order 71-11, § 132Q-88-070, filed 1/6/72.] Repealed by 82-01-035 (Order 81-04, Resolution No. 21), filed 12/14/81. Statutory Authority: RCW 28B.50.852.
- 132Q-88-080 Board decisions regarding tenure. [Order 71-11, § 132Q-88-080, filed 1/6/72.] Repealed by 82-01-035 (Order 81-04, Resolution No. 21), filed 12/14/81. Statutory Authority: RCW 28B.50.852.
- 132Q-88-090 Dismissals. [Order 71-11, § 132Q-88-090, filed 1/6/72.] Repealed by 82-01-035 (Order 81-04, Resolution No. 21), filed 12/14/81. Statutory Authority: RCW 28B.50.852.
- 132Q-88-100 Dismissal for sufficient cause. [Order 71-11, § 132Q-88-100, filed 1/6/72.] Repealed by 82-01-035 (Order 81-04, Resolution No. 21), filed 12/14/81. Statutory Authority: RCW 28B.50.852.
- 132Q-88-110 Nonrenewal of tenured faculty contracts. [Order 71-11, § 132Q-88-110, filed 1/6/72.] Repealed by 82-01-035 (Order 81-04, Resolution No. 21), filed 12/14/81. Statutory Authority: RCW 28B.50.852.
- 132Q-88-120 Tenure considerations. [Order 71-11, § 132Q-88-120, filed 1/6/72.] Repealed by 82-01-035 (Order 81-04, Resolution No. 21), filed 12/14/81. Statutory Authority: RCW 28B.50.852.
- 132Q-88-130 Severability. [Order 71-11, § 132Q-88-130, filed 1/6/72.] Repealed by 82-01-035 (Order 81-04, Resolution No. 21), filed 12/14/81. Statutory Authority: RCW 28B.50.852.

### Chapter 132Q-01 WAC BOARD OF TRUSTEES

#### WAC

- 132Q-01-006 Organization and operation.
- 132Q-01-010 Bylaws of the board of trustees.
- 132Q-01-020 Regular meetings of the board of trustees.
- 132Q-01-030 Special meetings of the board of trustees.
- 132Q-01-040 Office of the board of trustees.
- 132Q-01-050 Correspondence for the board of trustees.

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

- 132Q-01-005 Board of trustees. [Statutory Authority: RCW 28B.50.140. 86-04-010 (Resolution No. 25), § 132Q-01-005, filed 1/24/86.] Repealed by 90-21-013, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.

**WAC 132Q-01-006 Organization and operation.** (1) Organization: Washington Community College District 17 (the community colleges of Spokane, including Spokane Community College, Spokane Falls Community College and The Institute for Extended Learning) is established in Title 28B RCW as a public institution of higher education. The institution is governed by a five-member board of trustees, appointed by the governor. The board employs a chief executive officer who establishes the structure of the administration.

(2) Operation: The administrative office is located at N. 2000 Greene Street, Spokane, Washington 99207-5499. Spokane Community College is located at N. 1810 Greene Street, Spokane, Washington 99207-5399; Spokane Falls Community College is located at W. 3410 Fort George Wright Drive, Spokane, Washington 99204-5288; The Institute for Extended Learning is located at W. 3305 Fort George Wright Drive, Spokane, Washington 99204-5228. The office hours are 8:00 a.m. to 4:30 p.m. Monday through Friday, except for legal holidays. During the summer months the sections of the district may operate on an alternate schedule and throughout the year, evening services are provided. Specific information is available through the office of communications.

(3) Additional and detailed information concerning the educational offerings may be obtained from the college catalog, available at the college libraries or for purchase at the college bookstores.

[Statutory Authority: RCW 28B.50.140. 90-21-014, § 132Q-01-006, filed 10/8/90, effective 11/8/90.]

#### WAC 132Q-01-010 Bylaws of the board of trustees.

The bylaws of the board of trustees of Washington Community College District 17 are contained in chapter 1 of the board policy manual.

[Statutory Authority: RCW 28B.50.140. 86-04-010 (Resolution No. 25), § 132Q-01-010, filed 1/24/86.]

#### WAC 132Q-01-020 Regular meetings of the board of trustees.

The board of trustees of Washington Community College District 17 (Community Colleges of Spokane) shall hold regular monthly meetings according to a schedule including place, time and date filed with the Washington state code reviser on or before January 1 of each year for publication in the Washington State Register. Notice of any change from such meeting schedule shall be published in the Washington State Register at least twenty days prior to the rescheduled meeting date.

Information about specific meeting places and times may be obtained from the office of the board.

[Statutory Authority: RCW 28B.50.140. 86-04-010 (Resolution No. 25), § 132Q-01-020, filed 1/24/86.]

#### WAC 132Q-01-030 Special meetings of the board of trustees.

Special meetings of the board of trustees may be called by the chairperson of the board or by a majority of the members of the board by written notice delivered by mail or by person to each member at least twenty-four hours before the time of such meeting. Such notice shall specify the time and place of the special meeting and the business to be trans-

acted. Final disposition shall not be taken on any other matter at such meetings. Notice of such special meetings also shall be provided twenty-four hours prior to such meetings to each local newspaper of general circulation and to each local radio and television station which has on file a written request to be notified of such special meetings or of all meetings of the board.

[Statutory Authority: RCW 28B.50.140, 86-04-010 (Resolution No. 25), § 132Q-01-030, filed 1/24/86.]

#### **WAC 132Q-01-040 Office of the board of trustees.**

The board of trustees shall maintain an office at North 2000 Greene Street, Spokane, Washington, 99207, where all regular meetings shall be held unless otherwise announced, and all records, minutes and the official district seal shall be kept. This office shall be open during all normal working hours.

[Statutory Authority: RCW 28B.50.140, 86-04-010 (Resolution No. 25), § 132Q-01-040, filed 1/24/86.]

**WAC 132Q-01-050 Correspondence for the board of trustees.** Correspondence or other business for the board of trustees shall be sent to the secretary of the board at the office of the board.

[Statutory Authority: RCW 28B.50.140, 86-04-010 (Resolution No. 25), § 132Q-01-050, filed 1/24/86.]

### **Chapter 132Q-03 WAC**

#### **STUDENT ATHLETIC PARTICIPATION**

##### **WAC**

132Q-03-005	Grounds for ineligibility.
132Q-03-010	Right to brief adjudicative procedure.
132Q-03-020	Brief adjudicative procedure.
132Q-03-030	Decision.

**WAC 132Q-03-005 Grounds for ineligibility.** Any student found by Washington Community College District 17 to have violated chapter 69.41 RCW by virtue of a criminal conviction or otherwise insofar as it prohibits the possession, use or sale of legend drugs, including anabolic steroids, will be disqualified from participation in any college sponsored athletic event or activity.

[Statutory Authority: RCW 28B.50.140, 91-17-075, § 132Q-03-005, filed 8/21/91, effective 9/21/91.]

**WAC 132Q-03-010 Right to brief adjudicative procedure.** Any student notified of a claimed violation of WAC 132Q-03-005 shall have the right to a brief adjudicative hearing if a written request for such a hearing is received by the appropriate college vice-president of student services within three days of receipt of a declaration of further athletic ineligibility. If no written request is received within three days after receipt of the declaration of athletic ineligibility, the student will be deemed to have waived any right to a brief adjudication hearing and will be declared ineligible from further participation in college sponsored athletic events or activities.

[Statutory Authority: RCW 28B.50.140, 91-17-075, § 132Q-03-010, filed 8/21/91, effective 9/21/91.]

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**WAC 132Q-03-020 Brief adjudicative procedure.** If a timely written request for a hearing is made, the vice-president of student services shall designate a presiding officer who shall be a college administrator who is not involved with the athletic program to conduct the brief adjudicative proceeding. The presiding officer shall promptly conduct the hearing and permit affected parties to explain both the college's view of the matter and the student's view of the matter. The brief adjudicative proceeding shall be conducted in accordance with the Administrative Procedure Act, RCW 34.05.482.

[Statutory Authority: RCW 28B.50.140, 91-17-075, § 132Q-03-020, filed 8/21/91, effective 9/21/91.]

**WAC 132Q-03-030 Decision.** The college administrator who acts as presiding officer shall issue a written decision which shall include a brief statement of the reasons for the decision and a notice that judicial review may be available. All documents presented, considered or prepared by the presiding officer shall be maintained as the official record of the brief administrative proceeding. A decision must be promptly rendered after the conclusion of the brief adjudicative proceeding and in no event later than 20 days after the request for a brief adjudicative proceeding is received by the vice-president of student services.

[Statutory Authority: RCW 28B.50.140, 91-17-075, § 132Q-03-030, filed 8/21/91, effective 9/21/91.]

### **Chapter 132Q-04 WAC**

#### **STUDENT RULES OF CONDUCT AND PROCEDURES FOR ENFORCEMENT**

##### **WAC**

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132Q-04-170	Initiation of prosecution.
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132Q-04-210	Brief adjudicative proceeding.
132Q-04-220	Conduct of disciplinary proceedings.
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132Q-04-240	Decision by the committee.
132Q-04-250	Final decision regarding appeal of disciplinary committee action.
132Q-04-260	Disciplinary action.
132Q-04-270	Readmission after dismissal.
132Q-04-280	Reporting, recording and maintenance of records.

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

132Q-04-035	Smoking. [Statutory Authority: RCW 28B.50.140, 89-07-068 (Resolution No. 27), § 132Q-04-035, filed 3/17/89, effective 9/1/89; Order 74-1, § 132Q-04-035,
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- filed 9/23/74.] Repealed by 00-14-007, filed 6/26/00, effective 7/27/00. Statutory Authority: RCW 28B.50.140.
- 132Q-04-040 Liquor. [Statutory Authority: RCW 28B.50.140(13), 82-01-032 (Order 81-01, Resolution No. 20), § 132Q-04-040, filed 12/14/81; Order 1-69, § 132Q-04-040, filed 12/8/69.] Repealed by 00-14-007, filed 6/26/00, effective 7/27/00. Statutory Authority: RCW 28B.50.140.
- 132Q-04-050 Drugs. [Statutory Authority: RCW 28B.50.140, 87-16-010 (Resolution No. 27), § 132Q-04-050, filed 7/23/87; 84-19-029 (Resolution No. 23), § 132Q-04-050, filed 9/14/84; Order 1-69, § 132Q-04-050, filed 12/8/69.] Repealed by 00-14-007, filed 6/26/00, effective 7/27/00. Statutory Authority: RCW 28B.50.140.
- 132Q-04-055 Firearms. [Statutory Authority: RCW 28B.50.140, 87-16-010 (Resolution No. 27), § 132Q-04-055, filed 7/23/87.] Repealed by 90-21-015, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-04-060 Cheating. [Statutory Authority: RCW 28B.50.140, 87-16-010 (Resolution No. 27), § 132Q-04-060, filed 7/23/87; 84-19-029 (Resolution No. 23), § 132Q-04-060, filed 9/14/84; Order 1-69, § 132Q-04-060, filed 12/8/69.] Repealed by 00-14-007, filed 6/26/00, effective 7/27/00. Statutory Authority: RCW 28B.50.140.
- 132Q-04-061 Plagiarism. [Statutory Authority: RCW 28B.50.140(13), 95-01-040, § 132Q-04-061, filed 12/12/94, effective 1/12/95.] Repealed by 00-14-007, filed 6/26/00, effective 7/27/00. Statutory Authority: RCW 28B.50.140.
- 132Q-04-067 Classroom conduct. [Statutory Authority: RCW 28B.50.140, 84-19-029 (Resolution No. 23), § 132Q-04-067, filed 9/14/84; Order 70-1, § 132Q-04-067, filed 9/22/70.] Repealed by 00-14-007, filed 6/26/00, effective 7/27/00. Statutory Authority: RCW 28B.50.140.
- 132Q-04-068 Conduct at college functions. [Statutory Authority: RCW 28B.50.140(13), 82-01-033 (Order 81-02, Resolution No. 18), § 132Q-04-068, filed 12/14/81.] Repealed by 00-14-007, filed 6/26/00, effective 7/27/00. Statutory Authority: RCW 28B.50.140.
- 132Q-04-070 Theft and/or sale of stolen property. [Statutory Authority: RCW 28B.50.140, 84-19-029 (Resolution No. 23), § 132Q-04-070, filed 9/14/84; Order 1-69, § 132Q-04-070, filed 12/8/69.] Repealed by 00-14-007, filed 6/26/00, effective 7/27/00. Statutory Authority: RCW 28B.50.140.
- 132Q-04-075 Damaging property. [Statutory Authority: RCW 28B.50.140, 84-19-029 (Resolution No. 23), § 132Q-04-075, filed 9/14/84; Order 70-1, § 132Q-04-075, filed 9/22/70.] Repealed by 00-14-007, filed 6/26/00, effective 7/27/00. Statutory Authority: RCW 28B.50.140.
- 132Q-04-080 Intimidation/interference. [Statutory Authority: RCW 28B.50.140, 84-19-029 (Resolution No. 23), § 132Q-04-080, filed 9/14/84; Order 1-69, § 132Q-04-080, filed 12/8/69.] Repealed by 00-14-007, filed 6/26/00, effective 7/27/00. Statutory Authority: RCW 28B.50.140.
- 132Q-04-081 Stalking. [Statutory Authority: RCW 28B.50.140(13), 95-01-044, § 132Q-04-081, filed 12/12/94, effective 1/12/95.] Repealed by 00-14-007, filed 6/26/00, effective 7/27/00. Statutory Authority: RCW 28B.50.140.
- 132Q-04-082 Threatening/objectionable behavior. [Statutory Authority: RCW 28B.50.140(13), 95-01-043, § 132Q-04-082, filed 12/12/94, effective 1/12/95.] Repealed by 00-14-007, filed 6/26/00, effective 7/27/00. Statutory Authority: RCW 28B.50.140.
- 132Q-04-083 Assault. [Statutory Authority: RCW 28B.50.140(13), 95-01-042, § 132Q-04-083, filed 12/12/94, effective 1/12/95.] Repealed by 00-14-007, filed 6/26/00, effective 7/27/00. Statutory Authority: RCW 28B.50.140.
- 132Q-04-085 Abusive conduct. [Statutory Authority: RCW 28B.50.140, 84-19-029 (Resolution No. 23), § 132Q-04-085, filed 9/14/84; Order 70-1, § 132Q-04-085, filed 9/22/70.] Repealed by 00-14-007, filed 6/26/00, effective 7/27/00. Statutory Authority: RCW 28B.50.140.
- 132Q-04-090 Forgery or alteration of records. [Statutory Authority: RCW 28B.50.140, 84-19-029 (Resolution No. 23), § 132Q-04-090, filed 9/14/84; Order 1-69, § 132Q-04-090, filed 12/8/69.] Repealed by 00-14-007, filed 6/26/00, effective 7/27/00. Statutory Authority: RCW 28B.50.140.
- 132Q-04-094 Misuse of computer privileges. [Statutory Authority: RCW 28B.50.140(13), 95-01-041, § 132Q-04-094, filed 12/12/94, effective 1/12/95.] Repealed by 00-14-007, filed 6/26/00, effective 7/27/00. Statutory Authority: RCW 28B.50.140.
- 132Q-04-095 Computer trespass. [Statutory Authority: RCW 28B.50.140, 92-14-038, § 132Q-04-095, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-04-095, filed 7/23/87; 85-19-032 (Resolution No. 24), § 132Q-04-095, filed 9/12/85.] Repealed by 00-14-007, filed 6/26/00, effective 7/27/00. Statutory Authority: RCW 28B.50.140.
- 132Q-04-096 Misrepresentation of identity. [Statutory Authority: RCW 28B.50.140, 92-14-038, § 132Q-04-096, filed 6/24/92, effective 7/25/92.] Repealed by 00-14-007, filed 6/26/00, effective 7/27/00. Statutory Authority: RCW 28B.50.140.

