

Title 132G WAC

COMMUNITY COLLEGES—SHORELINE COMMUNITY COLLEGE

Chapters	
132G-104	Meetings of the board of trustees—Delegation of board responsibility.
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DISPOSITION OF CHAPTERS FORMERLY CODIFIED IN THIS TITLE

Chapter 132G-16 NEGOTIATIONS BY PROFESSIONAL PERSONNEL

132G-16-010	Purpose. [Order 43, § 132G-16-010, filed 6/2/70.] Repealed by Order 8-18:74, filed 5/20/74.
132G-16-020	Persons eligible to vote—Definition "professional employee." [Order 43, § 132G-16-020, filed 6/2/70.] Repealed by Order 8-18:74, filed 5/20/74.
132G-16-030	Request for election—Canvass of professional employees by independent and neutral person or association. [Order 43, § 132G-16-030, filed 6/2/70.] Repealed by Order 8-18:74, filed 5/20/74.
132G-16-040	Notice of election—Organizations to be included on ballot—Time for filing. [Order 43, § 132G-16-040, filed 6/2/70.] Repealed by Order 8-18:74, filed 5/20/74.
132G-16-050	Contents of notice of election—Designation of chief election officer—Duties. [Order 43, § 132G-16-050, filed 6/2/70.] Repealed by Order 8-18:74, filed 5/20/74.
132G-16-060	List of professional employees—Posting of list. [Order 43, § 132G-16-060, filed 6/2/70.] Repealed by Order 8-18:74, filed 5/20/74.
132G-16-070	Election inspectors—Duties—Right to challenge voter—Improper conduct. [Order 43, § 132G-16-070, filed 6/2/70.] Repealed by Order 8-18:74, filed 5/20/74.
132G-16-080	Ballots. [Order 43, § 132G-16-080, filed 6/2/70.] Repealed by Order 8-18:74, filed 5/20/74.
132G-16-090	Record of vote—Signature—Challenge. [Order 43, § 132G-16-090, filed 6/2/70.] Repealed by Order 8-18:74, filed 5/20/74.
132G-16-100	Incorrectly marked ballot. [Order 43, § 132G-16-100, filed 6/2/70.] Repealed by Order 8-18:74, filed 5/20/74.
132G-16-110	Privacy for voter—Equipment. [Order 43, § 132G-16-110, filed 6/2/70.] Repealed by Order 8-18:74, filed 5/20/74.
132G-16-120	Folding ballot—Ballot box. [Order 43, § 132G-16-120, filed 6/2/70.] Repealed by Order 8-18:74, filed 5/20/74.
132G-16-130	Challenged ballot—Procedure. [Order 43, § 132G-16-130, filed 6/2/70.] Repealed by Order 8-18:74, filed 5/20/74.
132G-16-140	Employees present entitled to vote—Sealing ballot box—Unused ballots. [Order 43, § 132G-16-140, filed 6/2/70.] Repealed by Order 8-18:74, filed 5/20/74.

132G-16-150	Election inspectors duties after voting has terminated. [Order 43, § 132G-16-150, filed 6/2/70.] Repealed by Order 8-18:74, filed 5/20/74.
132G-16-160	Disposition of challenged ballots—Tally sheets—Investigation by chief election officer. [Order 43, § 132G-16-160, filed 6/2/70.] Repealed by Order 8-18:74, filed 5/20/74.
132G-16-170	Counting of ballots—Procedure—Certification of results of election—Retention of ballots—Signed voting lists. [Order 43, § 132G-16-170, filed 6/2/70.] Repealed by Order 8-18:74, filed 5/20/74.
132G-16-180	Electioneering within the polls forbidden. [Order 43, § 132G-16-180, filed 6/2/70.] Repealed by Order 8-18:74, filed 5/20/74.
132G-16-190	Contest of election—Time for filing objections—Investigation of objections. [Order 43, § 132G-16-190, filed 6/2/70.] Repealed by Order 8-18:74, filed 5/20/74.
132G-16-200	Election determined by majority of valid votes cast—Run-off election. [Order 43, § 132G-16-200, filed 6/2/70.] Repealed by Order 8-18:74, filed 5/20/74.
132G-16-210	Time lapse for new election. [Order 43, § 132G-16-210, filed 6/2/70.] Repealed by Order 8-18:74, filed 5/20/74.

Chapter 132G-126 REDUCTION IN FORCE AND TENURE CODE

132G-126-010	Rules and regulations governing reduction in force—Objective and definition. [Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-126-010, filed 6/6/79.] Repealed by 95-07-103, filed 3/20/95, effective 4/20/95. Statutory Authority: RCW 34.05.320.
132G-126-020	RIF—Procedures for determining the necessity. [Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-126-020, filed 6/6/79.] Repealed by 95-07-103, filed 3/20/95, effective 4/20/95. Statutory Authority: RCW 34.05.320.
132G-126-030	RIF—Layoff units. [Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-126-030, filed 6/6/79.] Repealed by 95-07-103, filed 3/20/95, effective 4/20/95. Statutory Authority: RCW 34.05.320.
132G-126-040	RIF—Seniority. [Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-126-040, filed 6/6/79.] Repealed by 95-07-103, filed 3/20/95, effective 4/20/95. Statutory Authority: RCW 34.05.320.
132G-126-050	RIF—Implementation of reduction in force. [Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-126-050, filed 6/6/79.] Repealed by 95-07-103, filed 3/20/95, effective 4/20/95. Statutory Authority: RCW 34.05.320.
132G-126-060	RIF—Notification, hearing and appeal. [Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-126-060, filed 6/6/79.] Repealed by 95-07-103, filed 3/20/95, effective 4/20/95. Statutory Authority: RCW 34.05.320.
132G-126-070	RIF—Rights of laid off academic employees. [Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-126-070, filed 6/6/79.] Repealed by 95-07-103, filed 3/20/95, effective 4/20/95. Statutory Authority: RCW 34.05.320.
132G-126-080	RIF—Special provisions. [Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-126-080, filed 6/6/79.] Repealed by 95-07-103, filed 3/20/95, effective 4/20/95. Statutory Authority: RCW 34.05.320.
132G-126-200	Tenure—Purpose. [Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-126-200, filed 6/6/79.] Repealed by 95-07-103, filed 3/20/95, effective 4/20/95. Statutory Authority: RCW 34.05.320.

- 132G-126-210 Tenure—Definitions. [Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-126-210, filed 6/6/79.] Repealed by 95-07-103, filed 3/20/95, effective 4/20/95. Statutory Authority: RCW 34.05.320.
- 132G-126-220 Tenure—Appointment review committees—Purpose of the committees and selection of membership. [Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-126-220, filed 6/6/79.] Repealed by 95-07-103, filed 3/20/95, effective 4/20/95. Statutory Authority: RCW 34.05.320.
- 132G-126-230 Tenure—Appointment review committees—Duties and responsibilities. [Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-126-230, filed 6/6/79.] Repealed by 95-07-103, filed 3/20/95, effective 4/20/95. Statutory Authority: RCW 34.05.320.
- 132G-126-240 Tenure—Appointment review committees—Operating procedures. [Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-126-240, filed 6/6/79.] Repealed by 95-07-103, filed 3/20/95, effective 4/20/95. Statutory Authority: RCW 34.05.320.
- 132G-126-250 Tenure—Authority of the board of trustees. [Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-126-250, filed 6/6/79.] Repealed by 95-07-103, filed 3/20/95, effective 4/20/95. Statutory Authority: RCW 34.05.320.
- 132G-126-260 Tenure—Rights and reasonable expectations of the probationer. [Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-126-260, filed 6/6/79.] Repealed by 95-07-103, filed 3/20/95, effective 4/20/95. Statutory Authority: RCW 34.05.320.
- 132G-126-270 Tenure—Dismissal of faculty members—Preamble. [Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-126-270, filed 6/6/79.] Repealed by 95-07-103, filed 3/20/95, effective 4/20/95. Statutory Authority: RCW 34.05.320.
- 132G-126-280 Tenure—Dismissal of faculty members—Faculty categories covered. [Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-126-280, filed 6/6/79.] Repealed by 95-07-103, filed 3/20/95, effective 4/20/95. Statutory Authority: RCW 34.05.320.
- 132G-126-290 Tenure—Dismissal of faculty members—Reasons for dismissal of a faculty member. [Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-126-290, filed 6/6/79.] Repealed by 95-07-103, filed 3/20/95, effective 4/20/95. Statutory Authority: RCW 34.05.320.
- 132G-126-300 Tenure—Dismissal of faculty members—Composition of the dismissal review committee. [Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-126-300, filed 6/6/79.] Repealed by 95-07-103, filed 3/20/95, effective 4/20/95. Statutory Authority: RCW 34.05.320.
- 132G-126-310 Tenure—Dismissal of faculty members—Selection of the dismissal review committee. [Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-126-310, filed 6/6/79.] Repealed by 95-07-103, filed 3/20/95, effective 4/20/95. Statutory Authority: RCW 34.05.320.
- 132G-126-320 Tenure—Dismissal of faculty members—Preliminary procedures relating to the dismissal of a faculty member. [Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-126-320, filed 6/6/79.] Repealed by 95-07-103, filed 3/20/95, effective 4/20/95. Statutory Authority: RCW 34.05.320.
- 132G-126-330 Tenure—Dismissal of faculty members—Initiation of formal proceedings. [Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-126-330, filed 6/6/79.] Repealed by 95-07-103, filed 3/20/95, effective 4/20/95. Statutory Authority: RCW 34.05.320.
- 132G-126-340 Tenure—Dismissal of faculty members—Procedural rights accorded the faculty member concerned. [Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-126-340, filed 6/6/79.] Repealed by 95-07-103, filed 3/20/95, effective 4/20/95. Statutory Authority: RCW 34.05.320.
- 132G-126-350 Tenure—Dismissal of faculty members—Responsibilities of dismissal review committee. [Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-126-350, filed 6/6/79.] Repealed by 95-07-103, filed 3/20/95, effective 4/20/95. Statutory Authority: RCW 34.05.320.
- 132G-126-360 Tenure—Dismissal of faculty members—Duties of the hearing officer of the dismissal review committee. [Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-126-360, filed 6/6/79.] Repealed by 95-07-103, filed 3/20/95, effective 4/20/95. Statutory Authority: RCW 34.05.320.
- 132G-126-370 Tenure—Dismissal of faculty members—Consideration by the board of trustees. [Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-126-370, filed 6/6/79.] Repealed by 95-07-103, filed 3/20/95, effective 4/20/95. Statutory Authority: RCW 34.05.320.
- 132G-126-380 Tenure—Dismissal of faculty members—Time limits. [Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-126-380, filed 6/6/79.] Repealed by 95-07-103, filed 3/20/95, effective 4/20/95. Statutory Authority: RCW 34.05.320.
- 132G-126-390 Tenure—Dismissal of faculty members—Publicity. [Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-126-390, filed 6/6/79.] Repealed by 95-07-103, filed 3/20/95, effective 4/20/95. Statutory Authority: RCW 34.05.320.
- 132G-126-400 Tenure—Dismissal of faculty members—Right of the faculty member to appeal the decision of the dismissal review committee and/or the board of trustees. [Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-126-400, filed 6/6/79.] Repealed by 95-07-103, filed 3/20/95, effective 4/20/95. Statutory Authority: RCW 34.05.320.

Chapter 132G-104 WAC

MEETINGS OF THE BOARD OF TRUSTEES— DELEGATION OF BOARD RESPONSIBILITY

WAC

- 132G-104-010 Time and place of board meetings.
132G-104-020 Request for items to be placed on board agenda.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

- 132G-104-030 Delegation to college president. [Order 1-35:72, § 132G-104-030, filed 11/29/72, effective 1/1/73.] Repealed by 02-11-090, filed 5/17/02, effective 6/17/02. Statutory Authority: RCW 28B.50.140(13).

WAC 132G-104-010 Time and place of board meetings. The board of trustees shall hold one regular meeting on the fourth Wednesday of each month at 4:00 p.m. and such special meetings as may be requested by the chair of the board or by a majority of the members of the board and announced in accordance with law.

All regular and special meetings of the board of trustees shall be held at 16101 Greenwood Avenue North, Shoreline, unless scheduled elsewhere, and shall be open to the general public, except for lawful executive sessions.