**WAC 132Q-04-010 Purpose for adoption of student rules.** (1) All colleges administered by the board of trustees for Washington State Community College District 17 doing business as Community Colleges of Spokane are maintained by the state of Washington for the accomplishment of certain special purposes; namely, the provision of programs of instruction in higher education, the advancement of knowledge through scholarship and research, and the provision of related community services. Like any other social institution having its own special purpose, a college must maintain conditions conducive to the effective performance of its functions. Consequently, the college has special expectations regarding the conduct of the various participants in the academic community. Student conduct which distracts from or interferes with accomplishment of college purposes is not acceptable.

(2) Admission to a college within the district carries with it the presumption that students will conduct themselves as responsible members of the academic community. This includes an expectation that students will obey the law, will comply with rules and regulations of the college and its departments, will maintain a high standard of integrity and honesty and will respect the rights, privileges and property of other members of the college community.

(3) It is assumed that students are and wish to be treated as adults. As such, the students will accept responsibility for their own conduct. In order to accomplish educational purposes of the college and also to provide students a full understanding of the rules that will enable the college to maintain conditions conducive to the effective performance of the college's functions, the following rules regarding the conduct of students are hereby adopted. Sanctions for violations of the rules of student conduct herein adopted will be administered by the college in the manner provided by said rules. When violations of laws of the state of Washington and/or the United States are also involved, the college may refer such matters to proper civil authorities. In case of minors, this conduct may be referred to parents or legal guardians.

[Statutory Authority: RCW 28B.50.140, 00-14-007, § 132Q-04-010, filed 6/26/00, effective 7/27/00; 87-16-010 (Resolution No. 27), § 132Q-04-010, filed 7/23/87; 84-19-029 (Resolution No. 23), § 132Q-04-010, filed 9/14/84; Order 1-69, § 132Q-04-010, filed 12/8/69.]

**WAC 132Q-04-020 Definitions.** As used in this chapter, the following words and phrases shall mean:

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

(2) "Board" shall mean the board of trustees of Community Colleges of Spokane.

(3) "College" shall mean any community college or center which may be created by the board of trustees of Community Colleges of Spokane.

(4) "College facilities" shall mean and include any or all real property owned, operated, or maintained by the board of trustees of Community Colleges of Spokane, and shall include all buildings and appurtenances affixed thereon or attached thereto.

(5) "College personnel" refers to any person employed or representing on a full-time or part-time basis Community Colleges of Spokane.

(6) "Disciplinary action" shall mean and include the expulsion, suspension or admonition of any student by the appropriate college president or vice-president for the violation of any designated rule of student conduct for which a student is subject to disciplinary action.

(7) "District" shall mean Community Colleges of Spokane.

(8) "President" unless otherwise designated shall mean the duly appointed president or chief executive of any Community Colleges of Spokane.

(9) "Rules of student conduct" shall mean those rules regulating student conduct as herein adopted in this chapter.

(10) A "student" is defined as any person who is or has been officially registered at any college or instructional unit with Community Colleges of Spokane and with respect to whom the college maintains education records or personally-identifiable information.

[Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-04-020, filed 6/26/00, effective 7/27/00; 92-14-038, § 132Q-04-020, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-04-020, filed 7/23/87; 84-19-029 (Resolution No. 23), § 132Q-04-020, filed 9/14/84; Order 70-1, § 132Q-04-020, filed 9/22/70; Order 1-69, § 132Q-04-020, filed 12/8/69.]

**WAC 132Q-04-030 Jurisdiction.** All rules herein adopted concerning student conduct and discipline shall apply to every student attending a community college within the district whenever said student is engaged in or present at any approved college-related activity occurring on or off college facilities. It shall also mean for enforcement of the rules of conduct to include facilities in which students are engaged in official college training and/or activities including places of training internships, cooperative education, practicums or supervised work experiences.

[Statutory Authority: RCW 28B.50.140. 87-16-010 (Resolution No. 27), § 132Q-04-030, filed 7/23/87; 84-19-029 (Resolution No. 23), § 132Q-04-030, filed 9/14/84; Order 1-69, § 132Q-04-030, filed 12/8/69.]

**WAC 132Q-04-031 Prohibited conduct.** Disciplinary action may be taken for a violation of any provision of this student code or for a violation of other district and college rules, policies and regulations by a student which may from time to time be properly enacted including, but not limited to, the following:

(1) Smoking as well as the use of chewing tobacco in district or college facilities and college vehicles shall not be permitted.

(2) Using, possessing, consuming or being under the influence of, or selling any liquor as defined by applicable law or in a manner which disrupts a college activity.

(3) Using, possessing, selling or being under the influence of any narcotic drug or controlled substance as defined by applicable law in a district/college facility or while participating in a college-related program.

(4) Engaging in lewd, indecent, or obscene behavior.

(5) Conducting one's self in a manner which presents an imminent danger to college property or to himself/herself or to other students or persons in college facilities on or off campus, or to the education process of the college.

(6) Interfering by force or violence with, or intimidation by threat of force or violence, of another student, college personnel, faculty, or visitor who is in the peaceful discharge or conduct of his/her duties or studies.

(7) Engaging in disorderly or abusive behavior including threatening behavior which interferes with the rights of others or which obstructs or disrupts teaching, learning, research or administrative functions.

(8) Conducting or participating in an assembly which violates the guidelines of assembly as defined elsewhere in this chapter.

(9) Engaging in academic dishonesty, including cheating, falsification, plagiarism or facilitating, aiding and abetting academic dishonesty.

(10) Creating forgery of or unauthorized alteration of or unauthorized access or trespass to any college document, record, fund or instrument of identification, including electronic hardware, software and information systems and applications.

(11) Making intentional false statements and/or filing of false charges against the college and/or members of the college community.

(12) Committing theft or conversion of college property from college; theft or conversion of property of a member of the college community on college premises; or possession of property stolen from college premises and/or a member of the college community while on college premises.

(13) Causing or attempting to cause physical damage to property owned, controlled or operated by the college or to property owned, controlled or operated by another person while said property is located on college facilities.

(14) Failing to comply with the direction of college personnel or faculty acting in the legitimate performance of their duties.

(15) Refusing to provide positive identification and evidence of student enrollment to any college employee in the lawful discharge of said employee's duties.

(16) Possessing, transporting, or storing of any fire-arm(s), explosives, dangerous chemicals or other weapons, including knives, devices or substances which can be used to inflict bodily harm or to damage real or personal property. This does not apply to commissioned police officers as prescribed by law.

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

(18) Violating any of the computer and electronic information, including internet access systems use policies, rules,

regulations, guidelines and laws applicable to the district, college or department of the college which include prohibitions against use for commercial benefit or gain and department restrictions prohibiting access into any sexually explicit internet sites.

(19) Engaging in any prohibited discriminatory or harassing behavior as defined by applicable law and/or district policies including stalking or hate activity as defined by law.

(20) Engaging in intentional conduct directed at another student, college personnel or faculty that has the purpose or effect of creating a hostile, intimidating or disruptive learning or working environment.

(21) Hazing in any form as described in this chapter.

(22) Bringing any person including children to a teaching and learning environment without the express approval of the faculty member or other authorized official.

(23) Bringing any thing or object to a teaching and learning environment that may disrupt the environment or cause a safety or health hazard without the express approval of the faculty member or other authorized official.

[Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-04-031, filed 6/26/00, effective 7/27/00.]

**WAC 132Q-04-076 Hazing prohibited.** Hazing is prohibited. Hazing means 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 harm, or serious mental or emotional harm, to any student or other person attending any institution of higher education or post-secondary institution. Excluded from this definition are "customary athletic events or other similar contests or competitions."

[Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-04-076, filed 6/26/00, effective 7/27/00. Statutory Authority: RCW 28B.10.903. 95-16-066, § 132Q-04-076, filed 7/28/95, effective 8/28/95.]

**WAC 132Q-04-077 Penalties for hazing.** Any organization, association or student living group that knowingly permits hazing shall: a) Be liable for harm caused to persons or property resulting from hazing and b) be denied recognition by Community Colleges of Spokane as an official organization, association or student living group on this campus. If the organization, association or student living group is a corporation, whether for profit or nonprofit, the individual directors of the corporation may be held individually liable for damages.

A person who participates in the hazing of another shall forfeit any entitlement to state-funded grants, scholarships, or awards for one calendar year.

Forfeiture of state-funded grants, scholarships or awards may continue for an additional calendar year up to and including permanent forfeiture, based upon the seriousness of the violations.

Other sections of the student code of conduct may be applicable to hazing violations.

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

[Statutory Authority: RCW 28B.10.903. 95-16-067, § 132Q-04-077, filed 7/28/95, effective 8/28/95.]

(2001 Ed.)

**WAC 132Q-04-078 Sanctions for impermissible conduct not amounting to hazing.** Impermissible conduct associated with initiation into a student organization or living group or any pastime or amusement engaged in, with respect to the organization or living group, will not be tolerated.

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

Impermissible conduct not amounting to hazing is subject to any sanctions available under the student code of conduct depending upon the seriousness of the violation.

[Statutory Authority: RCW 28B.10.903. 95-16-068, § 132Q-04-078, 7/28/95, effective 8/28/95.]

**WAC 132Q-04-097 Eligibility for clinical programs.**

Any student who fails to comply with the requirements to be eligible for required clinical programs shall be subject to disciplinary action. Requirements may include, but are not limited to, the student having a record of current immunizations and a physical examination, TB test, CPR proficiency, state patrol clearance, proof of liability, medical and accident insurance coverages.

[Statutory Authority: RCW 28B.50.140(13). 95-03-060, § 132Q-04-097, filed 1/12/95, effective 2/12/95.]

**WAC 132Q-04-100 Right of assembly.** (1) Students shall have the right of "assembly" as defined in WAC 132Q-04-020 upon college facilities that are generally available to the public. Such assembly shall:

- (a) Be conducted in an orderly manner; and
- (b) Not unreasonably interfere with vehicular or pedestrian traffic; or
- (c) Not unreasonably interfere with classes, schedules, meetings or ceremonies, or with educational functions of the college; and
- (d) Not unreasonably interfere with college functions.

(2) A student who conducts or participates in an assembly violative of any provision of this section shall be subject to disciplinary action.

(3) Nonstudents who participate in, aid or abet any assembly or assemblies in violation of this section shall be subject to possible prosecution under the state criminal trespass law and/or any other possible civil or criminal remedies available to the college. Faculty and other college personnel who participate in, aid or abet any assembly or assemblies violative of this section shall be subject to appropriate discipline.

[Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-04-100, filed 6/26/00, effective 7/27/00; 87-16-010 (Resolution No. 27), § 132Q-04-100, filed 7/23/87; 84-19-029 (Resolution No. 23), § 132Q-04-100, filed 9/14/84; Order 1-69, § 132Q-04-100, filed 12/8/69.]

**WAC 132Q-04-105 Other punishable acts.** Any student who commits any other act on college facilities which is punishable as a misdemeanor or a felony under the laws of the state of Washington and/or the United States and which act is not a violation of any other provision of the rules of student conduct, shall be subject to disciplinary action.

[Statutory Authority: RCW 28B.50.140. 87-16-010 (Resolution No. 27), § 132Q-04-105, filed 7/23/87.]

**WAC 132Q-04-110 Commercial activities.** (1) No one shall use college facilities for commercial solicitation or promotional activities except when such activities clearly serve educational objectives, including but not limited to display of books of interest to the academic community or the display or demonstration of technical or research equipment, and when such commercial activities relate to educational objectives and are conducted under the sponsorship or the request of a college department or the office of student activities of the college, provided that such solicitation does not interfere with or operate to the detriment of the conduct of college affairs or the free flow of pedestrian or vehicular traffic.

(2) For the purpose of this regulation, the term "commercial activities" does not include handbills, leaflets, newspapers, and similarly related materials as regulated in WAC 132Q-04-140.

[Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-04-110, filed 6/26/00, effective 7/27/00; 87-16-010 (Resolution No. 27), § 132Q-04-110, filed 7/23/87; 84-19-029 (Resolution No. 23), § 132Q-04-110, filed 9/14/84; Order 1-69, § 132Q-04-110, filed 12/8/69.]

**WAC 132Q-04-120 Outside speakers.** (1) Any recognized campus student organization with the written certification of its advisor, may invite speakers on that campus subject to the legal restraints imposed by the laws of the United States and the state of Washington.

(2) The appearance of an invited speaker on a campus does not represent an endorsement, either implicit or explicit, of views or opinions of the speaker by the college, its students, its faculty, its college personnel, its administration or its board.

(3) The scheduling of facilities for hearing invited speakers shall be made through the student senate or the student activities council of the campus at which the speaker will appear.

(4) The appropriate student senate or student activities council will be notified at least seven days prior to the appearance of an invited speaker, at which time a proper form (available in the office of the director of student funded programs/student center) must be completed with all particulars regarding speaker, time, place, etc., signed by the sponsoring organization's advisor, and filed with the director of student funded programs/student center. Exceptions to the seven-day ruling may be made by the director of student funded programs/student center with the approval of the appropriate vice-president.

(5) The appropriate student senate or student activities council may require a question period or arrange to have views other than those of the invited speakers represented at the meeting, or at a subsequent meeting. The president of the college or a designated representative, may assign faculty to preside over any meeting where a speaker has been invited.

[Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-04-120, filed 6/26/00, effective 7/27/00; 92-14-038, § 132Q-04-120, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-04-120, filed 7/23/87; 84-19-029 (Resolution No. 23), § 132Q-04-120, filed 9/14/84; Order 1-69, § 132Q-04-120, filed 12/8/69.]

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**WAC 132Q-04-130 Trespass.** (1) The president of the college, or, in such president's absence, the president's designee, is authorized in the instance of any event that the president determines to be disruptive of order or which the president determines to impede the movement of persons or vehicles or which the president determines to disrupt or threatens to disrupt the movement of persons from college facilities or grounds, shall have the power and authority to:

(a) Prohibit the entry of, or withdraw the license or privilege of a person or persons or any group of persons to enter onto or remain upon any portion of a college facility; or

(b) To give notice against trespass by any manner provided for by law, to any person, persons, or group of persons against whom the license or privilege has been withdrawn or who have been prohibited from, entering onto or remaining upon any or all portion of a college facility; or

(c) To order any person, persons, or group of persons to leave or vacate all of any portion of a college facility or grounds.

(2) Any student who shall disobey a lawful order given by the president, or the president's designee, pursuant to the requirements of subsection (1) of this section, shall be subject to disciplinary action.

[Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-04-130, filed 6/26/00, effective 7/27/00; 92-14-038, § 132Q-04-130, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-04-130, filed 7/23/87; 84-19-029 (Resolution No. 23), § 132Q-04-130, filed 9/14/84; Order 1-69, § 132Q-04-130, filed 12/8/69.]

**WAC 132Q-04-140 Distribution of materials.** (1) Handbills, leaflets, newspapers, and similarly related matter distributed free of charge by any student or students or by members of recognized student organizations or by college personnel, may be distributed upon college facilities designated by the appropriate student center administrator; provided that such distribution does not interfere with the movement of persons or interfere with the free flow of vehicle or pedestrian traffic.

(2) Newspapers, leaflets, and similarly related materials offered for sale by any student or nonstudent person or organization may be distributed and sold only through the college book store as are other commercial forms of merchandise, subject to reasonable rules and regulations that may be imposed by the bookstore manager. Exceptions may be made by the appropriate vice-president or designee.

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

(4) All students and nonstudents shall be required to register with the appropriate student center administrator prior to the distribution or sale of any handbill, leaflet, newspaper or related matter, including, but not limited to, posting materials on college bulletin boards and distributing materials in college parking lots.

(5) Any distribution of the materials regulated in this section shall not be construed as approval of the same by the college or by the board of trustees of Community Colleges of Spokane.

[Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-04-140, filed 6/26/00, effective 7/27/00; 92-14-038, § 132Q-04-140, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-04-140, filed 7/23/87;



84-19-029 (Resolution No. 23), § 132Q-04-140, filed 9/14/84; Order 1-69, § 132Q-04-140, filed 12/8/69.]

#### **WAC 132Q-04-150 Right to demand identification.**

(1) For the purpose of determining whether probable cause exists for application of any section of the code of student conduct to any conduct by any person on a college facility, any faculty or other college personnel expressly authorized by the president or chief executive of any instructional unit of the Community Colleges of Spokane may demand that any person on college facilities produce evidence of student enrollment at the college, by tender of said person's student identification card.

(2) Refusal by a student to produce a student identification card, as required by subsection (1) of this section, shall be cause for disciplinary action.

[Statutory Authority: RCW 28B.50.140.00-14-007, § 132Q-04-150, filed 6/26/00, effective 7/27/00; 87-16-010 (Resolution No. 27), § 132Q-04-150, filed 7/23/87; 84-19-029 (Resolution No. 23), § 132Q-04-150, filed 9/14/84; Order 1-69, § 132Q-04-150, filed 12/8/69.]

#### **WAC 132Q-04-160 Purpose of disciplinary actions.**

Disciplinary action, up to and including dismissal from the college, may be imposed upon a student for failure to abide by the rules of student conduct herein adopted. The form of disciplinary action imposed upon the nonabiding student will determine whether and under what conditions the violator may continue as a student at the college.

[Statutory Authority: RCW 28B.50.140.84-19-029 (Resolution No. 23), § 132Q-04-160, filed 9/14/84; Order 1-69, § 132Q-04-160, filed 12/8/69.]

#### **WAC 132Q-04-170 Initiation of prosecution.**

A request for the imposition of disciplinary action for a violation of the rules of student conduct shall be referred in writing to the appropriate vice-president within twenty days of the discovery of the facts giving rise to the request. Such a request may be made by any member of the administration, faculty, or college personnel or any student. All such requests must be in writing and signed by the individual making such request. The vice-president may decline the request, implement the request or engage in informal negotiations to resolve the situation.

[Statutory Authority: RCW 28B.50.140.00-14-007, § 132Q-04-170, filed 6/26/00, effective 7/27/00; 92-14-038, § 132Q-04-170, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-04-170, filed 7/23/87; 84-19-029 (Resolution No. 23), § 132Q-04-170, filed 9/14/84; Order 1-69, § 132Q-04-170, filed 12/8/69.]

#### **WAC 132Q-04-180 Initial disciplinary proceedings.**

(1) All disciplinary proceedings will be initiated by the appropriate vice-president or designee, who may also establish advisory panels to advise or act for the office of disciplinary proceedings.

(2) It is the responsibility of the appropriate administrator as designated by the appropriate vice-president to be involved in the gathering of information and documentation relative to disciplinary problems that occur in their areas of responsibilities and submit such in written form.

(3) Any student accused of violating any provisions of the rules of student conduct will be called for an initial conference with the appropriate vice-president or designee, and

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will be informed of what provision or provisions of the rules of student conduct the student is charged with violating, and what appears to be maximum penalties which might result from consideration of the disciplinary proceeding.

(4) After considering the evidence in the case and interviewing the student or students accused of violating the rules of student conduct, the appropriate vice-president or designee, may take any of the following actions:

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

(b) Dismiss the case after whatever counseling and advice may be appropriate;

(c) Impose minor sanctions directly (warning, reprimand, disciplinary probation or fine) subject to the student's rights of appeal described below;

(d) Refer the matter to the college disciplinary committee for appropriate action. The student shall be notified in writing when such a referral is made within three calendar days;

(e) Issue an order of dismissal pursuant to the conditions of WAC 132Q-04-260(4).

(5) A student accused of violating any provision of the rules of student conduct shall be given written notification of any disciplinary action taken by the appropriate vice-president or designee. In the case of an unmarried student under eighteen years of age, written notification of the disciplinary action taken by the appropriate vice-president or designee, shall also be sent to the parents or guardian of the student.

(6) No disciplinary action recommended by the appropriate vice-president or designee, is final unless the student fails to exercise his right of appeal as provided in WAC 132Q-04-190.

[Statutory Authority: RCW 28B.50.140.00-14-007, § 132Q-04-180, filed 6/26/00, effective 7/27/00; 92-14-038, § 132Q-04-180, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-04-180, filed 7/23/87; 84-19-029 (Resolution No. 23), § 132Q-04-180, filed 9/14/84; Order 74-1, § 132Q-04-180, filed 9/23/74; Order 70-1, § 132Q-04-180, filed 9/22/70; Order 1-69, § 132Q-04-180, filed 12/8/69.]

**WAC 132Q-04-190 Appeals.** Any disciplinary action taken by the appropriate vice-president or designee, may be appealed to the college disciplinary committee; and disciplinary action taken by the college disciplinary committee may be appealed by the student to the president of the college. All appeals by a student must be made in writing to the disciplinary committee or the president and presented to the committee or president within seven days after the student has been notified of the action taken by the disciplinary committee or the president.

[Statutory Authority: RCW 28B.50.140.00-14-007, § 132Q-04-190, filed 6/26/00, effective 7/27/00; 92-14-038, § 132Q-04-190, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-04-190, filed 7/23/87; 84-19-029 (Resolution No. 23), § 132Q-04-190, filed 9/14/84; Order 1-69, § 132Q-04-190, filed 12/8/69.]

**WAC 132Q-04-200 Composition of college disciplinary committee.** Each college created by the board of trustees of Community Colleges of Spokane shall have a college disciplinary committee composed of six members plus the presiding officer for a total of seven people who shall be chosen

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no later than October 15 of each academic year. The membership shall be selected as follows:

(1) The recognized faculty organization shall appoint two members and an alternate who are teaching on the appropriate campus or college; such members shall serve a two-year term.

(2) The college president shall appoint two members from the college administration who shall serve at the pleasure of the president.

(3) Student membership shall be appointed by the respective student governments on each college campus. Student membership must include a male and female student and two alternates who shall serve for no more than one year.

(4) The presiding officer of the college disciplinary committee shall be the appropriate vice-president or designee; provided, however, that no person who personally participates in any disciplinary action reviewed by the disciplinary committee may serve as presiding officer, nor may said person cast a vote on the merits of the issue decided by the disciplinary committee pursuant to WAC 132Q-04-240.

[Statutory Authority: RCW 28B.50.140.00-14-007, § 132Q-04-200, filed 6/26/00, effective 7/27/00; 92-14-038, § 132Q-04-200, filed 6/24/92, effective 7/25/92; 90-21-016, § 132Q-04-200, filed 10/8/90, effective 11/8/90; 87-16-010 (Resolution No. 27), § 132Q-04-200, filed 7/23/87; 84-19-029 (Resolution No. 23), § 132Q-04-200, filed 9/14/84. Statutory Authority: RCW 28B.50.140(13). 82-01-034 (Order 81-03, Resolution No. 19), § 132Q-04-200, filed 12/14/81; Order 74-1, § 132Q-04-200, filed 9/23/74; Order 70-1, § 132Q-04-200, filed 9/22/70; Order 1-69, § 132Q-04-200, filed 12/8/69.]

#### **WAC 132Q-04-210 Brief adjudicative proceeding.**

The college disciplinary committee for each college, will hear, de novo, all disciplinary cases referred to it by the appropriate vice-president, designee, or cases where the student appeals the vice-president's decision.

(1) The student has a right to a fair and impartial brief adjudicative proceeding before the disciplinary committee on any charge of violating the rules of student conduct. The student's failure to cooperate with the hearing procedures hereinafter outlined, however, shall not preclude the disciplinary committee from making its findings of fact, conclusions and recommendations as provided hereafter. Failure by the student to cooperate may be taken into consideration by the committee.

(2) The student shall be given written notice by registered or certified mail of the time and place of the proceeding before the college disciplinary committee, and be afforded not less than twenty days notice thereof. Said notice shall contain:

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

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

(c) A list of witnesses who will appear and a summary description of any documentary or other physical evidence that will be presented by the college at the proceeding.

(3) The student shall be entitled to hear and examine the evidence brought forward and be informed of the identity of its source and shall be entitled to present evidence in the student's own behalf and to cross-examine witnesses testifying against the student as to factual matters. The student shall

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have all authority possessed by the college to obtain information provided requests for such information is specifically described, in writing, and tendered to the appropriate vice-president no later than three days prior to the proceedings, or to request the presence of witnesses or the production of other evidence relevant to the issues of the proceedings.

(4) The student may be accompanied by counsel of choice at the disciplinary proceeding however, counsel cannot speak at the proceeding. If the student elects to choose a duly licensed attorney admitted to practice in any state in the United States as counsel, the student must tender three days' notice excluding weekends and holidays thereof to the appropriate vice-president.

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

(6) An adequate summary of all the evidence and facts presented to the disciplinary committee during the course of the proceedings will be taken. A copy thereof shall be available at the office of the appropriate vice-president.

(7) The presiding officer of the college disciplinary committee shall preside at the disciplinary proceeding and make rulings on all evidentiary procedural matters heard in the course of the disciplinary proceeding.

[Statutory Authority: RCW 28B.50.140.00-14-007, § 132Q-04-210, filed 6/26/00, effective 7/27/00; 92-14-038, § 132Q-04-210, filed 6/24/92, effective 7/25/92; 90-21-016, § 132Q-04-210, filed 10/8/90, effective 11/8/90; 87-16-010 (Resolution No. 27), § 132Q-04-210, filed 7/23/87; 84-19-029 (Resolution No. 23), § 132Q-04-210, filed 9/14/84; Order 74-1, § 132Q-04-210, filed 9/23/74; Order 70-1, § 132Q-04-210, filed 9/22/70; Order 1-69, § 132Q-04-210, filed 12/8/69.]

#### **WAC 132Q-04-220 Conduct of disciplinary proceedings.**

(1) Proceedings conducted by the college disciplinary committee generally will be held in closed session, except when a student requests that persons other than those directly involved be invited to attend. If at any time during the conduct of a proceeding invited guests are disruptive, the presiding officer of the committee may exclude such persons from the proceeding room.

(2) Any student attending the disciplinary committee proceeding as an invited guest who continues to disrupt said proceedings after the presiding officer of the committee has asked him to cease and desist therefrom, shall be subject to disciplinary action.

[Statutory Authority: RCW 28B.50.140.90-21-016, § 132Q-04-220, filed 10/8/90, effective 11/8/90; 87-16-010 (Resolution No. 27), § 132Q-04-220, filed 7/23/87; Order 1-69, § 132Q-04-220, filed 12/8/69.]

#### **WAC 132Q-04-230 Evidence admissible in proceedings.**

(1) Only those matters presented at the proceeding in the presence of the accused student, except where the student fails to attend after receipt of proper notice, will be considered in determining whether the college disciplinary committee had sufficient cause to believe that the accused student is

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guilty of violating the rules the student is charged with having violated.

(2) In determining whether sufficient cause, as stated in subsection (1) of this section, does exist, members of the disciplinary committee shall give probative effect to evidence which possesses probative value commonly accepted by reasonable, prudent persons in the conduct of their affairs.

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

[Statutory Authority: RCW 28B.50.140. 90-21-016, § 132Q-04-230, filed 10/8/90, effective 11/8/90; 87-16-010 (Resolution No. 27), § 132Q-04-230, filed 7/23/87; 84-19-029 (Resolution No. 23), § 132Q-04-230, filed 9/14/84; Order 70-1, § 132Q-04-230, filed 9/22/70; Order 1-69, § 132Q-04-230, filed 12/8/69.]

**WAC 132Q-04-240 Decision by the committee.** (1) Upon conclusion of the disciplinary proceeding, the college disciplinary committee shall consider all the evidence therein presented and decide by majority vote of the members of the committee which of the following is to be taken:

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

(b) That the college impose minor sanctions directly, such as warning, reprimand or minor fine, subject to the student's right of appeal as hereinafter described;

(c) That the college impose any of the disciplinary actions as provided in WAC 132Q-04-260; or

(d) Issue an order to dismiss under the conditions of WAC 132Q-04-260(4).

(2) Upon conclusion of the disciplinary proceeding of a student appeal, the college disciplinary committee shall consider all the evidence therein presented and decide by majority vote of the members of the committee to uphold the previous decision, terminate the proceeding and exonerate the student or students, or recommend to the college president or designee any disciplinary action authorized under WAC 132Q-04-260.

(3) The student will be provided with a copy of the committee's findings of fact and conclusions regarding whether the student did violate any rule or rules of the code of student conduct. The committee shall also advise the student of the right to present, within seven calendar days, a written statement to the president of the college appealing the decision of the college disciplinary committee.

[Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-04-240, filed 6/26/00, effective 7/27/00; 90-21-016, § 132Q-04-240, filed 10/8/90, effective 11/8/90; 87-16-010 (Resolution No. 27), § 132Q-04-240, filed 7/23/87; 84-19-029 (Resolution No. 23), § 132Q-04-240, filed 9/14/84; Order 1-69, § 132Q-04-240, filed 12/8/69.]

**WAC 132Q-04-250 Final decision regarding appeal of disciplinary committee action.** (1) The president of the college or any representative designated, except the appropriate vice-president, shall after reviewing the record of the case, include in the report of the college disciplinary committee any statement filed by the student, approval of the recommendations of the college disciplinary committee or give directions as to what lesser disciplinary action shall be taken.

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(2) If the president decides that discipline is to be imposed or altered after the review provided by subsection (1) of this section, the president or the president's designee shall notify the student in writing of the discipline imposed. In case of an unmarried student under eighteen years of age, written notice of any action involving dismissal or disciplinary action shall also be sent to parents or guardian of the student.

[Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-04-250, filed 6/26/00, effective 7/27/00; 92-14-038, § 132Q-04-250, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-04-250, filed 7/23/87; 84-19-029 (Resolution No. 23), § 132Q-04-250, filed 9/14/84; Order 1-69, § 132Q-04-250, filed 12/8/69.]

**WAC 132Q-04-260 Disciplinary action.** The following disciplinary actions are hereby established any of which shall be the sanctions imposed upon violators of the rules of student conduct:

(1) Disciplinary warning: Notice to a student, either verbally or in writing, that the student has been in violation of the rules of student conduct or has otherwise failed to satisfy the college's expectations regarding conduct. Such warnings imply that continuation or repetition of the specific conduct involved or other misconduct will result in one of the more serious disciplinary actions described in this section. The college president may act without the need to utilize the disciplinary committee again for these continuing or repetitive violations.

(2) Reprimand: Formal action censuring a student for violation of the rules of student conduct. Reprimands are always made in writing to the student by the officer or agency taking the action, with copies to the office of student services. A reprimand indicates to the student that continuation or repetition of the specific conduct involved or other misconduct will result in one of the more serious disciplinary actions described in this section.

(3) Disciplinary probation: Formal action placing conditions upon the student's continued attendance for violation of rules of student conduct. The office placing the student on disciplinary probation will specify, in writing, the period of probation and the conditions, such as limiting the student's participation in extracurricular activities. Disciplinary probation may be for a specified term or for an indefinite period which may extend to graduation or other termination of the student's enrollment in the college. Violation of disciplinary probation shall be cause for disciplinary action.

(4) Dismissal: Termination of student status for violation of the rules of student conduct. Dismissal may be for a stated or for an indefinite period. The notification dismissing a student will indicate, in writing, the term of the dismissal and any special conditions which must be met before readmission. There is no refund of fees for the quarter in which the action is taken, but fees paid in advance for a subsequent quarter must be refunded.

(5) Fines: The office of student services may assess monetary fines against individual students for violation of the rules of student conduct. Failure to pay such fines promptly will result in the cancellation of the student's registration and will prevent the student from reregistering. Tuition fees paid

by the student may be refunded at the discretion of the college president.