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

[Statutory Authority: RCW 28B.50.140(13). 02-11-090, § 132G-104-010, filed 5/17/02, effective 6/17/02. Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-104-010, filed 6/6/79; Order 2-10:74, § 132G-104-010, filed 4/26/74; Order 1-35:72, § 132G-104-010, filed 11/29/72, effective 1/1/73.]

WAC 132G-104-020 Request for items to be placed on board agenda. Anyone, other than a board member or a representative of the president's office wishing an item placed on the agenda of a board meeting, must have a written request in the office of the board secretary no later than twelve o'clock noon five business days before the next scheduled meeting of the board. The secretary will relate the request to the college president and the chair of the board as soon as feasible. The chair will determine whether the item is to be placed on the agenda. The chair or his/her designee will notify the individual initiating the request as to whether or not the item will be placed on the agenda.

[Statutory Authority: RCW 28B.50.140(13), 02-11-090, § 132G-104-020, filed 5/17/02, effective 6/17/02; Order 9-26:76, § 132G-104-020, filed 6/30/76; Order 1-35:72, § 132G-104-020, filed 11/29/72, effective 1/1/73.]

Chapter 132G-108 WAC

PROCEDURAL RULES FOR ADJUDICATIVE PROCEDURES

WAC

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

WAC 132G-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 in 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 previously adopted by this institution, the model rules prevail.

[Statutory Authority: RCW 34.05.250, 90-13-051, § 132G-108-010, filed 6/15/90, effective 7/16/90.]

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

[Statutory Authority: RCW 34.05.250, 90-13-051, § 132G-108-020, filed 6/15/90, effective 7/16/90.]

WAC 132G-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.

(2003 Ed.)

[Statutory Authority: RCW 34.05.250, 90-13-051, § 132G-108-030, filed 6/15/90, effective 7/16/90.]

WAC 132G-108-040 Application for adjudicative proceeding. An application for adjudicative proceeding shall be in writing. Application forms are available at the following address: 16101 Greenwood Avenue N., Seattle[,] Washington 98133.

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

[Statutory Authority: RCW 34.05.250, 90-13-051, § 132G-108-040, filed 6/15/90, effective 7/16/90.]

WAC 132G-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 use [used] in all matters related to:

- (1) Residency determinations.
- (2) Challenges to contents of education records.
- (3) Student conduct proceedings.
- (4) Parking violations.
- (5) Outstanding debts owed by students or employees.
- (6) Loss of eligibility for participation in institution-sponsored athletic events.

[Statutory Authority: RCW 34.05.250, 90-13-051, § 132G-108-050, filed 6/15/90, effective 7/16/90.]

WAC 132G-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 34.05.250, 90-13-051, § 132G-108-060, filed 6/15/90, effective 7/16/90.]

WAC 132G-108-070 Procedure for closing parts of the hearings. A party may apply for protective order to close part of a hearing. The party making the request should state the reasons for making the application to the presiding officer. If the other party opposes the request, a written response to the request shall be made within ten days of the request to the presiding officer. The presiding officer shall determine which, if any, parts of the proceeding shall be closed, and state the reasons therefore in writing within twenty days of receiving the request.

[Statutory Authority: RCW 34.05.250, 90-13-051, § 132G-108-070, filed 6/15/90, effective 7/16/90.]

WAC 132G-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 132G-108-010, except for the method of official recording selected by the institution.

[Statutory Authority: RCW 34.05.250, 90-13-051, § 132G-108-080, filed 6/15/90, effective 7/16/90.]

Chapter 132G-116 WAC
PARKING AND TRAFFIC RULES

WAC

132G-116-020	Purpose.	132G-116-150	Authorization for issuance of permits. [Order 1-35:72, § 132G-116-150, filed 11/29/72, effective 1/1/73.] Repealed by 93-02-063, filed 1/6/93, effective 2/6/93. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
132G-116-025	Authority.		
132G-116-030	Traffic rules and regulations.		
132G-116-035	Definitions.		
132G-116-045	Liability of Shoreline Community College.	132G-116-160	Numbering of parking areas. [Order 1-35:72, § 132G-116-160, filed 11/29/72, effective 1/1/73.] Repealed by 93-02-063, filed 1/6/93, effective 2/6/93. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
132G-116-055	Authorized use of campus roads/parking facilities.		
132G-116-070	Speed.		
132G-116-080	Regulatory signs and directions.		
132G-116-090	Pedestrians—Right of way.	132G-116-170	Allocation of parking space. [Order 1-35:72, § 132G-116-170, filed 11/29/72, effective 1/1/73.] Repealed by 93-02-063, filed 1/6/93, effective 2/6/93. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
132G-116-095	Traffic accidents.		
132G-116-105	Traffic offenses.		
132G-116-115	Bicycles and nonvehicular transportation usage.		
132G-116-125	Allocation of parking spaces.	132G-116-180	Visitors and guests. [Order 1-35:72, § 132G-116-180, filed 11/29/72, effective 1/1/73.] Repealed by 93-02-063, filed 1/6/93, effective 2/6/93. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
132G-116-135	Designated and assigned parking.		
132G-116-145	Parking within designated areas.		
132G-116-155	Impounding vehicles.	132G-116-190	Permit revocations. [Order 1-35:72, § 132G-116-190, filed 11/29/72, effective 1/1/73.] Repealed by 93-02-063, filed 1/6/93, effective 2/6/93. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
132G-116-175	Registered owner responsibility.		
132G-116-185	Illegal parking.		
132G-116-195	Hazardous illegal parking.		
132G-116-205	Bicycle parking.	132G-116-200	Duplicate permits for faculty and staff personnel. [Order 1-35:72, § 132G-116-200, filed 11/29/72, effective 1/1/73.] Repealed by 93-02-063, filed 1/6/93, effective 2/6/93. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
132G-116-215	Damage to state property.		
132G-116-225	Permit parking on campus.		
132G-116-235	Fees for parking permits.		
132G-116-245	Temporary parking permits.		
132G-116-255	Revocation of permits.	132G-116-210	Faculty and staff permit periods. [Statutory Authority: RCW 28B.50.130 and 28B.50.140. 83-01-077 (Orders 42:82 and 43:82), § 132G-116-210, filed 11/29/72, effective 1/1/73.] Repealed by 93-02-063, filed 1/6/93, effective 2/6/93. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
132G-116-265	Policy enforcement.		
132G-116-270	Issuance of citations.		
132G-116-275	Disposition of violations.		
132G-116-285	Appeals.		
132G-116-295	Transportation/parking advisory committee.		
132G-116-305	Unpaid fines.		
132G-116-315	Special circumstances.		
132G-116-340	Delegation of authority.		

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

132G-116-010	Introduction. [Order 1-35:72, § 132G-116-010, filed 11/29/72, effective 1/1/73.] Repealed by 93-02-063, filed 1/6/93, effective 2/6/93. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.	132G-116-220	Fees for permits. [Order 1-35:72, § 132G-116-220, filed 11/29/72, effective 1/1/73.] Repealed by 93-02-063, filed 1/6/93, effective 2/6/93. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
132G-116-040	Permits required for vehicles on campus. [Order 1-35:72, § 132G-116-040, filed 11/29/72, effective 1/1/73.] Repealed by 93-02-063, filed 1/6/93, effective 2/6/93. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.	132G-116-230	Annual parking fee payment. [Order 1-35:72, § 132G-116-230, filed 11/29/72, effective 1/1/73.] Repealed by 93-02-063, filed 1/6/93, effective 2/6/93. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
132G-116-050	Tourists and visitors—Exemption from permit requirements. [Order 1-35:72, § 132G-116-050, filed 11/29/72, effective 1/1/73.] Repealed by 93-02-063, filed 1/6/93, effective 2/6/93. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.	132G-116-240	Display of permits. [Order 1-35:72, § 132G-116-240, filed 11/29/72, effective 1/1/73.] Repealed by 93-02-063, filed 1/6/93, effective 2/6/93. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
132G-116-060	Restrictions on use of vehicles of students with permits. [Order 1-35:72, § 132G-116-060, filed 11/29/72, effective 1/1/73.] Repealed by 93-02-063, filed 1/6/93, effective 2/6/93. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.	132G-116-250	Responsibility of person to whom permit issued. [Order 1-35:72, § 132G-116-250, filed 11/29/72, effective 1/1/73.] Repealed by 93-02-063, filed 1/6/93, effective 2/6/93. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
132G-116-100	Parking—Permits required. [Order 1-35:72, § 132G-116-100, filed 11/29/72, effective 1/1/73.] Repealed by 93-02-063, filed 1/6/93, effective 2/6/93. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.	132G-116-260	Refund of fees. [Order 1-35:72, § 132G-116-260, filed 11/29/72, effective 1/1/73.] Repealed by 93-02-063, filed 1/6/93, effective 2/6/93. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
132G-116-110	Parking within designated spaces. [Order 1-35:72, § 132G-116-110, filed 11/29/72, effective 1/1/73.] Repealed by 93-02-063, filed 1/6/93, effective 2/6/93. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.	132G-116-280	Grievance proceedings—Bond for appearance—Date of hearing. [Statutory Authority: RCW 28B.50.130 and 28B.50.140. 83-01-077 (Orders 42:82 and 43:82), § 132G-116-280, filed 11/29/72, effective 1/1/73.] Repealed by 93-02-063, filed 1/6/93, effective 2/6/93. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
132G-116-120	Disabled and inoperative vehicles—Impounding. [Order 1-35:72, § 132G-116-120, filed 11/29/72, effective 1/1/73.] Repealed by 93-02-063, filed 1/6/93, effective 2/6/93. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.	132G-116-290	Fines and penalties. [Statutory Authority: RCW 28B.50.130 and 28B.50.140. 83-01-077 (Orders 42:82 and 43:82), § 132G-116-290, filed 11/29/72, effective 1/1/73.] Repealed by 93-02-063, filed 1/6/93, effective 2/6/93. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
132G-116-130	Exceptions from traffic and parking restrictions. [Order 1-35:72, § 132G-116-130, filed 11/29/72, effective 1/1/73.] Repealed by 93-02-063, filed 1/6/93, effective 2/6/93. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.	132G-116-300	Mitigation and suspension of penalties. [Statutory Authority: RCW 28B.50.130 and 28B.50.140. 83-01-077 (Orders 42:82 and 43:82), § 132G-116-300, filed
132G-116-140	Special traffic and parking regulations and restrictions authorized. [Order 1-35:72, § 132G-116-140, filed		

- 12/17/82; Order 1-35:72, § 132G-116-300, filed 11/29/72, effective 1/1/73.] Repealed by 93-02-063, filed 1/6/93, effective 2/6/93. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132G-116-310 Enforcement of determination of the vice-president for student services. [Statutory Authority: RCW 28B.50.130 and 28B.50.140. 83-01-077 (Orders 42:82 and 43:82), § 132G-116-310, filed 12/17/82; Order 1-35:72, § 132G-116-310, filed 11/29/72, effective 1/1/73.] Repealed by 93-02-063, filed 1/6/93, effective 2/6/93. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132G-116-320 Regulatory signs, markings, barricades, etc. [Order 1-35:72, § 132G-116-320, filed 11/29/72, effective 1/1/73.] Repealed by 93-02-063, filed 1/6/93, effective 2/6/93. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132G-116-330 Impounding of vehicles. [Order 1-35:72, § 132G-116-330, filed 11/29/72, effective 1/1/73.] Repealed by 93-02-063, filed 1/6/93, effective 2/6/93. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
- 132G-116-350 Liability of college. [Order 1-35:72, § 132G-116-350, filed 11/29/72, effective 1/1/73.] Repealed by 93-02-063, filed 1/6/93, effective 2/6/93. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.

WAC 132G-116-020 Purpose. The parking and traffic rules and regulations contained herein provide a fair and uniform method of regulating college vehicular, nonvehicular, and pedestrian traffic and are based on the following objectives:

- (1) To protect and control pedestrian, vehicular, and nonvehicular traffic.
- (2) To assure access at all times for emergency equipment.
- (3) To minimize traffic disturbance during class hours.
- (4) To facilitate the work of the college in meeting its mission and goals by assuring access for college vehicles and by assigning the limited parking spaces for the most efficient use.