[Statutory Authority: RCW 28B.50.140.00-14-007, § 132Q-04-260, filed 6/26/00, effective 7/27/00; 92-14-038, § 132Q-04-260, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-04-260, filed 7/23/87; 84-19-029 (Resolution No. 23), § 132Q-04-260, filed 9/14/84; Order 70-1, § 132Q-04-260, filed 9/22/70; Order 1-69, § 132Q-04-260, filed 12/8/69.]

**WAC 132Q-04-270 Readmission after dismissal.** Any student dismissed from the college for disciplinary reasons may be readmitted only on written petition to the office which initiated the action resulting in the dismissal. Such petitions must indicate how specified conditions have been met and, if the term of the dismissal has not expired, any reasons which support a reconsideration of the matter. Because the president of the college participates in all disciplinary actions dismissing students from the college, decisions on such petitions of readmission must be reviewed and approved by the president before readmission is granted.

[Statutory Authority: RCW 28B.50.140.87-16-010 (Resolution No. 27), § 132Q-04-270, filed 7/23/87; Order 1-69, § 132Q-04-270, filed 12/8/69.]

**WAC 132Q-04-280 Reporting, recording and maintenance of records.** (1) Records of all disciplinary cases shall be kept by the office of student services. Except in proceedings wherein the student is exonerated, all documentary or other physical evidence produced or considered in disciplinary proceedings and all recorded testimony shall be preserved insofar as possible for at least five years. No record of proceedings wherein the student is exonerated, other than the fact of exoneration, shall be maintained in the student's file or other college repository after the date of the student's graduation.

(2) The office of student services shall keep accurate records of all disciplinary actions taken by, or reported to, that office. All disciplinary action will be entered on the student's record and may be removed at the time of graduation or earlier, at the discretion of the office initiating the action, if special terms and conditions have been met or if other circumstances warrant the removal. A student may petition to that office for removal of such a notation at any time, otherwise the record of disciplinary action shall be part of that student's record.

[Statutory Authority: RCW 28B.50.140.00-14-007, § 132Q-04-280, filed 6/26/00, effective 7/27/00; 92-14-038, § 132Q-04-280, filed 6/24/92, effective 7/25/92; 84-19-029 (Resolution No. 23), § 132Q-04-280, filed 9/14/84; Order 74-1, § 132Q-04-280, filed 9/23/74; Order 1-69, § 132Q-04-280, filed 12/8/69.]

## Chapter 132Q-05 WAC

### STUDENT SUMMARY SUSPENSION RULES

#### WAC

132Q-05-010	Purpose of summary suspension rules.
132Q-05-020	Definitions.
132Q-05-030	Jurisdiction.
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132Q-05-100	Appeal.
132Q-05-110	Summary suspension proceedings not duplicitous.
132Q-05-120	Reporting, recording and maintenance of records.

**WAC 132Q-05-010 Purpose of summary suspension rules.** (1) The board of trustees of Community Colleges of Spokane recognizes the need to provide the college's administrators with a summary system of student discipline that can swiftly and fairly respond to immediate disorder on all district facilities. The board further desires to create and operate such a system within the framework of fundamental due process as presently embodied in the historic notions embodied in the jurisprudential tool of the temporary restraining order.

(2) It is to be understood, however, that nothing within the rules adopted in this chapter shall be construed to supplant the provisions of the rules of conduct and procedures of enforcement embodied in chapter 132Q-04 WAC and the student disciplinary system created therein. Rather, the provisions of the rules of this chapter shall be deemed to be supplementary to the rules of student conduct by providing a method of suspension during the pendency of the investigation and prosecution for student violations that will be subsequently heard on their merits pursuant to the system embodied in the said rules of student conduct.

[Statutory Authority: RCW 28B.50.140.00-14-007, § 132Q-05-010, filed 6/26/00, effective 7/27/00; 87-16-010 (Resolution No. 27), § 132Q-05-010, filed 7/23/87; Order 1-69, § 132Q-05-010, filed 12/8/69.]

**WAC 132Q-05-020 Definitions.** As used in this chapter, the following words and phrases shall mean:

(1) "Board" shall mean the board of trustees of Community Colleges of Spokane.

(2) "College" shall mean any community college which may be created by the board of trustees of Community Colleges of Spokane.

(3) "College facilities" shall mean and include any or all real property owned or operated by the board of trustees of Community Colleges of Spokane, and shall include all buildings and appurtenances affixed thereon or attached thereto.

(4) "District" shall mean Community Colleges of Spokane.

(5) "President," unless otherwise designated, shall mean the duly appointed chief executive of any college, instructional unit of Community Colleges of Spokane.

(6) "Rules of student conduct" shall mean those rules regulating student conduct as adopted in chapter 132Q-04 WAC.

(7) "Student" shall mean and include any person who is enrolled in any community college administered by the board of trustees of Community Colleges of Spokane.

(8) "College personnel" refers to any person employed or representing on a full-time or part-time basis Community Colleges of Spokane.

[Statutory Authority: RCW 28B.50.140.00-14-007, § 132Q-05-020, filed 6/26/00, effective 7/27/00; 87-16-010 (Resolution No. 27), § 132Q-05-020, filed 7/23/87; Order 1-69, § 132Q-05-020, filed 12/8/69.]

**WAC 132Q-05-030 Jurisdiction.** All rules herein adopted concerning student conduct and discipline shall apply to every student attending a community college within

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the district whenever said student is engaged in or present at any college-related activity whether occurring on or off college facilities.

[Order 70-2, § 132Q-05-030, filed 9/22/70; Order 1-69, § 132Q-05-030, filed 12/8/69.]

**WAC 132Q-05-033 Authority to suspend.** Each faculty member or administrator has the right to suspend up to three instructional days any student who by any act of misconduct disrupts any college class, program or the learning and teaching environment by engaging in conduct that renders it difficult or impossible to maintain the decorum of the class, program or teaching and learning environment. Such suspension may include exclusion from the college or any part thereof during the period of suspension. The faculty member or administrator shall report this suspension to the appropriate vice-president who may set conditions for the student upon return. The student may appeal to the appropriate vice-president and that vice-president may authorize an earlier return by the student only after consultation with the faculty member or administrator.

[Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-05-033, filed 6/26/00, effective 7/27/00; 87-16-010 (Resolution No. 27), § 132Q-05-033, filed 7/23/87.]

**WAC 132Q-05-036 Conduct at college functions.** College personnel have the right to remove or have removed from a college function and/or the college for up to three instructional days any student who by an act of misconduct, substantially disrupts any college function by engaging in conduct that renders it difficult, or impossible, to continue such function in an orderly manner.

[Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-05-036, filed 6/26/00, effective 7/27/00; 87-16-010 (Resolution No. 27), § 132Q-05-036, filed 7/23/87.]

**WAC 132Q-05-040 Initiation of summary suspension proceedings.** Notwithstanding WAC 132Q-05-033, if the president, or the president's designee, has cause to believe that any student has violated any law of the state or the United States, or any of the rules of student conduct contained in chapter 132Q-04 WAC, and the president, or president's designee, also has further cause to believe that the student's violations involve:

(1) Participation in any mass protest or demonstration violative of WAC 132Q-04-100, and that immediate disciplinary action is necessary to restore order on any college campus or instructional unit; or

(2) A significant probability that said violation or violations will continue to disrupt the educational environment of the college, so as to render the disciplinary proceeding process contained in chapter 132Q-04 WAC ineffectual.

Then the president, or president's designee, shall, pursuant to the following rules, have authority to suspend said student for a maximum of ten additional instructional days prior to any subsequent disciplinary proceeding initiated under the rules of student conduct contained in chapter 132Q-04 WAC.

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[Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-05-040, filed 6/26/00, effective 7/27/00; 87-16-010 (Resolution No. 27), § 132Q-05-040, filed 7/23/87; Order 1-69, § 132Q-05-040, filed 12/8/69.]

**WAC 132Q-05-050 Notice of summary proceedings.**

(1) If the president desires to exercise the authority conferred by WAC 132Q-05-040 against any student, he or she shall direct the appropriate vice-president to cause notice thereof to be served upon said student.

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

The charges against the student, including reference to the law and/or rules of student conduct involved and that the student charged must appear before the appropriate vice-president or designee, at a time to be set by the vice-president.

[Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-05-050, filed 6/26/00, effective 7/27/00; 92-14-037, § 132Q-05-050, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-05-050, filed 7/23/87; 87-16-010 (Resolution No. 27), § 132Q-05-050, filed 7/23/87; Order 1-69, § 132Q-05-050, filed 12/8/69.]

**WAC 132Q-05-060 Procedures of summary suspension proceeding.** (1) At the summary suspension proceeding, the college, through the office of the appropriate vice-president or designee, shall make a determination as to whether there is probable cause to believe that the violation stated in the notice of summary suspension proceedings to the student did occur.

(2) The student may offer oral testimony of himself or herself or of any person, submit any statement or affidavit on his or her own behalf, examine any affidavit and cross-examine any witness who may appear against him or her, and submit any matter in extenuation or mitigation of the offense or offenses charged.

(3) The appropriate vice-president shall at the time of the summary suspension proceeding determine whether there is probable cause to believe that a violation of law or of the rules of student conduct has occurred, pursuant to WAC 132Q-05-040 (1) or (2). In the course of making such a decision, said vice-president may only consider the sworn affidavit or oral testimony of persons who have alleged that the student charged has committed a violation of law or of the rules of student conduct and oral testimony and affidavits submitted by the student charged.

[Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-05-060, filed 6/26/00, effective 7/27/00; 92-14-037, § 132Q-05-060, filed 6/24/92, effective 7/25/92; 90-21-017, § 132Q-05-060, filed 10/8/90, effective 11/8/90; 87-16-010 (Resolution No. 27), § 132Q-05-060, filed 7/23/87; Order 70-2, § 132Q-05-060, filed 9/22/70; Order 1-69, § 132Q-05-060, filed 12/8/69.]

**WAC 132Q-05-070 Decision by vice-president.** If the appropriate vice-president, following the conclusion of the summary suspension proceeding, finds that there is probable cause to believe that:

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

(2) That summary suspension of said student is necessary to attain peace and order on the campus; and

(3) Such violation or violations of the law or of the rules of student conduct constitute grounds for disciplinary probation or dismissal pursuant to WAC 132Q-04-260,

Then the appropriate vice-president may, with the written approval of the president, suspend such student from college pending any subsequent disciplinary proceeding initiated under chapter 132Q-04 WAC or reinstate the student with or without conditions.

[Statutory Authority: RCW 28B.50.140.00-14-007, § 132Q-05-070, filed 6/26/00, effective 7/27/00; 92-14-037, § 132Q-05-070, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-05-070, filed 7/23/87; Order 1-69, § 132Q-05-070, filed 12/8/69.]

**WAC 132Q-05-080 Notice of suspension.** (1) If a student is suspended pursuant to the above rules, said student will be provided with a written copy of the appropriate vice-president's findings of fact and conclusions, as expressly concurred in by the president, as to whether said vice-president had probable cause to believe that the conditions for summary suspension outlined in WAC 132Q-05-040 exists and whether immediate suspension of said student should be issued.

(2) The student suspended pursuant to the authority of this rule shall be served a copy of the notice of suspension by personal service or by registered mail. Notice by mail shall be sent to said student's last known address. The suspension shall be effective for the period dating from the day the notice of suspension is mailed or personal service accomplished.

(3) During the period of summary suspension, the suspended student shall not enter the campus other than to meet with the appropriate vice-president or to attend the summary suspension proceeding. However, the appropriate vice-president may grant the student special permission to enter for the express purpose of meeting with faculty, college personnel, or students in preparation for the proceeding.

[Statutory Authority: RCW 28B.50.140.00-14-007, § 132Q-05-080, filed 6/26/00, effective 7/27/00; 92-14-037, § 132Q-05-080, filed 6/24/92, effective 7/25/92; 90-21-017, § 132Q-05-080, filed 10/8/90, effective 11/8/90; 87-16-010 (Resolution No. 27), § 132Q-05-080, filed 7/23/87; Order 1-69, § 132Q-05-080, filed 12/8/69.]

**WAC 132Q-05-090 Suspension for failure to appear.**

If the student, against whom specific violations of the rules of student conduct or law have been alleged has been served pursuant to the notice required in WAC 132Q-05-050, fails to appear at the time designated for the summary suspension proceeding, the appropriate vice-president may, with the written concurrence of the president, proceed with the proceedings under WAC 132Q-05-060.

[Statutory Authority: RCW 28B.50.140.00-14-007, § 132Q-05-090, filed 6/26/00, effective 7/27/00; 92-14-037, § 132Q-05-090, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-05-090, filed 7/23/87; Order 1-69, § 132Q-05-090, filed 12/8/69.]

**WAC 132Q-05-100 Appeal.** (1) Any student aggrieved by an order issued at the summary suspension proceeding may appeal the same to the board of trustees. No such appeal shall be entertained, however, unless written notice of the appeal, specifically describing alleged errors in the findings of the appropriate vice-president and the president, is ten-

dered at the office of the president within seventy-two hours following the date notice of summary suspension was served or mailed to the student.

(2) The board shall, as soon as reasonably possible, examine the allegations contained within the notice of appeal, along with the findings of the vice-president and president, the record of the summary suspension proceeding, and determine therefrom whether the summary suspension order is justified. Following such examination, the board of trustees may, at its discretion, suspend the summary suspension pending determination of the merits of the disciplinary proceeding pursuant to the rules of student conduct.

(3) The board shall notify, by registered or certified mail, the appealing student within forty-eight hours following its consideration of the notice of appeal, as to whether the summary suspension shall be maintained or stayed pending disposition of the disciplinary proceeding pursuant to the rules of student conduct.

[Statutory Authority: RCW 28B.50.140.00-14-007, § 132Q-05-100, filed 6/26/00, effective 7/27/00; 92-14-037, § 132Q-05-100, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-05-100, filed 7/23/87; Order 1-69, § 132Q-05-100, filed 12/8/69.]

**WAC 132Q-05-110 Summary suspension proceedings not duplicitous.** (1) As indicated in WAC 132Q-05-010, the summary suspension proceeding shall in no way substitute for the disciplinary proceedings provided for in the rules of student conduct, chapter 132Q-04 WAC. At the end of the suspension, the student suspended shall be reinstated to full rights and privileges as a student, subject to whatever sanctions may have been or may be in the future imposed pursuant to the rules of student conduct or these rules of summary suspension.

(2) Any disciplinary proceeding initiated against the student because of violations alleged against any student in the course of the summary suspension proceeding provided for herein, shall be de novo; provided, that the records made and evidence presented during the course of any facet of a summary suspension proceeding brought against the student shall be available for the use of the student and of the college in a disciplinary proceeding initiated under the rules of student conduct.

[Statutory Authority: RCW 28B.50.140.87-16-010 (Resolution No. 27), § 132Q-05-110, filed 7/23/87; Order 1-69, § 132Q-05-110, filed 12/8/69.]

**WAC 132Q-05-120 Reporting, recording and maintenance of records.** (1) Records of all summary suspension proceedings shall be kept in the office of student services. Except in proceedings where the student is exonerated, all documentary or other physical evidence produced or considered in summary suspension proceedings and all recorded testimony shall be preserved insofar as possible for at least five years. No record of proceedings wherein the student is exonerated, other than the fact of the exoneration, shall be maintained in the student's file or other college repository after the date of the student's graduation.

(2) The office of student services shall keep accurate records of all summary suspension proceedings taken by that office. All summary suspensions will be entered on the stu-

dent's record and may be removed at the time of graduation or earlier at the discretion of the office of student services.

(3) In any case in which a student, summarily suspended pursuant to these rules is subsequently exonerated in the course of disciplinary proceedings provided for in the rules of student conduct, all records related to the summary suspension of the student shall be removed from the student's record.

(4) Any failure by the college to remove records of the summary suspension proceeding when such is to be done pursuant to this section, may be secured by a student petitioning the office of student services for removal of such a notation.