Permission to park or operate a vehicle on college property is governed by these regulations. The purchase of a permit for parking does not ensure the regular availability of a parking space.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 93-02-063, § 132G-116-020, filed 1/6/93, effective 2/6/93; Order 1-35:72, § 132G-116-020, filed 11/29/72, effective 1/1/73.]

WAC 132G-116-025 Authority. Pursuant to the authority granted by RCW 28B.50.140(10), the board of trustees of Shoreline Community College is granted authority to establish rules and regulations for pedestrians, vehicular, and nonvehicular traffic on property owned, operated, and/or maintained by the college

- (1) The enforcement of these parking and traffic rules and regulations shall be the responsibility of the college safety/security department.
- (2) College safety/security officers are authorized to issue parking and traffic citations, impound or immobilize vehicles, and regulate traffic and parking as prescribed in these rules and regulations.
- (3) Any person interfering with a college safety/security officer in the discharge of the provisions of these parking and traffic rules and regulations shall be in violation of chapter

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9A.76 RCW; Obstructing governmental operation and may be subject to arrest by a peace officer under RCW 9A.76.020.

(4) Failure to abide by these rules and regulations by students may be considered to be a violation of the code of student conduct.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 93-02-063, § 132G-116-025, filed 1/6/93, effective 2/6/93.]

WAC 132G-116-030 Traffic rules and regulations.

The traffic rules and regulations which are applicable to Shoreline Community College are the motor vehicle and other traffic laws of the state of Washington.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 93-02-063, § 132G-116-030, filed 1/6/93, effective 2/6/93; Order 1-35:72, § 132G-116-030, filed 11/29/72, effective 1/1/73.]

WAC 132G-116-035 Definitions. As used in this document, the following words shall mean:

(1) College: Shoreline Community College, District No. 7, or any additional community college hereafter established with Community College District No. 7, state of Washington, and collectively, those responsible for its control and operations.

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

(3) College property: Campus property, parking lots, or land owned, leased or controlled by Shoreline Community College.

(4) Impoundment: Removal of a vehicle to a storage facility or immobilization by use of a wheel-lock device.

(5) Pedestrian: Any person afoot, as defined in chapter 46.04 RCW, and to include individuals using handicapped transportation devices.

(6) Student: Individual registered for any class at the college, both full and part time.

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

(8) Vehicular traffic or vehicles: Those devices defined as "vehicles" in chapter 46.04 RCW.

(9) Nonvehicular modes of transportation: Nonvehicular modes of transportation shall mean nonpedestrian devices other than vehicles and shall include, but not be limited to, handicapped transportation devices, bicycles, skateboards, snowmobiles, roller skates and roller blades, snow sleds, and scooters.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 93-02-063, § 132G-116-035, filed 1/6/93, effective 2/6/93.]

WAC 132G-116-045 Liability of Shoreline Community College. The college assumes no liability for vehicles parking or traveling on college property, nor shall it be held liable for loss of goods or property from vehicles parked on college property.

(1) Shoreline Community College, the college safety/security department, college safety/security officers, members and employees shall not be held liable for any damages or losses occurring to or from vehicles or equipment when rendering motorist assistance, impounding vehicles, or performing any duties as described in these parking and traffic

rules and regulations. This section also applies to nonvehicular modes of transportation.

(2) The college provides only limited maintenance to college parking lots. Persons using the college parking lots do so at their own risk. The college will not be responsible for any liability or damage claims.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 93-02-063, § 132G-116-045, filed 1/6/93, effective 2/6/93.]

WAC 132G-116-055 Authorized use of campus roads/parking facilities. Only those vehicles as defined and regulated in chapter 46.04 RCW or as defined herein, may be operated in parking lots or in traffic areas and only by licensed drivers as defined in chapter 46.20 RCW. No vehicle or nonvehicular mode of transportation, with the exception of nonmotorized bicycles, handicapped transportation devices, emergency equipment, and certain maintenance vehicles, may be operated on intracampus property, pathways, or sidewalks without the specific permission of the college safety/security department.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 93-02-063, § 132G-116-055, filed 1/6/93, effective 2/6/93.]

WAC 132G-116-070 Speed. No vehicle shall be operated on the campus at a speed in excess of 15 miles per hour or such lower speed as is reasonable and prudent in the circumstances.

[Order 1-35:72, § 132G-116-070, filed 11/29/72, effective 1/1/73.]

WAC 132G-116-080 Regulatory signs and directions. Drivers of vehicles shall obey regulatory signs and signs/traffic control devices at all times and shall comply with directions given by college safety/security officers in the control and regulation of traffic and parking.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 93-02-063, § 132G-116-080, filed 1/6/93, effective 2/6/93; Order 1-35:72, § 132G-116-080, filed 11/29/72, effective 1/1/73.]

WAC 132G-116-090 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 crossing any street, roadway, fire lane, or pathway with or without a marked crosswalk.

(2) Whenever any vehicle is stopped at a marked crosswalk, unmarked crosswalk, intersection or any other place in order to permit a pedestrian to cross the roadway, the operator of any other vehicle approaching from the rear shall not overtake and pass the yielding vehicle.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 93-02-063, § 132G-116-090, filed 1/6/93, effective 2/6/93; Order 1-35:72, § 132G-116-090, filed 11/29/72, effective 1/1/73.]

WAC 132G-116-095 Traffic accidents. Persons involved in traffic accidents on college property are to report the accident to the college safety/security department. An officer may be dispatched and file a report on the accident. In addition, RCW 46.52.030 requires that accidents, where there is an injury and/or property damage in excess of the legal dol-

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lar amount, as set forth in the RCW, be reported to the local law enforcement agency.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 93-02-063, § 132G-116-095, filed 1/6/93, effective 2/6/93.]

WAC 132G-116-105 Traffic offenses. College safety/security officers may issue citations for any traffic offenses which are codified by the traffic laws of the state of Washington, traffic code of King County or the policy of the college. Due to the severe risk to public safety, traffic offenses do not require previous warning prior to the issuance of a citation.

Fines for traffic offenses shall be those established from time to time by the Shoreline Community College board of trustees, or its designee.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 93-02-063, § 132G-116-105, filed 1/6/93, effective 2/6/93.]

WAC 132G-116-115 Bicycles and nonvehicular transportation usage. Bicycles may be ridden any place where vehicles are permitted. They may also be ridden on the campus sidewalks or pathways though pedestrians always have the right of way. Bicyclists shall not ride in a reckless manner nor engage in stunts or dangerous acts nor operate at speeds greater than fifteen miles per hour or such lower speed as is reasonable and prudent under the circumstances. Bicyclists may be cited and fined for violations of traffic offenses under these regulations. With the exception of handicapped transportation devices, no other nonvehicular modes of transportation will be allowed on college property.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 93-02-063, § 132G-116-115, filed 1/6/93, effective 2/6/93.]

WAC 132G-116-125 Allocation of parking spaces. The parking spaces available on college properties shall be assigned by the college safety/security department in such a manner as will best meet the objectives of these regulations. The safety/security department is authorized to mark various parking areas on college property with numbers or titles or by posting of signs, curb, pavement markings, or traffic control devices.

(1) Student/open parking - Student/open parking is limited to those designated parking areas not otherwise marked as faculty/staff, handicapped, special use, or visitor. Student vehicles are required to display a college parking permit in accordance with instructions given when permit is obtained.

(2) Staff parking - Only college employee vehicles displaying a valid college staff parking permit may park in staff parking areas.

(3) Visitor parking - All visitors, including guests, sales persons, maintenance or service personnel and other persons having business with the college, may park on college property in student/open parking, in designated special use visitor parking lots, or as directed by the college safety/security department. A valid visitor permit, issued by the college is required.

(4) Handicapped parking - Handicapped parking areas shall only be occupied by vehicles displaying a valid college parking permit, and, a temporary handicap parking permit

issued by the college safety/security department or a valid permanent or temporary handicapped permit issued by the state of Washington in compliance with RCW 46.16.381 and 46.16.390. Temporary handicap parking permits shall be available through the college safety/security department. Valid handicapped parking permits issued by other states will be honored.

(5) **Motorcycle parking** - Motorcycle parking areas are reserved exclusively for motorcycles and motor-driven cycles. Motorcycles shall not occupy regular automobile parking spaces.

(6) **Service vehicle parking** - Service vehicle parking areas are limited to use by authorized college service vehicles.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 93-02-063, § 132G-116-125, filed 1/6/93, effective 2/6/93.]

WAC 132G-116-135 Designated and assigned parking. Vehicles shall be parked on college property only in those areas set aside and designated as parking areas. In any area requiring a special parking permit i.e. dental hygiene or cosmetology, no vehicle shall park without said permit.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 93-02-063, § 132G-116-135, filed 1/6/93, effective 2/6/93.]

WAC 132G-116-145 Parking within designated areas. 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 a vehicle attempting to park to occupy a portion of more than one space or stall shall not constitute an excuse for a violation of this section.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 93-02-063, § 132G-116-145, filed 1/6/93, effective 2/6/93.]

WAC 132G-116-155 Impounding vehicles. Any vehicle parked on college property in violation of the parking rules and regulations may be impounded and stored at owners risk and expense. College safety/security officers will complete a vehicle impound report including the reason for the impoundment. Neither the college nor college employees shall be liable for loss or damage of any kind resulting from such impounding and storage.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 93-02-063, § 132G-116-155, filed 1/6/93, effective 2/6/93.]

WAC 132G-116-175 Registered owner responsibility. Every person in whose name a vehicle is registered (licensed) shall be responsible for any parking violation of said vehicle and for all offenses other than moving violations under these regulations. It shall be no defense that said vehicle was illegally parked or used by another, unless it is clearly established that at such time said vehicle was being used without the consent of the registered owner.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 93-02-063, § 132G-116-175, filed 1/6/93, effective 2/6/93.]

WAC 132G-116-185 Illegal parking. No person shall stop, stand, or park a vehicle at any place where official signs,

curb, or pavement markings prohibit parking, nor within fifteen feet of a fire hydrant or ten feet of any building, nor at any place for which the vehicle does not have a valid parking permit. Any vehicle not parked in a marked/designated parking stall shall be considered illegally parked.

(1) The driver of any vehicle who is instructed by a college safety/security officer to either move his/her illegally parked vehicle or not to park in violation of this section, and refuses, may be issued a citation and their vehicle may be impounded or immobilized.

(2) College safety/security officers may issue a citation resulting in a fine even if the vehicle has not received a previous warning, for any violation of these rules and regulations.

(3) Fines for parking offenses shall be those established from time to time by the Shoreline Community College board of trustees, or its designee.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 93-02-063, § 132G-116-185, filed 1/6/93, effective 2/6/93.]

WAC 132G-116-195 Hazardous illegal parking. No person shall stop, or park a vehicle so as to obstruct traffic along or upon any street, firelane, or sidewalk nor at any location as described in RCW 46.61.570. Due to the severe risk to public safety created by any vehicle parking in violation of this section, college safety/security officers are authorized to cite and/or impound/immobilize said vehicle. College safety/security officers will complete a vehicle impound report including the reason for impoundment.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 93-02-063, § 132G-116-195, filed 1/6/93, effective 2/6/93.]

WAC 132G-116-205 Bicycle parking. Bicycles shall be parked in bicycle racks or other facilities provided for that purpose. At no time shall a bicycle be parked in a building, against a building, near a building exit, on a path or sidewalk, nor chained or otherwise secured to trees, lamp standards, or sign posts, nor parked in such a way as to obstruct access to any college property or to endanger any pedestrian right of way. Any bicycle found in violation of this section may be cited for illegal parking and impounded by the college safety/security department without warning.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 93-02-063, § 132G-116-205, filed 1/6/93, effective 2/6/93.]

WAC 132G-116-215 Damage to state property. The cost of repair/replacement of college property damaged by negligent operations or as the result of indiscriminate acts must be paid in addition to assessed fines.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 93-02-063, § 132G-116-215, filed 1/6/93, effective 2/6/93.]

WAC 132G-116-225 Permit parking on campus. A valid parking permit is:

(1) A current vehicle permit, issued by the college and properly displayed in accordance with permit instructions.

(2) A temporary parking permit issued by the college safety/security department and displayed in accordance with permit instructions.

Parking permits are transferable from vehicle to vehicle. Permits shall not be utilized by any person except the person registered to said permit. The college reserves the right to deny any application, or to revoke any permit at any time, if actions resulting from such application or permission constitute present or imminent danger of unlawful activity, or if a prospective user has previously violated the provisions of these parking policies or other written rules or regulations of the college. Outstanding parking fines must be paid before a parking permit may be issued or renewed.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 93-02-063, § 132G-116-225, filed 1/6/93, effective 2/6/93.]

WAC 132G-116-235 Fees for parking permits. The fees charged by the college for the issuance of permits shall be those established by the board of trustees of the college, or its designee. Parking permits are issued as a license to park on college property. Fees collected will be utilized for the following purposes: Operation and maintenance, facility improvements or transfers to other related operations or capital fund projects. In addition, such revenues may be pledged to borrow short or long term debt according to applicable laws and regulations.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 93-02-063, § 132G-116-235, filed 1/6/93, effective 2/6/93.]

WAC 132G-116-245 Temporary parking permits. Any permit holder may obtain a temporary parking permit from the college safety/security department for an unregistered vehicle when the registered vehicle is unavailable due to repairs or for another valid reason. These permits are good for a period of time determined by the safety/security department, not to exceed two weeks.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 93-02-063, § 132G-116-245, filed 1/6/93, effective 2/6/93.]

WAC 132G-116-255 Revocation of permits. Parking permits are licenses and the property of the college and may be revoked by the safety/security department for, but not limited to, any of the following reasons:

- (1) When the purpose for which the permit was issued changes or no longer exists.
- (2) When a permit is used on an unauthorized vehicle or by an unauthorized individual.
- (3) Falsification on a parking permit application form.
- (4) Continued violations of these parking regulations.
- (5) Counterfeiting or alteration of parking permits.
- (6) Failure to comply with a decision of the safety/security supervisor.
- (7) When a permit has been stolen, obtained by illegal means, or reported stolen by the original purchaser.

Appeals of parking permit revocations may be made to the vice president of student affairs. Appeals must be filed within five working days of the date of notice of revocation. The decision of the vice president for student affairs is final.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 93-02-063, § 132G-116-255, filed 1/6/93, effective 2/6/93.]

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WAC 132G-116-265 Policy enforcement. The board of trustees of the college, or its designee, shall set and approve fair and uniform fines for violations of these rules and shall provide adequate means for the enforcement and/or collection of such a fine policy. If a violation of the parking and traffic rules and regulations is committed, the college safety/security department is authorized to issue a citation.

Any violation of these rules and regulations may result in the violator's vehicle being issued a citation, impounded or immobilized and/or loss of parking privileges on college property.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 93-02-063, § 132G-116-265, filed 1/6/93, effective 2/6/93.]

WAC 132G-116-270 Issuance of citations. Upon probable cause to believe that a violation of these regulations has occurred, an officer of the college safety/security department may issue a citation setting forth the date, the approximate time, the locality, and the nature of the violation. This citation may be "served" by attaching or affixing a copy of the citation to the vehicle involved in such violation, or by placing a copy thereof in some prominent place outside of the vehicle.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 93-02-063, § 132G-116-270, filed 1/6/93, effective 2/6/93; Order 1-35:72, § 132G-116-270, filed 11/29/72, effective 1/1/73.]

WAC 132G-116-275 Disposition of violations. Persons cited for violations of the parking and traffic rules and regulations may respond by either filing a written appeal or by paying a fine. All fines are payable to Shoreline Community College. Fines may be paid by mail or in person at the college cashiers office. Fines are cumulative.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 93-02-063, § 132G-116-275, filed 1/6/93, effective 2/6/93.]

WAC 132G-116-285 Appeals. All appeals must be made within five working days of date of citation. After five working days from the date of citation, violator waives all right to appeal. Persons who receive citations for violations of the parking and traffic rules and regulations may appeal, in writing, to the college safety/security supervisor. The safety/security supervisor is authorized to; let stand, dismiss, suspend, or impose any lesser fine upon the citation(s) appealed.

(1) The safety/security supervisor has final say on appeals within a certain dollar amount as may be determined by the vice president for student services. If after appealing to the safety/security supervisor, for fines greater than the set dollar amount, and the violator is not satisfied, he/she may make an appeal, in writing, to the vice president for student affairs within ten working days of the citation date.

(2) The decision of the vice president for student services in any appeal is final.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 93-02-063, § 132G-116-285, filed 1/6/93, effective 2/6/93.]

WAC 132G-116-295 Transportation/parking advisory committee. The college president may appoint a transportation/parking advisory committee to advise on parking and transportation matters. The committee may consist of

appointees from student government, faculty, classified staff, and administration with the safety/security supervisor as ex-officio. Examples of the committee activity include, but are not limited to:

- (1) Reviewing parking regulations and fees and recommending their adoption.
- (2) Reviewing and recommending suggested changes to parking lot configuration and use to improve the quality and quantity of parking on campus.
- (3) Reviewing and recommending policies to reduce single occupancy vehicles and increase bus ridership.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 93-02-063, § 132G-116-295, filed 1/6/93, effective 2/6/93.]

WAC 132G-116-305 Unpaid fines. If any fine remains unpaid, any of the following actions may be taken by the college safety/security department:

- (1) Impound or wheel lock vehicle.
- (2) A hold may be placed on transcripts.
- (3) A delay of registration for the following quarter.
- (4) Revocation of parking privileges.
- (5) All outstanding fines may be turned over to a collection agency.

These rules and procedures will be applicable to all persons utilizing college facilities.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 93-02-063, § 132G-116-305, filed 1/6/93, effective 2/6/93.]

WAC 132G-116-315 Special circumstances. During special occasions causing additional heavy traffic and during emergencies, the college safety/security department is authorized to impose additional traffic and parking regulations and instructions in order to lessen the possibility of personal injury or property damage. Whenever possible, prior notice of these changes shall be made known and posted. This authorization is temporary and should last only as long as circumstances require.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 93-02-063, § 132G-116-315, filed 1/6/93, effective 2/6/93.]

WAC 132G-116-340 Delegation of authority. The authority and powers conferred upon the board of trustees, by these rules and regulations, may be delegated to the president at their discretion.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 93-02-063, § 132G-116-340, filed 1/6/93, effective 2/6/93; Order 1-35:72, § 132G-116-340, filed 11/29/72, effective 1/1/73.]

**Chapter 132G-120 WAC
STUDENT CONDUCT CODE**

WAC

132G-120-010	Student conduct code—Preamble.
132G-120-015	Grounds for discipline.
132G-120-030	Jurisdiction.
132G-120-040	The use of disciplinary authority.
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132G-120-060	Possible actions.
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132G-120-062	Permission to enter or remain on campus.
132G-120-063	Notice of summary suspension proceedings.
132G-120-064	Decision by the vice-president for student services.
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132G-120-070	College discipline committee.
132G-120-080	Discipline committee procedural guidelines and safeguards.
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132G-120-110	Disciplinary terms.
132G-120-130	Readmission after expulsion.
132G-120-140	Reporting, recording and maintenance of records.

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

132G-120-020	Student conduct. [Order 1-35:72, § 132G-120-020, filed 11/29/72, effective 1/1/73.] Repealed by 01-13-065, filed 6/18/01, effective 7/19/01. Statutory Authority: RCW 28B.50.140(13).
132G-120-120	Lowering of grades. [Order 1-35:72, § 132G-120-120, filed 11/29/72, effective 1/1/73.] Repealed by 01-13-065, filed 6/18/01, effective 7/19/01. Statutory Authority: RCW 28B.50.140(13).

WAC 132G-120-010 Student conduct code—Preamble. Admission to the college carries with it the expectation that students will conduct themselves as responsible members of the academic community. This includes the expectation that students will obey the law; comply with the rules and regulations of the college; maintain high standards of integrity and honesty; respect the rights, privileges, and property of other members of the college community; and will not interfere with college operations.

[Statutory Authority: RCW 28B.50.140(13). 01-13-065, § 132G-120-010, filed 6/18/01, effective 7/19/01. Statutory Authority: RCW 28B.50.130 and 28B.50.140. 83-07-020 (Order 49:83), § 132G-120-010, filed 3/11/83; Order 1-35:72, § 132G-120-010, filed 11/29/72, effective 1/1/73.]

WAC 132G-120-015 Grounds for discipline. Student activity or behavior which violates any provision of the college conduct code is not acceptable; yet, an individual who enrolls at the college can rightfully expect that the instructors and administrators will exercise with restraint the power of the college to regulate student behavior, and that rules and regulations will be adopted only when the education process clearly and directly requires such legislation. However, restrictive rules and regulations will not be made without showing relevance to those conditions toward which they apply. The enforcement of these rules and regulations shall be fair and shall be pursued in accordance with regulations governing student conduct. Sanctions, up to and including expulsion from the college, may be imposed for failure to satisfy the expectations stated above. These sanctions will determine whether, and under what conditions, the violator may continue at the college.

(1) Upon enrollment, students assume responsibilities that include, but are not limited to:

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

(b) Maintaining high standards of academic and personal honesty and integrity; and

(c) Complying with the rules, regulations, procedures, policies, standards of conduct, and orders of Shoreline Community College, as outlined in various college publications such as the college catalog, the student guidebook and the college policy manual. Copies of the college catalog, the stu-

dent guidebook and the college policy manual are available at the college library during normal business hours.

(2) Specific instances of misconduct for which the college will impose sanctions include, but are not limited to:

(a) Acts of dishonesty, including, but not limited to:

(i) Cheating, plagiarism or other forms of academic dishonesty as outlined in college Policy 5033;

(ii) Furnishing false information to any college official, faculty member, or office;

(iii) Forgery, alteration or misuse of any college document, record or instrument of identification;

(iv) Tampering with the election process or outcome of any recognized student organization; and

(v) Violations of copyright laws.

(b) Conduct constituting a sexual offense or sexual harassment as defined by law. Sexual harassment includes, but is not limited to, unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

(i) Such conduct implicitly or explicitly suggests that submission to or rejection of the conduct will be a factor in academic or employment decisions or evaluations or permission to participate in a college activity; or

(ii) Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating or hostile academic or work environment.

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

(d) The intentional obstruction or disruption of teaching, learning, research, administration, disciplinary proceedings, or other campus activities, including public service functions and other authorized activities on campus premises.

(e) Possession, use or furnishing on campus premises of intoxicating beverages or controlled substances or unlawful drugs (as defined in Washington State Uniform Controlled Substances Act, chapter 69.50 RCW, a copy of which may be obtained in the office of the vice-president for human resources and employee relations, room 1019 of the administration building, Shoreline Community College).

(f) Failure to comply with the direction of campus officials acting in the performance of their duties.

(g) Intentionally inciting others to engage in any unlawful activity when the incitement leads directly to such unlawful conduct on the college campus.

(h) Possession or use of unlawfully possessed firearms, explosives, dangerous chemicals or other dangerous weapons or instrumentalities on the college campus, except for authorized college purposes (legal defense sprays are exempt in this section).

(i) Conduct which is disorderly, lewd, indecent, obscene, verbally abusive or which carries a threat or perception of a threat of bodily harm.

(j) Theft or other abuse or misuse of computer account privileges, equipment, software, network resources or time, including, but not limited to:

(i) Unauthorized entry into an account, file or network, to use, read or change the contents, or for any other purpose;

(ii) Unauthorized transfer or copying of accounts, programs or files;

(iii) Unauthorized use of another individual's account, identification or password, or sending anonymous messages without clearly and correctly identifying the sender;

(iv) Use of computer facilities to interfere with the work of another student, faculty member, college official or computer network operations;

(v) Use of computer facilities to send or receive obscene, abusive, or harassing messages;

(vi) Use of college e-mail accounts to disseminate viruses, destructive or malicious programs;

(vii) Use of college computer facilities to introduce or send viruses or other destructive or invasive software programs.

Violations of the student conduct code will lead to disciplinary action; however, nothing herein will be construed to deny students their legally and/or constitutionally protected right(s) to due process.

[Statutory Authority: RCW 28B.50.140(13), 01-13-065, § 132G-120-015, filed 6/18/01, effective 7/19/01.]

WAC 132G-120-030 Jurisdiction. The vice-president for student services and the division deans are responsible for initiating disciplinary proceedings for infractions of the rules and regulations of the college or for alleged misconduct in academic work.