[Statutory Authority: RCW 28B.50.140, 92-14-037, § 132Q-05-120, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-05-120, filed 7/23/87; Order 74-1, § 132Q-05-120, filed 9/23/74; Order 1-69, § 132Q-05-120, filed 12/8/69.]

**Chapter 132Q-06 WAC**

**STUDENT CONFIDENTIAL STUDENT RECORDS**

**WAC**

132Q-06-010	Confidentiality of student records.
132Q-06-015	Definition of a student.
132Q-06-016	Definition of personally identifiable information.
132Q-06-020	Education records—Student's right to inspect.
132Q-06-025	Requests and appeal procedures.
132Q-06-030	Release of personally-identifiable records.
132Q-06-035	College records.
132Q-06-040	Records committee.

**WAC 132Q-06-010 Confidentiality of student records.** The college continually receives requests from outside sources for information about students, both past and present. The college personnel and faculty of the college are reminded that Public Law 93-380, the Family Educational Rights and Privacy Act of 1974 states that the college adopt a policy on student education records to insure that information contained in such records is treated in a responsible manner with due regard to the personal nature of the information contained in these records. In order to prevent embarrassment or possible legal involvement of the college and its employees because of improper disclosure of information, it is important that college policy be implemented in the release of such information.

[Statutory Authority: RCW 28B.50.140, 87-16-010 (Resolution No. 27), § 132Q-06-010, filed 7/23/87; Order 76-1, § 132Q-06-010, filed 1/26/76.]

**WAC 132Q-06-015 Definition of a student.** A student is defined as any person who is or has been officially registered at any college or instructional unit with Washington State Community College District 17 and with respect to whom the college maintains education records or personally-identifiable information.

[Statutory Authority: RCW 28B.50.140, 87-16-010 (Resolution No. 27), § 132Q-06-015, filed 7/23/87; Order 76-1, § 132Q-06-015, filed 1/26/76.]

**WAC 132Q-06-016 Definition of personally identifiable information.** Personally identifiable information refers to that information which includes either (a) the name of the student, the student's parent, or other family member, (b) the address of the student's family, (c) a personal identifier such

as the student's social security number or student number, (d) a list of personal characteristics which would make it possible to identify the student with reasonable certainty, or (e) other information which would make it possible to identify the student with reasonable certainty.

[Statutory Authority: RCW 28B.50.140, 91-17-078, § 132Q-06-016, filed 8/21/91, effective 9/21/91.]

**WAC 132Q-06-020 Education records—Student's right to inspect.** (1) A student has the right to inspect and review his/her education records. A list of the types of education records maintained by the college and the record locations may be obtained by the student at the college's vice-president of student services' office.

(a) For purposes of this section the term "education records" means those records, files, documents, and other materials which contain information directly related to a student, including records regarding the employment of a student when such employment is a result of, and directly related to, student status.

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

(i) Records of instructional, supervisory and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute.

(ii) Records of the campus security department which are kept apart from those records described in (a) of this subsection and which are maintained solely for law enforcement purposes and which are not made available to persons other than law enforcement officials of the same jurisdiction.

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

(iv) Records on a student which are created or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in his/her professional or paraprofessional 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.

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

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

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

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

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

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

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

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

(5) The vice-president of student services is the official custodian of academic records; and, therefore, is the only official who may issue a transcript of the student's official academic record.

(6) Student education records may be destroyed in accordance with a department's routine retention schedule. In no case will any record which is requested by a student for review in accordance with this section and WAC 132Q-06-025 be removed or destroyed prior to providing the student access.

[Statutory Authority: RCW 28B.50.140. 92-14-042, § 132Q-06-020, filed 6/24/92, effective 7/25/92; 90-21-018, § 132Q-06-020, filed 10/8/90, effective 11/8/90; 87-16-010 (Resolution No. 27), § 132Q-06-020, filed 7/23/87; Order 76-1, § 132Q-06-020, filed 1/26/76.]

#### **WAC 132Q-06-025 Requests and appeal procedures.**

(1) A request by a student for review of information should be made in writing to the college individual(s) or office(s) having custody of the particular record. Any challenge to the contents of education records shall be disposed of by means of a brief adjudicative proceeding.

(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. A college individual(s) or office(s) which is unable to comply with a student's request within the above-stated time period shall inform the student of that fact and the reasons in writing.

(3)(a) A student who feels that his or her request has not been properly answered by a particular individual(s) or office(s) should contact the appropriate vice-president, associate dean, assistant dean or director responsible for the individual(s) or office(s) for mediation.

(b) In cases where a student remains dissatisfied after consulting with the appropriate vice-president, assistant dean, associate dean, or director, the student may then request a proceeding by the college records committee. Following the proceeding the college's records committee shall render its decision within a reasonable period of time. In all cases the decision of the college's records committee shall be final.

(c) In no case shall any request for review by a student be considered by the college's 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 college's records committee shall not review any matter regarding the appropriateness of official academic grades.

[Statutory Authority: RCW 28B.50.140. 92-14-042, § 132Q-06-025, filed 6/24/92, effective 7/25/92; 90-21-018, § 132Q-06-025, filed 10/8/90, effective 11/8/90; 87-16-010 (Resolution No. 27), § 132Q-06-025, filed 7/23/87; Order 76-1, § 132Q-06-025, filed 1/26/76.]

**WAC 132Q-06-030 Release of personally-identifiable records.** (1) The college shall not permit access to or the release of education records or personally-identifiable information contained therein, other than "directory information," without the written consent of the student, to any party other than the following:

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

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

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

(d) Organizations conducting studies for or on behalf of the college for purposes of developing, validating or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students by persons other than the 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 unless the court or other issuing agency orders the college not to notify the student before compliance



with the subpoena. The college president, the president's designee, or office(s) receiving a subpoena or judicial order for education records should immediately notify the attorney general.

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

- (a) A specification of the records to be released;
- (b) The reasons for such release; and

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

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

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

(5) The term "directory information" used in subsection (1) of this section is defined as student's name, address, telephone listing, date and place of birth, major field of studies, participation in officially-recognized activities, weight and height of members of athletic teams, dates of enrollment, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Students may request that the college not release directory information except through written notice to the vice-president of student services.

(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.50.140. 97-24-023, § 132Q-06-030, filed 11/24/97, effective 12/25/97; 92-14-042, § 132Q-06-030, filed 6/24/92, effective 7/25/92; 90-21-018, § 132Q-06-030, filed 10/8/90, effective 11/8/90; 87-16-010 (Resolution No. 27), § 132Q-06-030, filed 7/23/87; Order 76-1, § 132Q-06-030, filed 1/26/76.]

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

**WAC 132Q-06-035 College records.** All college individual(s) or office(s) which have custody of education records will develop procedures in accord with WAC 132Q-06-010 through 132Q-06-040. Any supplementary regulations found necessary by departments will be filed with the college's 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 76-1, § 132Q-06-035, filed 1/26/76.]

**WAC 132Q-06-040 Records committee.** The college's 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 132Q-06-025. The committee shall consist of the vice-president of student services, or the vice-president's designee; vice-president of instruction, or vice-president of instruction's designee, one faculty, one student, and one faculty or administrator at large. Members shall be appointed by the president of the college.

[Statutory Authority: RCW 28B.50.140. 92-14-042, § 132Q-06-040, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-06-040, filed 7/23/87; Order 76-1, § 132Q-06-040, filed 1/26/76.]

**Chapter 132Q-20 WAC**

**FACULTY AND STUDENT TRAFFIC RULES AND REGULATIONS**

**WAC**

- 132Q-20-010 Purpose for adopting rules.
- 132Q-20-020 Definitions.
- 132Q-20-030 Applicable traffic rules and regulations.
- 132Q-20-040 Permits required for vehicles on campus.
- 132Q-20-050 Authorization for issuance of permits.
- 132Q-20-060 Valid permit.
- 132Q-20-070 Display of permit.
- 132Q-20-080 Transfer of permits.
- 132Q-20-090 Permit revocation.
- 132Q-20-100 Right to refuse permit.
- 132Q-20-110 Right to appeal permit revocation or refusal to grant permit.
- 132Q-20-120 Responsibility of person to whom permit issued.
- 132Q-20-130 Designation of parking space.
- 132Q-20-140 Parking within designated spaces.
- 132Q-20-150 Parking hours.
- 132Q-20-160 Overnight parking.
- 132Q-20-170 Regulatory signs and directions.
- 132Q-20-180 Speed limit.
- 132Q-20-190 Pedestrians' right of way.
- 132Q-20-200 Special traffic and parking regulations and restrictions authorized.
- 132Q-20-210 Two-wheeled motor bikes or bicycles.
- 132Q-20-220 Report of accidents.
- 132Q-20-230 Exceptions from traffic and parking restrictions.
- 132Q-20-240 Enforcement.
- 132Q-20-250 Issuance of traffic tickets.
- 132Q-20-260 Fines and penalties for students.
- 132Q-20-265 Fines and penalties for all district employees.
- 132Q-20-270 Liability of college.

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

- 132Q-20-280 Delegation of authority. [Order 71-4, § 132Q-20-280, filed 7/26/71.] Repealed by 87-16-010 (Resolution No. 27), filed 7/23/87. Statutory Authority: RCW 28B.50.140.
- 132Q-20-290 Effective date. [Order 71-4, § 132Q-20-290, filed 7/26/71.] Repealed by 87-16-010 (Resolution No. 27), filed 7/23/87. Statutory Authority: RCW 28B.50.140.
- 132Q-20-300 Severability. [Order 71-4, § 132Q-20-300, filed 7/26/71.] Repealed by 87-16-010 (Resolution No. 27), filed 7/23/87. Statutory Authority: RCW 28B.50.140.

**WAC 132Q-20-010 Purpose for adopting rules.** Pursuant to the authority granted by RCW 28B.50.140(10), the board of trustees of Community Colleges of Spokane is granted authority to make rules and regulations for pedestrian and vehicular traffic on property owned, operated or maintained by the college district. The rules and regulations contained in this chapter pertain to all faculty, students, college personnel, and visitors who use district facilities unless exempted by the chancellor/CEO of the district and are established for the following purposes:

- (1) To protect and control pedestrian and vehicular traffic; and
- (2) To assure access at all times for emergency traffic; and
- (3) To minimize traffic disturbance during class hours; and
- (4) To facilitate the work of the community colleges.

[Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-20-010, filed 6/26/00, effective 7/27/00; 87-16-010 (Resolution No. 27), § 132Q-20-010, filed 7/23/87; Order 71-4, § 132Q-20-010, filed 7/26/71.]

**WAC 132Q-20-020 Definitions.** As used in this chapter the following words and phrases shall mean:

- (1) "Board" shall mean the board of trustees of Community Colleges of Spokane.
- (2) "Campus" shall mean any or all real property owned, operated or maintained by Community Colleges of Spokane.
- (3) "Appropriate vice-president" shall mean the chief administrative officer over student services regardless of current position title.
- (4) "College" shall mean any community college or separate instructional unit which may be created by the board of trustees of Community Colleges of Spokane.
- (5) "Faculty" shall mean any employee of Community Colleges of Spokane.
- (6) "Campus patrol" shall mean an employee of the college, administration of justice student or contracted security personnel, who is responsible to the appropriate vice-president for campus security.
- (7) "Student" is defined as any person who is or has officially registered at any college or instructional unit with the Community Colleges of Spokane and with respect to whom the college maintains education records or personally identifiable information.
- (8) "Vehicle" shall mean an automobile, truck, motorcycle, scooter, or any vehicle empowered by a motor.
- (9) "Visitors" shall mean any person or persons, excluding students as previously defined, who come upon the campus as guests and person or persons who lawfully visit the campus for purposes which are in keeping with the colleges' role as institutions of higher learning in the state of Washington.

(10) "Permanent permits" shall mean permits which are valid for a school term.

(11) "Quarterly permits" shall mean permits valid for a specified academic quarter.

(12) "Temporary permits" shall mean permits which are valid for a specific period designated on the permit.

[Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-20-020, filed 6/26/00, effective 7/27/00; 97-24-023, § 132Q-20-020, filed 11/24/97,

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effective 12/25/97; 92-14-036, § 132Q-20-020, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-20-020, filed 7/23/87; Order 72-5, § 132Q-20-020, filed 10/9/72; Order 71-4, § 132Q-20-020, filed 7/26/71.]

**WAC 132Q-20-030 Applicable traffic rules and regulations.** The other traffic rules and regulations which may also be applicable upon the campuses are as follows:

- (1) The motor vehicle and other traffic laws of the state of Washington; and
- (2) The Spokane municipal code.

[Statutory Authority: RCW 28B.50.140. 87-16-010 (Resolution No. 27), § 132Q-20-030, filed 7/23/87; Order 71-4, § 132Q-20-030, filed 7/26/71.]

**WAC 132Q-20-040 Permits required for vehicles on campus.** Students, faculty, administration, college personnel, guests and visitors shall not stop, park, or leave a vehicle whether attended or unattended upon the campus without a parking permit issued pursuant to WAC 132Q-20-050, except guests and visitors who will be given a reasonable time to secure a temporary permit from the appropriate vice-president or designee. All students who plan to park on campus and are attending educational programs on campus that meet ten or more times per quarter are required to purchase a valid quarterly permit. Failure to obtain a permit shall be grounds for disciplinary action. The fee for the parking permit shall be established from time to time by the board of trustees of Community Colleges of Spokane and shall be published. Students attending education programs on campus that meet less than ten times are to obtain temporary guest permits.

[Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-20-040, filed 6/26/00, effective 7/27/00; 92-14-036, § 132Q-20-040, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-20-040, filed 7/23/87; Order 73-4, § 132Q-20-040, filed 2/23/73; Order 71-4, § 132Q-20-040, filed 7/26/71.]

**WAC 132Q-20-050 Authorization for issuance of permits.** The colleges are authorized to issue parking permits to students, faculty, college personnel, guests and visitors of the college pursuant to the following regulations:

(1) Upon payment of the appropriate fee a student **who intends to use college parking facilities** may be issued a parking permit upon the registration of his or her vehicle with the college at the beginning of each college quarter (fall quarter, winter quarter, spring quarter, and summer quarter).

(2) Upon payment of the appropriate fee faculty, college personnel, and students will be issued parking permits for their vehicle **if they intend to use college parking facilities.**

(3) The dean of student personnel services, or the dean's designee, may issue temporary and special parking permits when such permits are necessary to enhance the business or operation of the college.

[Statutory Authority: RCW 28B.50.140. 87-16-010 (Resolution No. 27), § 132Q-20-050, filed 7/23/87; Order 71-4, § 132Q-20-050, filed 7/26/71.]

**WAC 132Q-20-060 Valid permit.** A valid parking permit is:

- (1) An unexpired parking permit registered and properly displayed; or

(2) A short-term parking permit authorized by the appropriate vice-president or designee, and properly displayed; or

(3) A special parking permit authorized by the appropriate vice-president or designee, and properly displayed; or

(4) A guest's permit authorized by the appropriate vice-president or designee, and properly displayed; or

(5) A shop permit authorized by a vocational-technical instructor and properly displayed.

[Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-20-060, filed 6/26/00, effective 7/27/00; 92-14-036, § 132Q-20-060, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-20-060, filed 7/23/87; Order 74-1, § 132Q-20-060, filed 9/23/74; Order 71-4, § 132Q-20-060, filed 7/26/71.]

**WAC 132Q-20-070 Display of permit.** All permanent parking permits shall be permanently affixed to the inside of the rear window on the lower left corner directly behind the driver. For convertibles and pickups with campers, permits must be placed in the lower right-hand corner of the front windshield, and for motorcycles, placed either on front shock absorbers or battery covers (flat surface) or toolbox covers (right-hand side). *Temporary permits shall be hung on the rear-view mirror in such a manner that they may be viewed through the front windshield.*

(1) Expired permits should be removed before the new permits are attached.

(2) Permits not displayed pursuant to the provisions of this section shall not be valid.