The division dean is the primary agent for disciplinary matters arising solely out of scholarship. The vice-president for student services is the primary agent for the administration of discipline for unacceptable conduct or infraction of college rules in all matters except those which are the responsibilities of divisions and instructors. Division deans shall give written notice to the vice-president for student services of any disciplinary action which they take.

Instructors have the authority to take such summary actions as may be necessary to maintain order and proper conduct in the classroom and to maintain the effective cooperation of the class in fulfilling the objectives of the course, and to maintain academic integrity. Such actions may be appealed to the dean of the division offering the course no later than the end of the next regular academic quarter, excluding summer quarter.

The provisions of these sanctions do not apply to the evaluation of a student's academic performance.

[Statutory Authority: RCW 28B.50.140(13), 01-13-065, § 132G-120-030, filed 6/18/01, effective 7/19/01. Statutory Authority: RCW 28B.50.130 and 28B.50.140, 83-07-020 (Order 49:83), § 132G-120-030, filed 3/11/83; Order 1-35:72, § 132G-120-030, filed 11/29/72, effective 1/1/73.]

WAC 132G-120-040 The use of disciplinary authority. All disciplinary proceedings will be initiated by either the vice-president for student services or a division dean. The vice-president for student services or a division dean, may, however, delegate this responsibility to others. In cases appealed to it, the college discipline committee (see WAC 132G-120-070) assumes the responsibility for making a recommendation to the president of the college.

[Statutory Authority: RCW 28B.50.140(13), 01-13-065, § 132G-120-040, filed 6/18/01, effective 7/19/01. Statutory Authority: RCW 28B.50.130 and

28B.50.140.83-07-020 (Order 49:83), § 132G-120-040, filed 3/11/83; Order 1-35:72, § 132G-120-040, filed 11/29/72, effective 1/1/73.]

WAC 132G-120-050 Student notification. The student shall be informed at the initial conference of what appears to be the maximum penalty which might result from consideration of the disciplinary matter. In order that the informality of procedure in these instances not mislead a student as to the seriousness of the matter under consideration, the student shall be informed in writing if expulsion is involved. If further consideration reveals that more severe disciplinary action may be appropriate, the student shall be so advised as soon thereafter as possible.

[Order 1-35:72, § 132G-120-050, filed 11/29/72, effective 1/1/73.]

WAC 132G-120-060 Possible actions. The initiating authority may take one of the following actions.

(1) Terminate the proceedings, exonerating the student or students.

(2) Dismiss the case after whatever counseling and advice may be appropriate.

(3) Impose minor sanctions directly (disciplinary warning or disciplinary probation) subject to the student's right of appeal (see WAC 132G-120-100). The student shall be notified of the action taken. This notification must be in writing when a disciplinary warning or disciplinary probation is imposed.

The initiating authority will notify parent(s) or legal guardian(s) of a dependent student under the age of eighteen of the disciplinary probation. The initiating authority will notify parent(s) or legal guardian(s) of students under the age of twenty-one of any determination that the student violated college rules against the use or possession of alcohol or controlled substances.

(4) The vice-president for student services, or his/her designee, will have the responsibility of imposing major sanctions such as denial of registration or expulsion. The student shall be advised of his/her rights by reference to the appropriate sections of this document. If the denial of registration or expulsion is approved, the vice-president for student services, or his/her designee, shall notify the student in writing that he/she has been denied registration or that he/she has been expelled. The vice-president of student services, or his/her designee, will notify parent(s) or legal guardian(s) of a dependent student under the age of eighteen of the disciplinary action. The vice-president for student services, or his/her designee, will notify parent(s) or legal guardian(s) of students under the age of twenty-one of any determination that the student violated college rules against the use or possession of alcohol or controlled substances.

[Statutory Authority: RCW 28B.50.140(13). 01-13-065, § 132G-120-060, filed 6/18/01, effective 7/19/01. Statutory Authority: RCW 28B.50.130 and 28B.50.140.83-07-020 (Order 49:83), § 132G-120-060, filed 3/11/83; Order 1-35:72, § 132G-120-060, filed 11/29/72, effective 1/1/73.]

WAC 132G-120-061 Initiation of summary suspension proceedings. The vice-president for student services or his/her designee may summarily suspend any student from the college for not more than fourteen calendar days pending investigation, action or prosecution of charges of an alleged

chapter 132G-120 WAC violation or violations, if the vice-president for student services or his/her designee has probable cause to believe that the student's physical or emotional safety, health, or welfare, or the safety or welfare of other college community members, or the protection of property requires such suspension. If the emergency situation requires a lesser sanction, the vice-president for student services or his/her designee shall narrowly tailor the sanction to address the emergency situation.

[Statutory Authority: RCW 28B.50.140(13). 01-13-065, § 132G-120-061, filed 6/18/01, effective 7/19/01. Statutory Authority: RCW 28B.50.130 and 28B.50.140.83-07-020 (Order 49:83), § 132G-120-061, filed 3/11/83.]

WAC 132G-120-062 Permission to enter or remain on campus. During the period of summary suspension, the suspended student shall not enter the campus other than to meet with the vice-president for student services, or his/her designee, or to attend the summary suspension hearing. However, the vice-president for student services, or his/her designee, may grant the student special permission to enter for the express purpose of meeting with faculty, staff, or students in preparation for the hearing.

[Statutory Authority: RCW 28B.50.140(13). 01-13-065, § 132G-120-062, filed 6/18/01, effective 7/19/01. Statutory Authority: RCW 28B.50.130 and 28B.50.140.83-07-020 (Order 49:83), § 132G-120-062, filed 3/11/83.]

WAC 132G-120-063 Notice of summary suspension proceedings. If the vice-president for student services or his/her designee finds it necessary to exercise the authority to summarily suspend or restrict a student, he/she shall:

(1) Give an oral or written notice of the alleged misconduct and violation(s) of any provision(s) of chapter 132G-120 WAC to the student;

(2) Give an oral or written explanation of the evidence in support of the charge(s) to the student;

(3) Give an oral or written explanation of the corrective action or punishment (up to a maximum of fourteen calendar days suspension) which may be imposed on the student; and

(4) The student shall be provided an opportunity to present his or her explanation of the conduct alleged to be violative of the college student rights and responsibilities policy.

[Statutory Authority: RCW 28B.50.140(13). 01-13-065, § 132G-120-063, filed 6/18/01, effective 7/19/01. Statutory Authority: RCW 28B.50.130 and 28B.50.140.83-07-020 (Order 49:83), § 132G-120-063, filed 3/11/83.]

WAC 132G-120-064 Decision by the vice-president for student services. If the vice-president for student services, or his/her designee, at the conclusion of the emergency adjudicative proceedings, finds that there is cause to believe that:

(1) The student against whom specific violations of law or of provisions of chapter 132G-120 WAC are alleged has committed one or more of such violations; and

(2) Such violation(s) of the law or of provisions of chapter 132G-120 WAC constitute grounds of disciplinary action; and

(3) Summary suspension of the student is necessary; then, the vice-president for student services or his/her designee, may immediately suspend such student from the college

for up to fourteen calendar days if summary suspension of the student or other summary action is necessary.

[Statutory Authority: RCW 28B.50.140(13). 01-13-065, § 132G-120-064, filed 6/18/01, effective 7/19/01. Statutory Authority: RCW 28B.50.130 and 28B.50.140. 83-07-020 (Order 49:83), § 132G-120-064, filed 3/11/83.]

WAC 132G-120-065 Suspension for failure to appear. If the student against whom specific violations of provisions of chapter 132G-120 WAC have been alleged has been instructed by the vice-president for student services or his/her designee to appear for summary suspension proceedings and then fails to appear at the time designated for the summary suspension proceedings, the vice-president for student services or his/her designee may suspend the student from the college and shall give written notice of suspension to the student at his/her last address of record on file with the college.

[Statutory Authority: RCW 28B.50.140(13). 01-13-065, § 132G-120-065, filed 6/18/01, effective 7/19/01. Statutory Authority: RCW 28B.50.130 and 28B.50.140. 83-07-020 (Order 49:83), § 132G-120-065, filed 3/11/83.]

WAC 132G-120-070 College discipline committee. A college discipline committee will hear all disciplinary cases appealed to it by students who have received disciplinary sanctions and shall either approve the actions of the vice-president for student services or his/her designee, or give directions as to what other disciplinary action should be taken, or exonerate the student. The committee will be composed of the following persons:

- (1) A member appointed by the president of the college;
- (2) Two members of the faculty, appointed by the president of the Shoreline Community College Federation of Teachers (SCCFT); and
- (3) Two students appointed by the president of the student body association.

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

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

In hearings before the discipline committee, at the discretion of the committee, an assistant attorney general will be requested to assist the committee. This action may be considered necessary in order to have a fair hearing.

[Statutory Authority: RCW 28B.50.140(13). 01-13-065, § 132G-120-070, filed 6/18/01, effective 7/19/01. Statutory Authority: RCW 28B.50.130 and 28B.50.140. 83-07-020 (Order 49:83), § 132G-120-070, filed 3/11/83; Order 1-35:72, § 132G-120-070, filed 11/29/72, effective 1/1/73.]

WAC 132G-120-080 Discipline committee procedural guidelines and safeguards. A student has a right to a fair and impartial hearing before the discipline committee on any matter appealed to it. Failure to cooperate with the hearing procedures, however, shall not preclude the committee from making its findings of fact, conclusions and recommendations as provided below. Failure of the student to cooperate

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may be taken into consideration by the committee in recommending penalties.

(1) The student shall be given written notice at least seven calendar days in advance of the date, time, and place of the hearing, the charge(s) against him/her, a list of witnesses who may appear, and a description of any documentary and/or physical evidence that may be presented at the hearing. The student may waive the seven-day notice requirement by requesting a prompt hearing to contest an order of summary suspension or other summary action.

(2) The student shall be entitled to hear and examine the evidence against him/her. Also, he/she shall be entitled to present evidence in his/her own behalf.

(3) Only those matters presented at the hearing, in the presence of the student involved, will be considered in determining guilt or innocence of the alleged misconduct, but the student's past record of conduct may be taken into account in formulating the committee's determination of appropriate disciplinary action.

(4) The student may be represented by counsel and/or accompanied by an advisor of his/her choice.

(5) No one will be required to give self-incriminating evidence.

(6) Hearings conducted by the committee may be held in closed session at the discretion of the committee, the only exception being when the student involved invites particular persons or requests an open hearing. If at any time during the conduct of a hearing invited guests are disruptive of the proceedings, the chair of the committee may exclude such persons from the hearing room.

(7) All proceedings of the committee will be conducted with reasonable dispatch and terminated as soon as fairness to all parties involved permits.

(8) An adequate summary of the proceedings will be kept. As a minimum, such a summary would include a tape recording of testimony. The presiding officer or court reporter will require all witnesses and interpreters to give testimony under oath.

(9) The student will be provided with a copy of the findings of fact and with the conclusions and the recommendations of the committee, and he/she will also be advised of the right to file, within seven calendar days, a written statement of further appeal to the president of the college before action is taken on the recommendation.

(10) If discipline is to be imposed after the review provided by this section, the officer who initiated the proceedings shall notify the student in writing of the discipline imposed. The initial order will notify the parent(s) or legal guardian(s) of a dependent student under the age of eighteen of any expulsion or disciplinary probation of a student. The initial order will also notify the parent(s) or legal guardian(s) of students under the age of twenty-one, if the discipline is for violation of college rules against the use or possession of alcohol or controlled substance.

The committee shall establish general rules of procedure consistent with the foregoing procedural safeguards. A copy of any such rules of procedure shall be given to the student in advance of his/her hearing.

[Statutory Authority: RCW 28B.50.140(13). 01-13-065, § 132G-120-080, filed 6/18/01, effective 7/19/01. Statutory Authority: RCW 28B.50.130 and

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28B.50.140. 83-07-020 (Order 49:83), § 132G-120-080, filed 3/11/83; Order 1-35:72, § 132G-120-080, filed 11/29/72, effective 1/1/73.]

WAC 132G-120-090 The president's review. The president of the college, or his/her designated representative, shall review all cases appealed by the student to the discipline committee. Upon review of the committee's report, relevant portions of the record and any statement filed by the student, the president of the college, or his/her designee, shall either approve the recommendations of the committee, give directions as to what other disciplinary action should be taken, or exonerate the student and notify the initiating authority.

[Statutory Authority: RCW 28B.50.140(13). 01-13-065, § 132G-120-090, filed 6/18/01, effective 7/19/01. Statutory Authority: RCW 28B.50.130 and 28B.50.140. 83-07-020 (Order 49:83), § 132G-120-090, filed 3/11/83; Order 1-35:72, § 132G-120-090, filed 11/29/72, effective 1/1/73.]

WAC 132G-120-100 Appeals. Any disciplinary action may be appealed, in succession, following the steps as outlined below. An appropriate appeal shall be made in writing within fifteen days after the student has been notified of the action taken. In all proceedings wherein the student is not exonerated, there shall be one automatic review by a reviewing authority.

(1) Disciplinary action by a division dean may be appealed to, and shall be reviewed by, the vice-president for student services.

(2) Disciplinary action by the vice-president for student services may be appealed to, and shall be reviewed by, the discipline committee.

(3) Disciplinary action by the discipline committee may be appealed to, and shall be reviewed by, the college president, who shall have final authority in all disciplinary action.

[Statutory Authority: RCW 28B.50.140(13). 01-13-065, § 132G-120-100, filed 6/18/01, effective 7/19/01. Statutory Authority: RCW 28B.50.130 and 28B.50.140. 83-07-020 (Order 49:83), § 132G-120-100, filed 3/11/83; Order 1-35:72, § 132G-120-100, filed 11/29/72, effective 1/1/73.]

WAC 132G-120-110 Disciplinary terms. The following definitions of disciplinary terms have been established to provide consistency in the application of penalties.

(1) **Disciplinary warning:** Formal action censuring a student for violation of college rules or regulations or for failure to satisfy the expectations of the college regarding conduct. Disciplinary warnings are always made in writing to the student by the officer or agency taking the action, with copies to the vice-president for student services' office. A disciplinary warning indicates to the student that continuation of the specific conduct involved or other misconduct will result in one of the more serious disciplinary actions (see WAC 132G-120-110 (2) through (6)).

(2) **Hold:** Attachment of a student's academic record to encourage the fulfillment of the student's obligations to the college, particularly financial. Holds are always made in writing, including a detailed list of the obligations to be met, and are sent to the student. Requests for transcripts of the student's academic record will not be honored until the initiating authority is satisfied that the obligations have been met and provides the registrar with written notification of the release of the hold.

(3) **Registration denied:** Formal action refusing to allow a student to register for subsequent quarters for violation of college rules or regulations, failure to satisfy the expectations of the college regarding conduct, or failure to fulfill obligations to the college. The initiating authority, in his/her written notification to the student, will detail the reasons for the denial of registration and the conditions to be met before registration will be allowed. Registration may be denied for a fixed or indefinite period. Future registration will not be allowed until the initiating authority is satisfied that the conditions have been met.

(4) **Disciplinary probation:** Formal action placing conditions upon the student's continued attendance for violation of college rules or regulations or failure to satisfy the expectations of the college regarding conduct. The office placing the student on disciplinary probation will specify, in writing, the period of probation and the conditions. Disciplinary probation warns the student that any further misconduct will make him/her liable to suspension or expulsion from the college. Disciplinary probation may be for a specific term or for an indefinite period which may extend to graduation or other termination of the student's enrollment in the college.

(5) **Academic penalties:** Consequences of any breach of academic integrity may include withholding of credit, lowering of grade, and/or failure (0.0) for the assignment and/or course, or lesser sanctions. Matters involving academic dishonesty may be referred to the vice-president for student services for disciplinary action(s).

(6) **Suspension:** Formal action by an authorized disciplinary agency dismissing a student temporarily from the college for unacceptable conduct or violation of college rules or regulations. Denial of registration or expulsion may be for a stated or for an indefinite period, but the implication of the action is that the student may eventually return if evidence or other assurance is presented that the unacceptable conduct will not be repeated.

[Statutory Authority: RCW 28B.50.140(13). 01-13-065, § 132G-120-110, filed 6/18/01, effective 7/19/01. Statutory Authority: RCW 28B.50.130 and 28B.50.140. 83-07-020 (Order 49:83), § 132G-120-110, filed 3/11/83; 79-06-106 (Order 12-10:79), § 132G-120-110, filed 6/6/79; Order 1-35:72, § 132G-120-110, filed 11/29/72, effective 1/1/73.]

WAC 132G-120-130 Readmission after expulsion. Any student expelled from the college may be readmitted only on written petition to the office which initiated the action resulting in his expulsion. Such petitions must indicate how specified conditions have been met and, if the term of the expulsion has not expired, any reasons which support a reconsideration of the matter.

[Statutory Authority: RCW 28B.50.140(13). 01-13-065, § 132G-120-130, filed 6/18/01, effective 7/19/01; Order 1-35:72, § 132G-120-130, filed 11/29/72, effective 1/1/73.]

WAC 132G-120-140 Reporting, recording and maintenance of records. Records of all disciplinary cases shall be kept by the office taking or initiating the action. 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 not more than five years in

accordance with the record retention schedule. Any record of proceedings wherein the student is exonerated, except the fact of exoneration, shall be destroyed as expeditiously as possible in accordance with the appropriate record retention schedule.

[Statutory Authority: RCW 28B.50.140(13), 01-13-065, § 132G-120-140, filed 6/18/01, effective 7/19/01; Order 1-35:72, § 132G-120-140, filed 11/29/72, effective 1/1/73.]

Chapter 132G-124 WAC GENERAL CONDUCT

WAC

132G-124-010	General conduct.
132G-124-020	Alcoholic beverages.
132G-124-030	Drugs.
132G-124-040	Smoking.
132G-124-050	Appeals.

WAC 132G-124-010 General conduct. Conduct which intentionally and substantially interferes with or disrupts lawful college activities is prohibited. Persons who engage in such conduct will hereby be denied license or privilege to enter or remain in or upon grounds or facilities owned or operated by Shoreline Community College, and are subject to disciplinary and/or other legal action. The dean of student services is responsible for initiating appropriate action regarding alleged infractions of this rule.

[Order 1-35:72, § 132G-124-010, filed 11/29/72, effective 1/1/73.]

WAC 132G-124-020 Alcoholic beverages. The unlawful possession or use of alcoholic beverages on college property or on property under the supervision and control of the college is prohibited, and persons violating this regulation may be subject to disciplinary or other legal action. The dean of student services is responsible for initiating appropriate action regarding alleged infractions of this rule.

[Order 1-35:72, § 132G-124-020, filed 11/29/72, effective 1/1/73.]

WAC 132G-124-030 Drugs. Persons illegally possessing, manufacturing, selling, using or causing someone else to use drugs on college property or on property under the supervision and control of the college may be subject to disciplinary or other legal action. The dean of student services is responsible for initiating appropriate action regarding alleged infractions of this rule.

[Order 1-35:72, § 132G-124-030, filed 11/29/72, effective 1/1/73.]

WAC 132G-124-040 Smoking. Smoking is permitted anywhere on the campus except in the classrooms when classes are in session, the library service areas, the little theatre, the food service area, the physical education facility and elsewhere as posted. The dean of student services is responsible for initiating appropriate action regarding alleged infractions of this rule.

[Order 1-35:72, § 132G-124-040, filed 11/29/72, effective 1/1/73.]

WAC 132G-124-050 Appeals. The application of any rule or regulation (WAC 132G-124-010 through 132G-124-

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040) may be appealed in writing to the dean of student services who will adjudicate all such appeals.

[Order 1-35:72, § 132G-124-050, filed 11/29/72, effective 1/1/73.]

Chapter 132G-132 WAC COLLEGE CALENDAR

WAC

132G-132-010	College calendar.
132G-132-020	College closure.
132G-132-030	Time schedule—Cancellation of classes.

WAC 132G-132-010 College calendar. At their regular February meeting the board of trustees will adopt the college calendar for the ensuing academic year. This calendar will specify for each quarter the days upon which instruction will begin and end, the days which will constitute the final examination period and the days which will be designated as college holidays. The calendar for each academic year will begin with the fall quarter. The calendar adopted under the procedure outlined above will be published in the college catalog and will be available in the office of the director of admissions and registration during regular college business hours.

[Order 1-35:72, § 132G-132-010, filed 11/29/72, effective 1/1/73.]

WAC 132G-132-020 College closure. In the event of extremely severe weather conditions or a major disaster, the college may be closed by the college president or his designated representative.

[Order 1-35:72, § 132G-132-020, filed 11/29/72, effective 1/1/73.]

WAC 132G-132-030 Time schedule—Cancellation of classes. Classes on the printed time schedule may be canceled by the registrar when necessary.

[Order 1-35:72, § 132G-132-030, filed 11/29/72, effective 1/1/73.]

Chapter 132G-133 WAC ORGANIZATION

WAC

132G-133-020	Organization—Operation—Information.
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WAC 132G-133-020 Organization—Operation—Information. (a) Organization. Shoreline Community College is established in Title 28B RCW as a public institution of higher education. The institution is governed by a 5 member board of trustees, appointed by the governor. The board employs a president, who acts as the chief executive officer of the institution. The president establishes the structure of the administration.

(b) Operation. The institution's administrative office is located at the following address: 16101 Greenwood Avenue N., Seattle, Washington 98133. The office hours are 8 a.m. to 5 p.m., Monday through Friday, except legal holidays. Educational operations are also located at the following addresses: 16101 Greenwood Avenue N., Seattle, Washington 98133; Canyon Park Jr. High School, 23723-23rd Avenue S.W., Bothell, Washington 98021; Inglemoor High

School, 15400 Simonds Road N.E., Bothell, Washington 98011; Kenmore Jr. High School, 20323-66th Avenue N.E., Bothell, Washington 98011; and Woodinville High School, 19819-136th Avenue N.E., Woodinville, Washington 98072.

(c) Additional and detailed information concerning the educational offerings may be obtained from the catalog, copies of which are available at the following address: 16101 Greenwood Avenue N., Seattle, Washington 98133.

[Statutory Authority: Title 28B RCW. 90-13-050, § 132G-133-020, filed 6/15/90, effective 7/16/90.]

Chapter 132G-136 WAC USE OF COLLEGE FACILITIES

WAC

132G-136-010	Rental of college facilities.
132G-136-020	Authorization for use of facilities.
132G-136-030	Trespass regulations.
132G-136-040	Collections.
132G-136-050	Presentation of media, distribution of materials, and posting of signs.
132G-136-060	Distribution of materials—Off-campus organizations and nonstudents.
132G-136-070	Student facilities or services—Appeals.
132G-136-080	College events—Admission restrictions.
132G-136-090	Physical education facility—Equipment stored in baskets.
132G-136-100	Physical education facility—Dress regulations.
132G-136-110	Eye protection.
132G-136-120	Off-campus student-invited speakers—Preamble.
132G-136-130	Off-campus student-invited speakers—Rules for scheduling.

WAC 132G-136-010 Rental of college facilities. College facilities are primarily to service the instructional program of the college. However, the facilities, when not required for scheduled college use, are available for rental by the public in accordance with specified fee schedules and other relevant terms and conditions for such use. The board of trustees of Community College District Number Seven, shall establish, from time to time, the fee schedules, rules and regulations for the use of its facilities.

[Order 1-35:72, § 132G-136-010, filed 11/29/72, effective 1/1/73.]

WAC 132G-136-020 Authorization for use of facilities. Persons may use or be licensed to use the facilities of the college upon authorization from a duly authorized representative of the college or his designee. An individual or individuals registered and enrolled as a student shall be granted such authorization during scheduled hours or upon written permission of an authorized employee. The college maintains regular hours for conducting classes and other college business during scheduled days. Regular hours and scheduled days are available at designated locations or by telephoning the college.

[Order 1-35:72, § 132G-136-020, filed 11/29/72, effective 1/1/73.]

WAC 132G-136-030 Trespass regulations. Individuals without license or privilege to be on the grounds or inside buildings or enclosures may be required to identify themselves or be detained by college employees until the appropriate law enforcement officer(s) takes jurisdiction of the situation.

[Order 1-35:72, § 132G-136-030, filed 11/29/72, effective 1/1/73.]