[Statutory Authority: RCW 28B.50.140. 87-16-010 (Resolution No. 27), § 132Q-20-070, filed 7/23/87; Order 74-1, § 132Q-20-070, filed 9/23/74; Order 71-4, § 132Q-20-070, filed 7/26/71.]

**WAC 132Q-20-080 Transfer of permits.** Student parking permits are not transferable. Replacement student parking permits may be obtained for an unused valid portion of such permit provided that the permit holder requests such replacement pursuant to regulations issued from time to time by the Community Colleges of Spokane. An employee parking permit may be transferred to another vehicle, provided that such permit is duly displayed on the parked vehicle but cannot be transferred to another individual.

[Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-20-080, filed 6/26/00, effective 7/27/00; 87-16-010 (Resolution No. 27), § 132Q-20-080, filed 7/23/87; Order 71-4, § 132Q-20-080, filed 7/26/71.]

**WAC 132Q-20-090 Permit revocation.** Parking permits are the property of the college and may be recalled by the appropriate vice-president for any of the following reasons:

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

(2) When a permit is used for an unregistered vehicle or by an unauthorized individual; or

(3) Falsification on a parking permit application; or

(4) Continued violations of parking regulations; or

(5) Counterfeiting or altering a parking permit.

[Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-20-090, filed 6/26/00, effective 7/27/00; 92-14-036, § 132Q-20-090, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-20-090, filed 7/23/87; Order 71-4, § 132Q-20-090, filed 7/26/71.]

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**WAC 132Q-20-100 Right to refuse permit.** The colleges reserve the right to refuse the issuance of a parking permit to anyone who has had a previous parking permit revoked.

[Order 71-4, § 132Q-20-100, filed 7/26/71.]

**WAC 132Q-20-110 Right to appeal permit revocation or refusal to grant permit.** When a parking permit has been recalled pursuant to WAC 132Q-20-090, or has been refused in accordance with WAC 132Q-20-100, or when a fine or penalty has been levied against a violator of the rules and regulations set forth in this chapter, such action by the appropriate vice-president or designee, may be appealed pursuant to WAC 132Q-108-050; provided, however, that faculty, administrators, and college personnel of Community Colleges of Spokane shall appeal permit revocations, refusals to grant permits, and fines or penalties levied for violations by the appropriate vice-president to the respective college presidents whose decision on the matter shall be final. Refusal to pay a fine still existing after exhaustion of the appellate process shall be grounds for disciplinary action. In the case of students, failure to pay fines after the exhaustion of the appellate process shall be grounds for the college, in addition to disciplinary action, to deny admission for subsequent enrollment with Community Colleges of Spokane. In the case of employees, failure to pay fines could result in the denial of issuing a permit, and/or impounding of vehicles.

[Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-20-110, filed 6/26/00, effective 7/27/00; 92-14-036, § 132Q-20-110, filed 6/24/92, effective 7/25/92; 90-21-021, § 132Q-20-110, filed 10/8/90, effective 11/8/90; 87-16-010 (Resolution No. 27), § 132Q-20-110, filed 7/23/87; Order 73-4, § 132Q-20-110, filed 2/23/73; Order 71-4, § 132Q-20-110, filed 7/26/71.]

**WAC 132Q-20-120 Responsibility of person to whom permit issued.** The person to whom a parking permit is issued pursuant to the rules and regulations set forth in this chapter shall be responsible for all violations of said rules and regulations involving the vehicle; but such responsibility shall not relieve other persons who violate the rules and regulations established by this chapter by their conduct with vehicles registered with another permit holder.

[Order 71-4, § 132Q-20-120, filed 7/26/71.]

**WAC 132Q-20-130 Designation of parking space.** The parking spaces available on campus shall be designated and allocated by the appropriate vice-president or designee, in such a manner which will best effectuate the objectives of the rules and regulations in this chapter.

(1) Faculty staff, student, and visitor spaces will be so designated for their use; and

(2) Parking spaces for the exclusive use by persons with disability will be designated. The office of student services may issue special permits to students and others to park in these designated spaces; and

(3) Other special use spaces may be designated.

[Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-20-130, filed 6/26/00, effective 7/27/00; 92-14-036, § 132Q-20-130, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-20-130, filed 7/23/87; Order 71-4, § 132Q-20-130, filed 7/26/71.]

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**WAC 132Q-20-140 Parking within designated spaces.** (1) All vehicles shall follow traffic arrows and other markings established for the purpose of directing traffic on campus.

(2) In areas marked for diagonal parking, vehicles shall be parked at a forty-five degree angle, facing in.

(3) In areas marked for parallel or right-angle parking, space or stall markings will be observed.

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

(5) No vehicle shall be parked on the campus except in those areas set aside and designated pursuant to WAC 132Q-20-130.

[Order 71-4, § 132Q-20-140, filed 7/26/71.]

**WAC 132Q-20-150 Parking hours.** Parking is permitted on campus between the hours of 6:30 a.m. to 11:00 p.m. for faculty, college personnel, and students. The rules and regulations pertaining to the use of certain parking permits in specific areas are contained in WAC 132Q-20-140. Students, faculty, and college personnel may park in any of the spaces or stalls designated in WAC 132Q-20-140 except visitor's areas on a first-come, first-served basis between the hours of 5:00 p.m. and 11:00 p.m. Custodial and other authorized personnel may park on campus from 11:00 p.m. to 6:30 a.m., and are still required to follow regular parking regulations and obtain parking permits.

[Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-20-150, filed 6/26/00, effective 7/27/00; 92-14-036, § 132Q-20-150, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-20-150, filed 7/23/87; Order 71-4, § 132Q-20-150, filed 7/26/71.]

**WAC 132Q-20-160 Overnight parking.** Overnight parking is prohibited except when approval is granted by the appropriate vice-president or designee.

[Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-20-160, filed 6/26/00, effective 7/27/00; 92-14-036, § 132Q-20-160, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-20-160, filed 7/23/87; Order 71-4, § 132Q-20-160, filed 7/26/71.]

**WAC 132Q-20-170 Regulatory signs and directions.** The appropriate vice-president or designee, is authorized to erect signs, barricades and other structures and to paint marks or other directions upon the entry ways and streets on campus and upon the various parking lots owned or operated by the colleges. Such signs, barricades, structures, markings, and directions, shall be so made and placed as in the opinion of the appropriate vice-president or designee, which will best effectuate the objectives stated in WAC 132Q-20-010 and will best effectuate the rules and regulations contained in this chapter.

Drivers of vehicles shall observe and obey the signs, barricades, structures, markings and directions erected pursuant to this section. Drivers shall also comply with the directions given them by the campus patrol in the control and regulation of traffic.

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[Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-20-170, filed 6/26/00, effective 7/27/00; 92-14-036, § 132Q-20-170, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-20-170, filed 7/23/87; Order 71-4, § 132Q-20-170, filed 7/26/71.]

**WAC 132Q-20-180 Speed limit.** No vehicle shall be operated on the campuses at a speed in excess of the posted speed limit in parking lots; and the posted speed limit on campus roads or such slower speed as is reasonable and prudent in the circumstances. No person operating a vehicle of any type shall at any time use the campus parking lots for testing, racing, or other unauthorized activities.

[Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-20-180, filed 6/26/00, effective 7/27/00; 87-16-010 (Resolution No. 27), § 132Q-20-180, filed 7/23/87; Order 71-4, § 132Q-20-180, filed 7/26/71.]

**WAC 132Q-20-190 Pedestrians' right of way.** (1) The operator of a vehicle shall yield the right of way, slowing down or stopping, if need be, to so yield to any pedestrian, but no pedestrian shall suddenly leave a curb or other place of safety and walk or run into the path of a vehicle which is so close that it is impossible for the driver to yield.

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

(3) Every pedestrian crossing at any point other than within a marked crosswalk or within an unmarked crosswalk at an intersection shall yield the right of way to all vehicles.

(4) Where a sidewalk is provided, pedestrians shall proceed upon such a sidewalk.

[Statutory Authority: RCW 28B.50.140. 87-16-010 (Resolution No. 27), § 132Q-20-190, filed 7/23/87; Order 71-4, § 132Q-20-190, filed 7/26/71.]

**WAC 132Q-20-200 Special traffic and parking regulations and restrictions authorized.** Upon special occasions causing additional and/or heavy traffic and during emergencies, the appropriate vice-president or designee, is authorized to impose additional traffic and parking regulations and restrictions for the achievement of the objectives specified in WAC 132Q-20-010.

[Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-20-200, filed 6/26/00, effective 7/27/00; 92-14-036, § 132Q-20-200, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-20-200, filed 7/23/87; Order 71-4, § 132Q-20-200, filed 7/26/71.]

**WAC 132Q-20-210 Two-wheeled motor bikes or bicycles.** (1) All two-wheeled vehicles empowered by a motor shall park in a space designated for *motorcycles only*.

(2) No vehicle shall be ridden on the sidewalks on campus at any time unless authorized by the appropriate vice-president or designee.

[Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-20-210, filed 6/26/00, effective 7/27/00; 92-14-036, § 132Q-20-210, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-20-210, filed 7/23/87; Order 71-4, § 132Q-20-210, filed 7/26/71.]

**WAC 132Q-20-220 Report of accidents.** The operator of any vehicle involved in an accident on campus resulting in injury to or death of any person or *total of claimed damage to either or both vehicles exceeding \$300.00 shall immedi-*

ately report such accident to the appropriate vice-president or designee, and shall within twenty-four hours after such accident, file a state of Washington motor vehicle accident report if required.

[Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-20-220, filed 6/26/00, effective 7/27/00; 92-14-036, § 132Q-20-220, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-20-220, filed 7/23/87; Order 71-4, § 132Q-20-220, filed 7/26/71.]

**WAC 132Q-20-230 Exceptions from traffic and parking restrictions.** These rules and regulations shall not apply to city-owned, county-owned, or state-owned emergency vehicles.

[Statutory Authority: RCW 28B.50.140. 87-16-010 (Resolution No. 27), § 132Q-20-230, filed 7/23/87; Order 71-4, § 132Q-20-230, filed 7/26/71.]

**WAC 132Q-20-240 Enforcement.** (1) Enforcement of the parking rules and regulations will begin the first day of classes of the fall quarter and will continue through subsequent quarters until the start of the following fall quarter.

(2) The appropriate vice-president or designee, shall be responsible for the enforcement of the rules and regulations contained in this chapter. The appropriate vice-president is hereby authorized to delegate this responsibility to the campus patrol or other subordinates.

[Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-20-240, filed 6/26/00, effective 7/27/00; 92-14-036, § 132Q-20-240, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-20-240, filed 7/23/87; Order 72-5, § 132Q-20-240, filed 10/9/72; Order 71-4, § 132Q-20-240, filed 7/26/71.]

**WAC 132Q-20-250 Issuance of traffic tickets.** Upon the violations of any of the rules and regulations contained in this chapter, the appropriate vice-president, or designee or subordinates, may issue a summons or traffic ticket setting forth the date, the approximate time, permit number, license information, infraction, officer, and schedule of fines. Such summons or traffic tickets may be served by attaching or affixing a copy thereof in some prominent place outside such vehicle or by personally serving the operator or owner.

[Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-20-250, filed 6/26/00, effective 7/27/00; 92-14-036, § 132Q-20-250, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-20-250, filed 7/23/87; Order 71-4, § 132Q-20-250, filed 7/26/71.]

**WAC 132Q-20-260 Fines and penalties for students.** The appropriate vice-president or designee, is authorized to impose the following fines and penalties for the violation of the rules and regulations contained in this chapter:

(1) Except as provided under subsection (2) of this section, fines will be levied for all violations of the regulations contained in this chapter. A current schedule of fines is available from the parking office.

(2) Community Colleges of Spokane and its recognized instructional units are authorized to:

(a) Deny registration for subsequent quarters and  
(b) Deny graduation from the college to any student that fails to promptly pay any financial obligation due the college including the payment for parking citations.

(3) Vehicles which are parked on any campus within Community Colleges of Spokane and which are in violation

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of any of the regulations contained in this chapter, may be impounded or detained by use of mechanical devices at the discretion of the appropriate vice-president. If a vehicle is impounded, it may be taken to such place for storage as the appropriate vice-president or designee, selects. The expenses of such impoundings and storage shall be charged to the owner or operator of the vehicle and paid by him or her prior to its release. The college and its employees shall not be liable for loss or damage of any kind resulting from such impounding and storage.

(4) At the discretion of the appropriate vice-president, an accumulation of traffic violations by a student will be cause for disciplinary action, and the appropriate vice-president shall initiate disciplinary proceedings against such student pursuant to WAC 132Q-04-180.

(5) The duly elected associated student government officers of Spokane Falls Community College and Spokane Community College may, in a joint meeting with the District 17 executive committee, recommend a proposed schedule of fines prior to adoption of a new fine schedule.

[Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-20-260, filed 6/26/00, effective 7/27/00; 92-14-036, § 132Q-20-260, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-20-260, filed 7/23/87; Order 72-2, § 132Q-20-260, filed 2/7/72; Order 71-4, § 132Q-20-260, filed 7/26/71.]

**WAC 132Q-20-265 Fines and penalties for all district employees.** (1) Fines levied for all violations are subject to payment to the district in accordance with the established fine schedule.

(2) Faculty and other district employees have the right of due process and may appeal a decision of the dean of student personnel services to the college president or chief administrator of a recognized institutional unit whose decision shall be final.

[Statutory Authority: RCW 28B.50.140. 87-16-010 (Resolution No. 27), § 132Q-20-265, filed 7/23/87.]

**WAC 132Q-20-270 Liability of college.** The Community Colleges of Spokane assumes no liability under any circumstances for vehicles parked on campus.

[Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-20-270, filed 6/26/00, effective 7/27/00; 87-16-010 (Resolution No. 27), § 132Q-20-270, filed 7/23/87; Order 71-4, § 132Q-20-270, filed 7/26/71.]

## Chapter 132Q-89 WAC

### COLLECTIVE BARGAINING RELATING TO TENURE

WAC  
132Q-89-010 Tenure.

**WAC 132Q-89-010 Tenure.** This rule is adopted pursuant to the requirement of RCW 28B.50.852 and in accordance herewith it is the declared policy of the board of trustees that the collective bargaining agreement and/or policies of the college shall contain provisions relating to the following subject matter areas of implementation regarding tenure and shall be consistent with the laws of the state of Washington: Recommendations for tenure; reduction in force proce-

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dures; dismissal procedures; hearing procedures; rights of appeal.

[Statutory Authority: RCW 28B.50.852, 82-15-048 (Order 82-48, Resolution No. 20), § 132Q-89-010, filed 7/19/82.]

### Chapter 132Q-94 WAC

#### FACULTY AND STUDENT HEALTH AND SAFETY REGULATIONS

##### WAC

132Q-94-010	Declaration of purpose.
132Q-94-020	Rationale.
132Q-94-030	Students' responsibilities.
132Q-94-120	Prohibiting unsafe acts or unhealthful practices.
132Q-94-125	Pets and other animals prohibited in college buildings and grounds.
132Q-94-130	Violations.
132Q-94-140	Severability.
132Q-94-150	Prohibition of firearms and other dangerous instrumentalities.

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

132Q-94-040	Personal protective equipment and clothing. [Order 72-1, § 132Q-94-040, filed 1/28/72.] Repealed by 87-16-010 (Resolution No. 27), filed 7/23/87. Statutory Authority: RCW 28B.50.140.
132Q-94-050	"Bridging" fuses prohibited. [Order 72-1, § 132Q-94-050, filed 1/28/72.] Repealed by 87-16-010 (Resolution No. 27), filed 7/23/87. Statutory Authority: RCW 28B.50.140.
132Q-94-060	Leakage of electricity shall be reported. [Order 72-1, § 132Q-94-060, filed 1/28/72.] Repealed by 87-16-010 (Resolution No. 27), filed 7/23/87. Statutory Authority: RCW 28B.50.140.
132Q-94-070	Safe standing room required. [Order 72-1, § 132Q-94-070, filed 1/28/72.] Repealed by 87-16-010 (Resolution No. 27), filed 7/23/87. Statutory Authority: RCW 28B.50.140.
132Q-94-080	Use of disconnected wires for starting machinery prohibited. [Order 72-1, § 132Q-94-080, filed 1/28/72.] Repealed by 87-16-010 (Resolution No. 27), filed 7/23/87. Statutory Authority: RCW 28B.50.140.
132Q-94-090	Students working on machines or appliances. [Order 72-1, § 132Q-94-090, filed 1/28/72.] Repealed by 87-16-010 (Resolution No. 27), filed 7/23/87. Statutory Authority: RCW 28B.50.140.
132Q-94-100	Machines shall be stopped when making repairs. [Order 72-1, § 132Q-94-100, filed 1/28/72.] Repealed by 87-16-010 (Resolution No. 27), filed 7/23/87. Statutory Authority: RCW 28B.50.140.
132Q-94-110	Hygiene. [Order 72-1, § 132Q-94-110, filed 1/28/72.] Repealed by 87-16-010 (Resolution No. 27), filed 7/23/87. Statutory Authority: RCW 28B.50.140.

**WAC 132Q-94-010 Declaration of purpose.** By adoption of the following health and safety regulations the board of trustees of the Community Colleges of Spokane expresses its firm commitment to the safety and health of its students and employees. The board further recognizes the importance of students and employees developing safe work habits, particularly in the areas of equipment and machinery operation, and in the handling of potentially hazardous chemical substances. This chapter shall apply to all students, employees and visitors and shall pertain to all campuses and sites under the direct or indirect control of the district.

[Statutory Authority: RCW 28B.50.140, 00-14-007, § 132Q-94-010, filed 6/26/00, effective 7/27/00; 90-21-022, § 132Q-94-010, filed 10/8/90, effective 11/8/90; 87-16-010 (Resolution No. 27), § 132Q-94-010, filed 7/23/87; Order 72-1, § 132Q-94-010, filed 1/28/72.]

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**WAC 132Q-94-020 Rationale.** Adoption of these health and safety rules by the board of trustees is based on the following standards:

(1) The possibility of accidental injury to an individual exists at all times and in all places and no place of work nor any human activity is exempt from the possibility of accidents.

(2) All community college safety programs are for the benefit of both the Community Colleges of Spokane and the individual students enrolled within the institution. There is no conflict of interests between the students and the college in the area of an accident prevention program; through accident prevention, everyone benefits.

(3) Accident prevention requires both organization and education, consisting largely of the desire to provide and maintain an environment free of hazards through institution of a common-sense safety program and the determination to carry out the program effectively.

(4) Effective accident prevention includes instructor leadership, student cooperation, effective organization, thorough training, and good supervision.

[Statutory Authority: RCW 28B.50.140, 00-14-007, § 132Q-94-020, filed 6/26/00, effective 7/27/00; 87-16-010 (Resolution No. 27), § 132Q-94-020, filed 7/23/87; Order 72-1, § 132Q-94-020, filed 1/28/72.]

**WAC 132Q-94-030 Students' responsibilities.** Students attending Community Colleges of Spokane shall, to the best of their ability, make it their individual responsibility to keep themselves and their fellow students free from accidents. In the interest of accident prevention, students shall obey the approved district safety rules and procedures including those outlined below, as well as other, more specific safety rules, as outlined by their instructors:

(1) Students shall consider the benefits of accident prevention to themselves, to others, and to their work, and shall act accordingly, conducting their work to avoid accidents through observation of safe work practices.

(2) Students shall study and observe all safe practices governing their specific area of work or class assignment, and shall make a concerted effort to understand their job and area of assignment.

(3) Students shall ascertain emergency procedures from their instructor or supervisor.

(4) Students shall remain alert for any unsafe condition(s) or practice(s), immediately reporting any observed to their instructor or supervisor.

(5) Students shall promptly report any accident in which they are injured, regardless of the degree of severity, to their instructor or supervisor.

(6) Students shall not engage in practical jokes or horseplay while attending class or while on the job.

(7) Students shall not report to class or a work study position while under the influence of intoxicants or drugs, nor shall such items be used or consumed while on the premises of the Community Colleges of Spokane or representing the Community Colleges of Spokane at an off-site location.

(8) Students who receive their instructor's or supervisor's permission to operate a state vehicle shall comply with existing fleet policies and procedures of Community Colleges of Spokane.

(9) Students shall comply with existing smoking regulations of the Community Colleges of Spokane.

[Statutory Authority: RCW 28B.50.140.00-14-007, § 132Q-94-030, filed 6/26/00, effective 7/27/00; 87-16-010 (Resolution No. 27), § 132Q-94-030, filed 7/23/87; Order 72-1, § 132Q-94-030, filed 1/28/72.]

**WAC 132Q-94-120 Prohibiting unsafe acts or unhealthful practices.** Nothing contained in this chapter shall prohibit an instructor or supervisor from immediately prohibiting an unsafe practice which is not specifically outlined in this chapter.

Any violation of sound health and safety practices not specifically enumerated in this chapter shall not be permitted, and the instructor or supervisor in charge may prohibit such practices.

[Statutory Authority: RCW 28B.50.140.87-16-010 (Resolution No. 27), § 132Q-94-120, filed 7/23/87; Order 72-1, § 132Q-94-120, filed 1/28/72.]

**WAC 132Q-94-125 Pets and other animals prohibited in college buildings and grounds.** For reasons of health, sanitation, and safety, no person shall be permitted to bring or leave any dog, cat, or any other pet or animal in any college building, nor leave such pet or animal unattended on any district property. This section does not apply to persons with a disability who require the services and assistance of a guide dog and/or trained service animal as defined by law.

[Statutory Authority: RCW 28B.50.140.00-14-007, § 132Q-94-125, filed 6/26/00, effective 7/27/00; 97-24-023, § 132Q-94-125, filed 11/24/97, effective 12/25/97; 87-16-010 (Resolution No. 27), § 132Q-94-125, filed 7/23/87.]

**WAC 132Q-94-130 Violations.** Violations of these rules and regulations based on health and safety standards within this chapter, shall be cause for disciplinary action under the provisions of chapter 132Q-04 WAC. Disciplinary proceedings shall be conducted in accordance with chapter 132Q-04 WAC.

[Statutory Authority: RCW 28B.50.140.87-16-010 (Resolution No. 27), § 132Q-94-130, filed 7/23/87; Order 72-1, § 132Q-94-130, filed 1/28/72.]

**WAC 132Q-94-140 Severability.** If any section or part of a section of this chapter shall for any cause be unconstitutional or unlawful, such holdings shall not affect the rest of this chapter or any other sections hereof.

[Order 72-1, § 132Q-94-140, filed 1/28/72.]

**WAC 132Q-94-150 Prohibition of firearms and other dangerous instrumentalities.** No employee, student or guest shall carry, transport within a vehicle or otherwise possess any gun, pistol or other firearm or explosive device, hazardous chemicals or any other hazardous device such as knives or substance on any college campus or other district property except for use in an authorized college activity with express authorization from the chief executive of the campus or an authorized designee.

[Statutory Authority: RCW 28B.50.140.00-14-007, § 132Q-94-150, filed 6/26/00, effective 7/27/00; 90-21-023, § 132Q-94-150, filed 10/8/90, effective 11/8/90.]

(2001 Ed.)

## Chapter 132Q-108 WAC RULES OF PRACTICE

### WAC

132Q-108-010	Adoption of model rules of procedure.
132Q-108-020	Appointment of presiding officers.
132Q-108-030	Method of recording.
132Q-108-040	Application for adjudicative proceeding.
132Q-108-050	Brief adjudicative procedures.
132Q-108-060	Discovery.
132Q-108-070	Procedure for closing parts of the hearings.
132Q-108-080	Recording devices.
132Q-108-090	Petitions for stay of effectiveness.
132Q-108-100	Informal settlements.

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

[Statutory Authority: RCW 28B.50.140.91-17-076, § 132Q-108-010, filed 8/21/91, effective 9/21/91.]

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

[Statutory Authority: RCW 28B.50.140.91-17-076, § 132Q-108-020, filed 8/21/91, effective 9/21/91.]

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

[Statutory Authority: RCW 28B.50.140.91-17-076, § 132Q-108-030, filed 8/21/91, effective 9/21/91.]

**WAC 132Q-108-040 Application for adjudicative proceeding.** An application for adjudicative proceeding shall be in writing. Application forms are available at the following address: Community Colleges of Spokane, North 2000 Greene Street, Room 01-0119A, Spokane, Washington, 99207. Written application for an adjudicative proceeding should be submitted to the above address within 20 days of the agency action giving rise to the application, unless provided for otherwise by statute or rule.

[Statutory Authority: RCW 28B.50.140. 91-17-076, § 132Q-108-040, filed 8/21/91, effective 9/21/91.]

**WAC 132Q-108-050 Brief adjudicative procedures.**

This rule is adopted in accordance with RCW 34.05.482 through 34.05.494, the provisions of which are hereby adopted. Brief adjudicative procedures shall be used in all matters related to:

- (1) Residency determinations made pursuant to RCW 28B.15.013, conducted by the admissions office;
- (2) Disputes concerning educational records;
- (3) Student conduct proceedings. The procedural rules in chapter 132Q-04 WAC apply to these procedures;
- (4) Parking violations. The procedural rules in chapter 132Q-20 WAC apply to these proceedings;
- (5) Outstanding debts owed by students or employees;
- (6) Loss of eligibility for participation in institution-sponsored athletic events, pursuant to WAC 132Q-03-005.

[Statutory Authority: RCW 28B.50.140. 92-14-039, § 132Q-108-050, filed 6/24/92, effective 7/25/92; 91-17-076, § 132Q-108-050, filed 8/21/91, effective 9/21/91.]

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

[Statutory Authority: RCW 28B.50.140. 91-17-076, § 132Q-108-060, filed 8/21/91, effective 9/21/91.]

**WAC 132Q-108-070 Procedure for closing parts of the hearings.** All adjudicative proceedings shall be open to public observation except that a party may apply for a protective order to close part or all of a hearing. The party making the request shall state the reasons for making the application to the presiding officer. If the other party opposes the request, a written response to the request shall be made to the presiding officer. The presiding officer shall determine which, if any, parts of the proceeding shall be closed, and state the reasons therefor in writing.

[Statutory Authority: RCW 28B.50.140. 91-17-076, § 132Q-108-070, filed 8/21/91, effective 9/21/91.]

**WAC 132Q-108-080 Recording devices.** No cameras or recording devices shall be allowed in those parts of proceedings which the presiding officer has determined shall be closed pursuant to WAC 132Q-108-010, except for the method of official recording selected by the institution.

[Statutory Authority: RCW 28B.50.140. 91-17-076, § 132Q-108-080, filed 8/21/91, effective 9/21/91.]

**WAC 132Q-108-090 Petitions for stay of effectiveness.** Disposition of a petition for stay of effectiveness of a final order shall be made by the official, officer, or body of officers, who entered the final order.

[Statutory Authority: RCW 28B.50.140. 91-17-076, § 132Q-108-090, filed 8/21/91, effective 9/21/91.]

[Title 132Q WAC—p. 24]

**WAC 132Q-108-100 Informal settlements.** It is the intent of this district to resolve all disputes by informal settlements utilizing the normal internal grievance procedures or applicable collective bargaining agreements pursuant to RCW 34.05.060.

[Statutory Authority: RCW 28B.50.140. 91-17-076, § 132Q-108-100, filed 8/21/91, effective 9/21/91.]

**Chapter 132Q-113 WAC  
LEGISLATIVE LIAISONS**

**WAC**

132Q-113-010 Designation of legislative liaisons.  
132Q-113-020 Responsibility.

**WAC 132Q-113-010 Designation of legislative liaisons.** As required by RCW 42.17.190, those persons holding the following positions within Community College District No. 17 are designated legislative liaisons for Community College District No. 17 and those community colleges contained within such community college district:

- (1) Members of the board of trustees;
- (2) Chief executive officer;
- (3) College presidents;
- (4) District vice-president; and
- (5) All those persons designated in writing by the chief executive officer of Community College District No. 17, which writing shall be made available among the records maintained by the office of the chief executive officer of Community College District No. 17.

[Statutory Authority: RCW 28B.50.140. 92-14-040, § 132Q-113-010, filed 6/24/92, effective 7/25/92; Order 73-3, § 132Q-113-010, filed 2/23/73.]

**WAC 132Q-113-020 Responsibility.** Such persons designated in WAC 132Q-113-010 shall be responsible for making available through official channels requests for legislation or seeking such appropriations as the college may deem necessary for the official conduct of its business.

[Order 73-3, § 132Q-113-020, filed 2/23/73.]

**Chapter 132Q-135 WAC  
ENVIRONMENTAL POLICY**

**WAC**

132Q-135-050 State Environmental Policy Act (SEPA).

**WAC 132Q-135-050 State Environmental Policy Act (SEPA).** It is the policy of the Community Colleges of Spokane that capital projects shall be accomplished in compliance with chapter 43.21C RCW, the State Environmental Policy Act (SEPA), and in accordance with chapter 197-11 WAC and all subsequent amendments thereto, and WAC 131-24-030.

In compliance with chapter 197-11 WAC, the chief executive officer or a duly appointed administrator designee shall be the responsible official for implementing this policy.

[Statutory Authority: RCW 28B.50.140. 91-17-077, § 132Q-135-050, filed 8/21/91, effective 9/21/91.]



**Chapter 132Q-136 WAC**  
**USE OF DISTRICT FACILITIES**

**WAC**

132Q-136-010	Use of district facilities—General policy and delegation.
132Q-136-020	Definitions.
132Q-136-030	Users.
132Q-136-040	Limitations.
132Q-136-050	Reservation, scheduling and approval procedure.
132Q-136-060	Safety and liability.

**WAC 132Q-136-010 Use of district facilities—General policy and delegation.** (1) Washington State Community College District 17 (the Community Colleges of Spokane) is an educational institution provided and maintained by the people of the state in order to carry out its mission pursuant to chapter 28B.50 RCW. The purpose of this policy is to assure that all facilities operated, owned or maintained by the district are reserved primarily for those activities which either are related directly to the district's mission or are otherwise justifiable on the basis of their contributions to the cultural, educational, economic or recreational interests of the state and its people.

(2) The board of trustees delegates to the chief executive officer and district president, or staff so designated by the chief executive officer, the authority to establish procedures for the regulation and review of the use of district facilities and to establish user fees where appropriate.

[Statutory Authority: RCW 28B.50.140. 84-19-028 (Resolution No. 22), § 132Q-136-010, filed 9/14/84.]

**WAC 132Q-136-020 Definitions.** As used in this chapter, the following terms shall have the following meaning:

(1) "Facilities" shall include all structures, building, grounds, parking lots, sidewalks and airspace owned or controlled by District 17.

(2) "District" or "District 17" shall include Spokane Community College, Spokane Falls Community College, the Institute of Extended Learning and any other college or organizational unit of Washington State Community College District 17 hereafter established by the district board of trustees.

(3) "Use of facilities" shall include the holding of events, the posting and removal of signs, all forms of advertising, commercial activities, charitable solicitation and any other activity which takes place in or on facilities owned or controlled by District 17.

(4) "Scheduling office" shall be the office within the organization of the district which is designated as the office responsible for scheduling a particular district facility. The designation of scheduling offices shall be made by the chief executive officer, or staff so designated by the chief executive officer, pursuant to WAC 132Q-136-010(2).

(5) "User fee" shall be the fee, if any, charged any user for the use of facilities, including a use fee, fees for special custodial, attendant or security services, fees for supervisor services, fees for the use of special district equipment in conjunction with the use of facilities and any other fees established pursuant to WAC 132Q-136-010(2). The schedule of user fees may be amended from time to time.