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WAC 132G-136-040 Collections. Any person, persons, or organization soliciting funds from the student body at large, for collections and/or contributions must register with the director of student activities to be located in a designated area.

[Order 1-35:72, § 132G-136-040, filed 11/29/72, effective 1/1/73.]

WAC 132G-136-050 Presentation of media, distribution of materials, and posting of signs. To assure orderly scheduling of facilities, any student or student organization is asked to register with the director of student activities prior to the presentation of media, distribution of materials, or posting of signs. It is understood that the director of student activities may not approve or disapprove of the content of the material; he may, however, counsel and advise with respect to the character of the material or its mode of presentation.

In order to preserve orderly use of college facilities, the director of student activities will designate area(s), date(s), and time(s) available for distribution, posting and/or presentation.

Media, materials, or signs must bear identification as to publishing agency, sponsoring organization and/or individual, and take-down date.

[Order 1-35:72, § 132G-136-050, filed 11/29/72, effective 1/1/73.]

WAC 132G-136-060 Distribution of materials—Off-campus organizations and nonstudents. Off-campus organizations and nonstudents are asked to register with the director of student activities before distribution of handbills, leaflets, or similar materials so that he can assure them a suitable facility for this distribution. Such materials must bear identification as to publishing agency and distributing organization or individual. The director of student activities shall designate the vicinity of the Pagoda Union Building as the primary area of distribution.

[Order 1-35:72, § 132G-136-060, filed 11/29/72, effective 1/1/73.]

WAC 132G-136-070 Student facilities or services—Appeals. The application of any college rule or regulation pertaining to student facilities or services may be appealed in writing to the dean of student services.

[Order 1-35:72, § 132G-136-070, filed 11/29/72, effective 1/1/73.]

WAC 132G-136-080 College events—Admission restrictions. From time to time the college will sponsor events with admission restrictions on patrons. (e.g., no smoking, no exit and reentry on same admission cost) These restrictions will be posted at the admission area or printed on the admission ticket or both.

[Order 1-35:72, § 132G-136-080, filed 11/29/72, effective 1/1/73.]

WAC 132G-136-090 Physical education facility—Equipment stored in baskets. All personal equipment stored in baskets in the gym and not picked up at the end of each quarter, by a date specified by the director of physical education and posted in advance, will be removed. The equipment will be stored for one quarter and can be picked up

by the owner for a fee. The board of trustees will establish this fee.

[Order 1-35:72, § 132G-136-090, filed 11/29/72, effective 1/1/73.]

WAC 132G-136-100 Physical education facility—

Dress regulations. Dress regulations will be established, from time to time, by the director of physical education. These regulations are to assure the health and safety of individuals utilizing the physical education facilities and/or to avoid damage to physical education equipment.

[Order 1-35:72, § 132G-136-100, filed 11/29/72, effective 1/1/73.]

WAC 132G-136-110 Eye protection. Every person shall wear eye protection devices when participating in, observing, or performing any function in connection with any courses or activities taking place in eye hazardous areas of the college in compliance with RCW 70.100.020.

[Order 1-35:72, § 132G-136-110, filed 11/29/72, effective 1/1/73.]

WAC 132G-136-120 Off-campus student-invited speakers—Preamble. The board of trustees, administration and faculty of Shoreline Community College subscribe to the proposition that an important aspect of the education of college students is the opportunity to listen to speakers representing a wide variety of opinions and beliefs, therefore, in conformity with the American traditions of free speech and free inquiry, it is hereby provided that any recognized student organization, with the knowledge and approval of its advisor, may invite to the campus any speaker the group would like to hear. Although it is the advisor's responsibility through the inviting group to insure the educational relevance of such programs, all such speakers have complete discretion in the content and manner of their presentation, subject to restraints imposed by federal and/or state constitutions and statutes. Moreover, the appearance of an invited speaker on the campus does not involve any endorsement, either implicit or explicit, of his views by Shoreline Community College, its faculty, its students, its administration, or its board of trustees.

It is understood that no person who is not a member of the student body, faculty or staff of Shoreline Community College has an inherent right to speak on the campus unless he has been invited by a member of the faculty or by a recognized student organization; and further, that no person not a member of the Shoreline Community College student body, faculty or staff has a right to demand that he be allowed to listen to an address of an invited speaker.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-136-120, filed 6/6/79.]

WAC 132G-136-130 Off-campus student-invited speakers—Rules for scheduling. (1) The scheduling of facilities for hearing speakers must be through the office of the director of student activities and will always be subject to the availability of the appropriate space.

(2) Registration forms are available in the office of the director of student activities during regular office hours.

(3) Registration forms must be completed at least forty-eight hours prior to the appearance of the invited speaker.

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(Any exception to this rule is subject to the approval of the president or his appointed representative.)

(4) The sponsoring organization shall assign an individual to preside over any program where a speaker has been invited.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-136-130, filed 6/6/79.]

**Chapter 132G-140 WAC
COLLEGE RECORDS**

WAC

132G-140-010	Student records—Requests from outside the college.
132G-140-020	Students records—Requests from parents and legal guardians.
132G-140-030	Student records—Requests for test data.
132G-140-040	Student records—Counseling information.
132G-140-050	Student records—Subpoena of information.
132G-140-060	Library circulation records.
132G-140-062	Withholding services for outstanding debts.
132G-140-064	Notification.
132G-140-066	Informal hearing notification.
132G-140-068	Procedure for informal hearing.
132G-140-070	Withholding of transcripts and registration privileges.
132G-140-080	Student records—Dean of student services authority.
132G-140-090	Professional personnel records—Application file.
132G-140-100	Professional personnel records—Area file.
132G-140-110	Classified staff personnel records.

WAC 132G-140-010 Student records—Requests from outside the college. Unless the student specifically requests otherwise, the college will routinely respond to requests for the following information about a student: Name, place and date of birth, home and campus address, dates of attendance, curriculum, and degrees, if any.

[Order 1-35:72, § 132G-140-010, filed 11/29/72, effective 1/1/73.]

WAC 132G-140-020 Students records—Requests from parents and legal guardians. Parents and legal guardians of unemancipated minors will be provided, upon request, information about academic record and status, misconduct in academic or other campus activity including disciplinary action, and reports of academic counseling.

[Order 1-35:72, § 132G-140-020, filed 11/29/72, effective 1/1/73.]

WAC 132G-140-030 Student records—Requests for test data. Standard test data regarding individual tests required to form a basis for a decision about an individual may be provided at the discretion of the agent with the data in response to a proper request from a recognized institution of higher education.

[Order 1-35:72, § 132G-140-030, filed 11/29/72, effective 1/1/73.]

WAC 132G-140-040 Student records—Counseling information. Information obtained during professional medical and psychological treatment or counseling will be released by the professional only in accordance with the ethics of his profession.

[Order 1-35:72, § 132G-140-040, filed 11/29/72, effective 1/1/73.]

WAC 132G-140-050 Student records—Subpoena of information. A valid judicial or legislative subpoena of

information about a student will be answered upon the advice of the attorney general's office.

[Order 1-35:72, § 132G-140-050, filed 11/29/72, effective 1/1/73.]

WAC 132G-140-060 Library circulation records.

Librarians and library employees shall not make available library circulation records to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power.

[Order 1-35:72, § 132G-140-060, filed 11/29/72, effective 1/1/73.]

WAC 132G-140-062 Withholding services for outstanding debts.

If any person, including faculty, staff, student or former student, be indebted to the institution for the outstanding overdue debt, the institution shall not provide any further services of any kind to such individual, including but not limited to transmitting files, records, transcripts or other services which have been requested by any such person.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-140-062, filed 6/6/79.]

WAC 132G-140-064 Notification.

Upon receipt of such a request for services where there is an outstanding debt due the institution from that person, the institution shall notify the person by first-class mail that the services will not be provided since there is an outstanding debt due the institution, and further that until that debt is paid in full or arrangements are made to pay debt over time, no such services as are requested will be provided the individual.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-140-064, filed 6/6/79.]

WAC 132G-140-066 Informal hearing notification.

The letter of notification contained in WAC 132G-140-064 shall also notify the individual that he has a right to a hearing before a person designated by the president of the institution to the extent that he believes the records of the institution are incorrect concerning his indebtedness. The letter shall also indicate that the request for the hearing must be made within twenty days from the date of mailing said letter.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-140-066, filed 6/6/79.]

WAC 132G-140-068 Procedure for informal hearing.

Upon receipt of a timely request for a hearing, the person designated by the president shall have the records and files of the institution available for review and, at that time, shall hold an informal hearing concerning whether the individual in fact owes any outstanding debts to the institution. After the informal hearing, a decision shall be rendered by the president's designee indicating whether in fact the institution is correct in withholding services for the outstanding debt, and if the outstanding debt is in fact owed by the individual involved, no services shall be provided and notification of this shall be sent to the individual within five days after the hearing. Said decision shall constitute an informal proceed-

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ing established by the institution pursuant to the Higher Education Administrative Procedure Act as defined in RCW 28B.19.110.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-140-068, filed 6/6/79.]

WAC 132G-140-070 Withholding of transcripts and registration privileges.

The college may withhold transcripts and deny registration privileges to any student who has failed to fulfill a financial obligation to the college. Such obligations include, but are not limited to, the payment of the following fees and fines:

- (1) Application fees;
- (2) General tuition and fees;
- (3) Charges for credit hour changes;
- (4) Transcript fees;
- (5) Laboratory fees;
- (6) Parking fines;
- (7) Library fines;
- (8) Short-term loans;
- (9) Nursing loans;
- (10) National direct student loans.

In addition, transcripts may be withheld and/or registration privileges denied based upon failure to complete required exit interviews with the office of financial aid and failure to return borrowed college property, including college library books.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-140-070, filed 6/6/79; Order 1-35:72, § 132G-140-070, filed 11/29/72, effective 1/1/73.]

WAC 132G-140-080 Student records—Dean of student services authority.

The dean of student services will be responsible for reviewing unusual requests for information concerning students and assisting in interpretation of the rules pertaining to the release of such information. His decision will be final in these matters.

[Order 1-35:72, § 132G-140-080, filed 11/29/72, effective 1/1/73.]

WAC 132G-140-090 Professional personnel records—Application file.

A personnel application file shall be maintained for each professional staff member. This file shall be closed to all personnel except those designated by approved college policy and procedural guidelines.

[Order 1-35:72, § 132G-140-090, filed 11/29/72, effective 1/1/73.]

WAC 132G-140-100 Professional personnel records—Area file.

For each professional staff member, a file shall be kept in the appropriate area or division office as a repository for information on professional preparation and evaluation as it pertains to any matter related to professional competence in assigned duties and for collection and retention of evidence which may be used in formal disciplinary hearings. This file shall be closed to all personnel except those designated by approved college policy and procedural guidelines.

[Order 1-35:72, § 132G-140-100, filed 11/29/72, effective 1/1/73.]

WAC 132G-140-110 Classified staff personnel records. Personnel records are retained in the office of the college classified personnel officer. However, at any time during regular working hours and with appropriate advance notice, an employee may review the contents of his own personnel file or may in the case of a grievance authorize his representative to inspect his personnel file. Also, other appropriate college officials shall have access to these same files.

No anecdotal records or other prejudicial information will be placed in an employee's personnel file without his prior knowledge.

[Order 1-35:72, § 132G-140-110, filed 11/29/72, effective 1/1/73.]

Chapter 132G-152 WAC HEALTH AND SAFETY

WAC

132G-152-010	Food service areas.
132G-152-020	Animals in buildings.
132G-152-030	Animals on grounds.
132G-152-040	Immunization for Hepatitis B.

WAC 132G-152-010 Food service areas. Shoes and shirts are required in all food service areas on campus. Grievances may be appealed to the director of student activities.

[Order 1-35:72, § 132G-152-010, filed 11/29/72, effective 1/1/73.]

WAC 132G-152-020 Animals in buildings. Animals are not permitted in any of the buildings under the supervision of the college. Notwithstanding the foregoing, seeing eye dogs are permitted inside these facilities if they are on a leash and accompanied by their owner. Also, animals used for instructional purposes are permitted within college supervised buildings.

[Order 1-35:72, § 132G-152-020, filed 11/29/72, effective 1/1/73.]

WAC 132G-152-030 Animals on grounds. Animals are not permitted on college supervised grounds unless they are on a leash and accompanied by their owner.