(6) "Academic or administrative unit sponsorship" shall mean that the head of an academic or administrative unit

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within the district has reviewed a request for use of facilities, has determined that such use of facilities meets the general policy concerning the use of district facilities pursuant to WAC 132Q-136-010(1) and all limitation on the use of facilities pursuant to WAC 132Q-136-040, has determined that the academic or administrative unit is willing to sponsor the proposed use of facilities and has signed the appropriate request form.

[Statutory Authority: RCW 28B.50.140. 84-19-028 (Resolution No. 22), § 132Q-136-020, filed 9/14/84.]

**WAC 132Q-136-030 Users.** (1) Faculty, staff, and official student organizations may use district facilities to hold events for faculty, staff and students provided such use complies with the general policy on the use of district facilities pursuant to WAC 132Q-136-010 and that all events are scheduled pursuant to WAC 132Q-136-050. Such use does not require either academic or administrative unit sponsorship nor does such use require approval by the chief executive officer or other designated staff.

(2) Faculty, staff, and official student organizations may use district facilities to hold events to which the general public is invited when the event has academic or administrative unit sponsorship and the approval of the chief executive officer or other designated staff.

(3) Organizations or persons other than district faculty, staff, or official student organizations may use district facilities to hold events for members of that organization provided such use complies with the general policy of the use of district facilities. Such use does not require either academic or administrative unit sponsorship, but does require the approval of the chief executive officer or designated staff.

(4) Organizations or persons other than district faculty, staff, or official student organizations may use district facilities to hold events to which the general public is invited when the event has academic or administrative unit sponsorship and the approval the chief executive officer or designated staff.

(5) Use of facilities for religious purposes is permitted on the same basis as for nonreligious purposes as long as use of religious purposes does not dominate access to facilities pursuant to WAC 132Q-136-040.

[Statutory Authority: RCW 28B.50.140. 84-19-028 (Resolution No. 22), § 132Q-136-030, filed 9/14/84.]

**WAC 132Q-136-040 Limitations.** (1) District facilities may not be used in ways which substantially obstruct or disrupt educational activities or freedom of movement or other lawful activities on or in district facilities.

(2) District facilities may not be used by groups, including informal groups, which discriminate in their membership or limit participation in activities on the basis of race, creed, color, national origin, sex, marital status, age, or the presence of any sensory, mental, or physical handicap.

(3) Faculty, staff, or official student organizations may use district facilities to present educational forums regarding ballot propositions and/or candidates who have filed for public office as long as the audience is limited to faculty, staff and students. However, pursuant to RCW 42.17.130 "the use of any of the facilities of a public office or agency, directly or

indirectly, for the purpose of assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition" is prohibited.

(4) District facilities may not be used for private or commercial purposes such as sales, advertising, or promotional activities unless such activities are in conjunction with authorized use of facilities by outside groups, fund raising activities directly benefiting the district, or activities fulfilling an educational or service need of the students, faculty or staff. The sale of any item, the use of any advertising material, or operation of any promotional activity is subject to prior approval of the chief executive officer or designated staff. Any such sales, advertising, or promotional activities judged not to be in the best interest of the district shall not be allowed.

(5) The distribution of handbills, leaflets, pamphlets and similar materials is not permitted in or on those facilities to which access by the general public is restricted or where such distribution would significantly impinge upon the primary business being conducted.

(6) Charitable solicitation is not permitted in or on those facilities to which access by the general public is restricted or where such solicitation would significantly impinge upon the primary business being conducted.

(7) District facilities may be used by other public or private educational institutions or public agencies only insofar as the intended use of the facilities meets a community need not being fulfilled by District 17 and where such activities do not interfere with the educational programs being offered by District 17 or with the maintenance and repair programs of the district. A user fee, if any, for such use shall be determined by the chief executive officer or designated staff.

(8) Organizations or persons other than district faculty, staff, or official student organizations may use district facilities only after the procedure pursuant to WAC 132Q-136-050 are completed and appropriate user fees have been paid in full or satisfactory payment arrangements completed.

(9) District 17 reserves the right to require that the district be represented at any use of facilities where the presence of a representative is in the best interest of the district.

(10) District equipment shall be used only when authorized and shall not be removed from any facility unless written authorization for such removal has been obtain prior to use.

(11) No decorations or other application of material to walls, ceiling or floors of any facility shall be permitted if such application will in any way mar, deface or injure the facility. Users shall be responsible for the removal or disposal of any decorations, materials, equipment, furnishings or rubbish which remain in or on any facility following use of the facility. Failure of any user to meet this obligation which results in additional cost to the district shall subject the user to additional charges for such costs.

(12) The district reserves the right to reject any application for the use of district facilities when such use, pursuant to WAC 132Q-136-010(1), is determined not to be in the best interest of the district.

[Statutory Authority: RCW 28B.50.140, 84-19-028 (Resolution No. 22), § 132Q-136-040, filed 9/14/84.]

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**WAC 132Q-136-050 Reservation, scheduling and approval procedure.** (1) To reserve or schedule the use of facilities, faculty, staff, official student organizations or outside parties shall contact the appropriate college or Institute scheduling office. The scheduling office shall provide all appropriate scheduling procedures, forms and agreements and shall arrange for all necessary approvals, reservations, scheduling and payments.

(2) No less than fourteen days prior to the anticipated date for use of district facilities, any individual or organization desiring to reserve or schedule facility use shall present all required forms, fully completed, to the appropriate scheduling office. The scheduling office shall process the completed application and secure all required approvals. The individual or organization requesting the use of facilities shall be notified of the disposition of the request within ten days. Such fourteen day notice may be waived by the scheduling office provided that such waiver does not disrupt normal facility operation.

(3) Full payment of the appropriate user fee, if any, or satisfactory payment arrangements are required prior to the use of district facilities.

[Statutory Authority: RCW 28B.50.140, 84-19-028 (Resolution No. 22), § 132Q-136-050, filed 9/14/84.]

**WAC 132Q-136-060 Safety and liability.** (1) It is the responsibility of any person or organization requesting the use of district facilities to insure that the proposed use will be carried out in a manner that assures the safety of all persons concerned. Compliance with applicable fire, health and safety regulations is required.

(2) Authorization to organizations or persons other than district faculty, staff, or official student organizations for the use of district facilities is granted with the express understanding and condition that such organization or person assumes full responsibility for any loss, damage or claims arising out of such use. When the event involves physical activity, or otherwise would 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 one million dollars per occurrence shall be provided to the chief executive officer or designee.

[Statutory Authority: RCW 28B.50.140, 84-19-028 (Resolution No. 22), § 132Q-136-060, filed 9/14/84.]

## Chapter 132Q-276 WAC

### PUBLIC RECORDS—INITIATIVE 276

#### WAC

132Q-276-010	Purpose.
132Q-276-020	Definitions.
132Q-276-030	Central and field organization.
132Q-276-040	Operations and procedures.
132Q-276-050	Public records available.
132Q-276-060	Public records officer.
132Q-276-070	Office hours.
132Q-276-080	Requests for public records.
132Q-276-090	Copying.
132Q-276-100	Exemptions.
132Q-276-110	Appeal of denials.
132Q-276-120	Protection of public records.
132Q-276-130	Records index.
132Q-276-140	Adoption of form.

**WAC 132Q-276-010 Purpose.** The purpose of this chapter shall be to insure compliance by Washington Community College District 17 with the provisions of chapter 42.17 RCW, Disclosure—Campaign finance—Lobbying—Records: And, in particular, with RCW 42.17.250 - 42.17.340 dealing with public records.

[Statutory Authority: RCW 42.17.250. 83-10-004 (Order 83-29, Resolution No. 21), § 132Q-276-010, filed 4/22/83.]

**WAC 132Q-276-020 Definitions.** (1) **Public records.** "Public record" includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.

(2) **Writing.** "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.

(3) **Washington community college district 17.** Washington Community College District 17 is a state agency created and organized by statute pursuant to RCW 28B.50.040, and shall hereinafter be referred to as the "district." Where appropriate, the term "district" shall also refer to the staff and board of trustees of the district.

[Statutory Authority: RCW 42.17.250. 83-10-004 (Order 83-29, Resolution No. 21), § 132Q-276-020, filed 4/22/83.]

**WAC 132Q-276-030 Central and field organization.** The district is a community college district organized under RCW 28B.50.040. The administrative office of the district and its staff is located at North 2000 Greene, Spokane, Washington, 99207. The district operates two colleges, Spokane Community College, located at North 1810 Greene, Spokane, Washington, 99207, and Spokane Falls Community College, located at West 3410 Fort George Wright Drive, Spokane, Washington, 99204. The district also operates extension and continuing education programs in the counties of Ferry, Lincoln (except Consolidated School District 105-157-166J and the Lincoln County portion of Common School District 167-202), Pend Orielle, Spokane, Stevens, and Whitman.

[Statutory Authority: RCW 42.17.250. 83-10-004 (Order 83-29, Resolution No. 21), § 132Q-276-030, filed 4/22/83.]

**WAC 132Q-276-040 Operations and procedures.** The district is established under RCW 28B.50.040 to implement the educational purposes established by RCW 28B.50.020. The district is operated under the supervision and control of a board of trustees appointed by the governor as provided in RCW 28B.50.130. The chief administrative officer of the district is the district president, who also serves as secretary to the board of trustees. The day-to-day operation of the district, pursuant to policy established and approved by the board of trustees, is implemented through the office of the district president or the president's designee.

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The board of trustees meets the second Tuesday of each month at 1:30 p.m. in the board room of the district offices located at North 2000 Greene Street, Spokane, Washington, 99207, unless public notice is given of a special meeting. At such time, the trustees exercise the powers and duties granted to the board by RCW 28B.50.140.

[Statutory Authority: RCW 42.17.250. 83-10-004 (Order 83-29, Resolution No. 21), § 132Q-276-040, filed 4/22/83.]

**WAC 132Q-276-050 Public records available.** All public records of the district, as defined in WAC 132Q-276-020 are deemed to be available for public inspection and copying pursuant to these rules, except as otherwise provided by RCW 42.17.310 and WAC 132Q-276-100.

[Statutory Authority: RCW 42.17.250. 83-10-004 (Order 83-29, Resolution No. 21), § 132Q-276-050, filed 4/22/83.]

**WAC 132Q-276-060 Public records officer.** The district's public records shall be in the charge and control of the public records officer designated by the district president. The person so designated shall be located in the administrative office of the district. The public records officer shall be responsible for implementing the district's rules and regulations regarding release of public records, coordinating the staff of the district in this regard, and generally insuring compliance by the staff with the public records disclosure of chapter 42.17 RCW.

[Statutory Authority: RCW 42.17.250. 83-10-004 (Order 83-29, Resolution No. 21), § 132Q-276-060, filed 4/22/83.]

**WAC 132Q-276-070 Office hours.** Public records shall be available for inspection and copying during the customary office hours of the district. For the purposes of this chapter, the customary office hours shall be from 8:00 a.m. until noon and from 1:00 p.m. to 4:30 p.m., Monday through Friday, excluding legal holidays.

[Statutory Authority: RCW 42.17.250. 83-10-004 (Order 83-29, Resolution No. 21), § 132Q-276-070, filed 4/22/83.]

**WAC 132Q-276-080 Requests for public records.** In accordance with requirements of RCW 42.17.290, that agencies prevent unreasonable invasions of privacy, protect public records from damage or disorganization, and prevent excessive interference with essential functions of the agency, public records may be inspected or copied or copies of such records may be obtained, by members of the public, upon compliance with the following procedures:

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

- (a) The name of the person requesting the records;
- (b) The time of day and calendar date on which the request was made;
- (c) The nature of the request;

(d) The matter requested as referenced within the current index maintained by the records officer, or if the matter is not identifiable by reference in the district's current index, an appropriate description of the record requested.

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

[Statutory Authority: RCW 42.17.250, 83-10-004 (Order 83-29, Resolution No. 21), § 132Q-276-080, filed 4/22/83.]

**WAC 132Q-276-090 Copying.** No fee shall be charged for the inspection of public records. The district may charge a fee per page of copy for providing copies of public records, for use of the district's copy equipment, and labor costs. This charge shall be an amount necessary to reimburse the district for its actual costs incident to such copying.

[Statutory Authority: RCW 42.17.250, 83-10-004 (Order 83-29, Resolution No. 21), § 132Q-276-090, filed 4/22/83.]

**WAC 132Q-276-100 Exemptions.** (1) The district reserves the right to determine that the public record requested in accordance with the procedures outlined in WAC 132Q-276-080 is exempt under the provisions of chapter 42.17 RCW.

(2) In addition, pursuant to RCW 42.17.260, the district 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 chapter 42.17 RCW. The public records officer shall fully justify any such deletion in writing.

(3) All denials of requests for public records must be accompanied by a written statement specifying the reason for the denial, including a statement of the specific exemption authorizing the withholding of the record and a brief explanation of how the exemption applies to the records withheld.

[Statutory Authority: RCW 42.17.250, 83-10-004 (Order 83-29, Resolution No. 21), § 132Q-276-100, filed 4/22/83.]

**WAC 132Q-276-110 Appeal of denials.** (1) Any person who objects to the denial of a request for a public record may appeal such decision by tendering a written request for appeal. The written request shall specifically refer to the written statement by the public records officer or other staff member which constituted or accompanied the denial.

(2) Immediately after receiving a written request for appeal of a decision denying a public record, the public records officer or other administrative staff member denying the request shall refer the written request to the district president or the president's designee. The district president or the designee shall immediately consider the matter, may consult with the office of the attorney general, and either affirm or reverse such denial of access to a public record. In any case, the request shall be returned with a final decision within two business days following the filing of the written request for review.

(3) Administrative remedies shall not be considered exhausted until the district has returned the petition with a

decision or until the close of the second business day following a request for appeal, whichever occurs first.

[Statutory Authority: RCW 42.17.250, 83-10-004 (Order 83-29, Resolution No. 21), § 132Q-276-110, filed 4/22/83.]

**WAC 132Q-276-120 Protection of public records.** It is the policy of the district, in order to protect public records from damage or disorganization and to prevent excessive interference with other essential functions of the district, that original copies of records are not to be taken from the district designated area of custody or storage. Any examination and copying of records subject to these regulations is to occur at places designated by the district through the public records officer and/or his designee. The fullest assistance to inquiries and the most timely possible action on request for information consistent with protection of the public records is to be supplied.

[Statutory Authority: RCW 42.17.250, 83-10-004 (Order 83-29, Resolution No. 21), § 132Q-276-120, filed 4/22/83.]

**WAC 132Q-276-130 Records index.** (1) The district has available to all persons a current index which provides identifying information as to the following records issued, adopted, or promulgated since June 30, 1972: (a) Final opinions, including concurring and dissenting opinions, as well as orders, made in the adjudication of cases; (b) those statements of policy and interpretations of policy, statutes and the constitution which have been adopted by the agency; (c) administrative staff manuals and instructions to staff that affect a member of the public; (d) planning policies and goals, and interim and final planning decisions; (e) factual staff reports and studies, factual consultants reports and studies, scientific reports and studies, and any other factual information derived from tests, studies, reports or surveys, whether conducted by public employees or others; and (f) correspondence and materials referred therein by and with the agency relating to any regulatory, supervisory, or enforcement responsibilities of the agency, whereby the agency determines or opines upon, or is asked to determine or opine upon, the rights of state, the public, a subdivision of state government or any private agency.

(2) The current index described in WAC 132Q-276-130(1) shall be available to all persons under the same rules and on the same conditions as they are applied to public records available for inspection.

[Statutory Authority: RCW 42.17.250, 83-10-004 (Order 83-29, Resolution No. 21), § 132Q-276-130, filed 4/22/83.]

**WAC 132Q-276-140 Adoption of form.** The district shall adopt a form for use by all persons requesting inspection and/or copying or copies of its public records.

[Statutory Authority: RCW 42.17.250, 83-10-004 (Order 83-29, Resolution No. 21), § 132Q-276-140, filed 4/22/83.]