[Order 1-35:72, § 132G-152-030, filed 11/29/72, effective 1/1/73.]

WAC 132G-152-040 Immunization for Hepatitis B. All individuals applying for admittance into the following program(s):

DENTAL HYGIENE

are required to have received an immunization for Hepatitis B. No individual shall be admitted or enrolled until they produce proof of immunization for Hepatitis B.

[Statutory Authority: RCW 28B.50.140. 92-08-040, § 132G-152-040, filed 3/24/92, effective 4/24/92.]

Chapter 132G-156 WAC HOUSING

WAC

132G-156-010	Student housing—Posting regulations.
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WAC 132G-156-010 Student housing—Posting regulations. Rental units listed on Shoreline Community College bulletin boards must be available to all students regardless of race, creed, or national origin. Rental conditions and agreements are between student and landlord.

Any person who fails to comply with the above rule will have their notices removed from the bulletin boards. This action may be appealed to the director of student activities.

[Order 1-35:72, § 132G-156-010, filed 11/29/72, effective 1/1/73.]

Chapter 132G-160 WAC

ADMISSION AND REGISTRATION PROCEDURES

WAC

132G-160-010	Availability of information.
132G-160-020	Admissions.
132G-160-030	Registration—Appointments.
132G-160-040	Registration—Change of program.
132G-160-050	Residency status.
132G-160-060	Matriculation fee.
132G-160-075	Refund of tuition and fees.
132G-160-080	Advanced registration payment—Foreign students.
132G-160-500	Graduation requirements.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

132G-160-070	Advanced registration fee. [Order 5-13:74, § 132G-160-070, filed 4/26/74.] Repealed by Order 11-12:77, filed 5/23/77.
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WAC 132G-160-010 Availability of information. Information concerning specific qualifications, requirements, deadlines and dates for admission, registration, and residency status, may be secured from the office of admissions and registration, Shoreline Community College, 16101 Greenwood Avenue North, Seattle, Washington 98133.

[Order 1-35:72, § 132G-160-010, filed 11/29/72, effective 1/1/73.]

WAC 132G-160-020 Admissions. Students who are 18 years of age or high school graduates are admitted on a first-come, first-served basis in accordance with state law. Notwithstanding the foregoing, certain special procedures must be followed for: Special programs, former students, veterans, and foreign students. These special procedures are established from time to time by the board of trustees and are on file in the admissions office for examination during regular college business hours.

[Order 1-35:72, § 132G-160-020, filed 11/29/72, effective 1/1/73.]

WAC 132G-160-030 Registration—Appointments. Appointments to register are issued upon completion of designated preregistration procedures as described in the current college catalog. Continuing students register first, followed by former students, then new regular students, and finally special students (having incomplete files). Open late registration (no appointment needed) takes place during designated times after completion of all regular registration.

[Order 1-35:72, § 132G-160-030, filed 11/29/72, effective 1/1/73.]

WAC 132G-160-040 Registration—Change of program. Classes may be changed or added only during times and under procedures specified by the college in the current

college catalog. Classes may be dropped during most of the quarter as outlined in the current college catalog, but refunds (complete or partial) as allowed only in cases of complete withdrawals within a predetermined framework of time which is specified in the current college catalog.

[Order 1-35:72, § 132G-160-040, filed 11/29/72, effective 1/1/73.]

WAC 132G-160-050 Residency status. In determining tuition and fee charges, students are considered to be residents if they have lived in the state for one year and also meet the requirements as outlined in chapter 28B.15 RCW.

Students wishing to appeal nonresidency classification may:

- (1) Contact the registrar for clarification
- (2) Obtain change in residence status form from the registrar
- (3) Submit completed form to the registrar for classification
- (4) If resident status is denied and further appeal is desired, submit the appeal in writing to the registrar with a request that the entire file be referred to the college's attorney, whose decision will be final.

[Order 1-35:72, § 132G-160-050, filed 11/29/72, effective 1/1/73.]

WAC 132G-160-060 Matriculation fee. Applicants for admission who wish credit are to submit the standard application for admission to Washington community colleges to the director of admissions and registration, along with a nonrefundable matriculation fee of five dollars.

[Order 4-12:74, § 132G-160-060, filed 4/26/74.]

WAC 132G-160-075 Refund of tuition and fees. It shall be the policy of Shoreline Community College that students shall receive refunds of tuition and fees in a fair and equitable manner in accordance with policy expressed in state law. Further, all applicable federal laws and regulations will be observed and implemented when doing so is necessary to maintain eligibility for federal funding of programs, as allowed by state law.

The board delegates to the president of the college or his/her designee(s) the authority and responsibility to develop, maintain, and implement procedural guidelines to effectuate this policy.

[Statutory Authority: RCW 34.05.320 and 1995 c 36. 95-23-015, § 132G-160-075, filed 11/7/95, effective 12/8/95.]

WAC 132G-160-080 Advanced registration payment—Foreign students. Upon acceptance by the foreign student academic committee, foreign students must remit tuition for their first quarter and the nonrefundable five dollars matriculation fee. In the event that a foreign student does not complete registration or withdraws from the college forty-five dollars of this first quarter tuition is nonrefundable except when the student has been refused a visa by the American embassy or consulate, the entire forty-five dollars is refundable. The forty-five dollars may be applied to fees for any future quarter registration within two years of the original quarter of acceptance.

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[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 82-24-027 (Order 40:82), § 132G-160-080, filed 11/23/82; Order 6-14:74, § 132G-160-080, filed 4/26/74.]

WAC 132G-160-500 Graduation requirements. A student seeking to graduate from Shoreline Community College may elect to meet the requirements in the current catalog or one for any prior year of his/her attendance. The student must secure an application for a degree from the graduation window in the registration office during normal business hours and fill it out as instructed.

Any deviation from graduation requirements must be requested by petition to the registrar, who has final decision-making authority in these matters.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-160-500, filed 6/6/79.]

Chapter 132G-168 WAC USE OF LIBRARY

WAC

132G-168-010	Purpose of the library's existence.
132G-168-012	Library hours.
132G-168-014	Inspection.
132G-168-016	Prohibited entry.
132G-168-018	Gifts.
132G-168-020	Basis of policies and procedures.
132G-168-030	Modification of these regulations.
132G-168-040	Borrower classification.
132G-168-050	Identification card.
132G-168-060	Loan time periods.
132G-168-070	Special collections.
132G-168-080	Number of items that may be borrowed.
132G-168-090	Date library materials are due.
132G-168-100	Renewal of library materials.
132G-168-110	Holds, recalls and searches.
132G-168-120	Return of library materials.
132G-168-130	Schedule of fines and charges.
132G-168-140	System-wide applicability of fines.
132G-168-150	Notice of overdue materials.
132G-168-160	Accrual date or time of fines.
132G-168-170	When fines will be levied.
132G-168-180	Failure to pay fines or charges, or both.
132G-168-190	Appeals of fines and charges.

WAC 132G-168-010 Purpose of the library's existence. The Shoreline Community College library exists to further the objectives of the college.

[Order 1-35:72, § 132G-168-010, filed 11/29/72, effective 1/1/73.]

WAC 132G-168-012 Library hours. The library is generally open from 7:30 a.m. to 9:00 p.m. Monday through Thursday, and 7:30 a.m. to 5:00 p.m. on Friday. The library will be closed on holidays. These hours are subject to change with advance notice.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-168-012, filed 6/6/79.]

WAC 132G-168-014 Inspection. The library shall have the right to inspect packages, brief cases, containers, articles, materials, etc., leaving the building to prevent unauthorized removal of library resources. The inspection may be done by persons or devices designed to detect unauthorized removals.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-168-014, filed 6/6/79.]

[Title 132G WAC—p. 19]

WAC 132G-168-016 Prohibited entry. The library shall have the right to prevent entry of foods and beverages, animals or other things detrimental to the library purpose.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10-79), § 132G-168-016, filed 6/6/79.]

WAC 132G-168-018 Gifts. The library welcomes the donations of books and other library materials as well as money to be used for the library. Gifts become library property when accepted and received, and their disposition is a library matter. The college, through the board of trustees or their designee, reserves the right to reject, refuse to accept, or return to the donor any gift made available to the Shoreline Community College library.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10-79), § 132G-168-018, filed 6/6/79.]

WAC 132G-168-020 Basis of policies and procedures. Policies and procedures are based on the belief that the needs of the college community as a whole take precedence over the individual convenience.

[Order 1-35:72, § 132G-168-020, filed 11/29/72, effective 1/1/73.]

WAC 132G-168-030 Modification of these regulations. The board of trustees reserves the right to add, delete, or modify portions of these regulations including the fine schedules in accordance with its regulations and applicable laws.

[Order 1-35:72, § 132G-168-030, filed 11/29/72, effective 1/1/73.]

WAC 132G-168-040 Borrower classification. Within the college community there are several readily identifiable library material user groups for which the character and intensity of use differs. The primary groups are credit and noncredit students, faculty, administrative personnel and nonacademic staff. The library extends services to persons not affiliated with the college. Borrowing privileges may be extended to such persons if they reside within Community College District Number Seven, or if they are a duly enrolled student or faculty member of one of the other state community colleges, or if they are spouses of Shoreline Community College faculty, administrative or nonacademic staff members. The library extends services to special rental borrowers or other libraries through the "inter-library loan" process. Borrowers are classified as:

- (1) Credit students
- (2) Faculty consisting of: The president, the vice presidents, professors, associate professors, assistant professors, instructors, visiting lecturers, associate or part-time faculty, administrative personnel
- (3) Nonacademic staff
- (4) Continuing education, noncredit students
- (5) Community patrons
- (6) Reciprocal students and faculty from other state community colleges
- (7) Spouses of borrower classes (2) and (3)
- (8) Retired faculty of Shoreline Community College
- (9) Special rental borrowers (Washington state schools, community organizations, etc.)

[Title 132G WAC—p. 20]

(10) Other libraries through the "inter-library loan" process.

[Order 1-35:72, § 132G-168-040, filed 11/29/72, effective 1/1/73.]

WAC 132G-168-050 Identification card. Each borrower is responsible for obtaining an official identification card from the college library. A community patron must pay an annual fee to the library cashier for this identification card. This fee shall be that established from time to time by the board of trustees of the college. Reciprocal students and faculty must provide official identification from their institutions in order to obtain a Shoreline Community College identification card.

[Order 1-35:72, § 132G-168-050, filed 11/29/72, effective 1/1/73.]

WAC 132G-168-060 Loan time periods. The college library has established loan time periods based on anticipated demand for the various forms of material by the several classes of borrowers. This loan time schedule will be established by the director of instructional resources and will be available in his office during regular college business hours.

[Order 1-35:72, § 132G-168-060, filed 11/29/72, effective 1/1/73.]

WAC 132G-168-070 Special collections. Certain materials are maintained in special collections in the library because of format, subject, rarity, etc. Borrowers should consult the library staff member in charge of the particular department concerning conditions of use for library materials in special collections.

[Order 1-35:72, § 132G-168-070, filed 11/29/72, effective 1/1/73.]

WAC 132G-168-080 Number of items that may be borrowed. Except for material in certain special collections, there is no limit to the number of items that may be checked out to a single borrower.

[Order 1-35:72, § 132G-168-080, filed 11/29/72, effective 1/1/73.]

WAC 132G-168-090 Date library materials are due. The director of instructional resources shall establish from time to time a schedule of due dates. This schedule will be available in his office during regular college business hours.

[Order 1-35:72, § 132G-168-090, filed 11/29/72, effective 1/1/73.]

WAC 132G-168-100 Renewal of library materials. (1) Renewals are generally allowed for circulating materials unless requested by other borrowers by means of a HOLD or a RECALL (see WAC 132G-168-110).

(2) Overdue material may be renewed subject to the same conditions as similar material not overdue.

(3) Prepaid telephone renewals are accepted for circulating materials but are not encouraged in special collections. The library assumes no responsibility for errors resulting from such transactions. Borrowers appearing in person at a check-out desk will receive service first.

(4) Some materials from reserve and special collections may be renewed only once.

[Order 1-35:72, § 132G-168-100, filed 11/29/72, effective 1/1/73.]

WAC 132G-168-110 Holds, recalls and searches. (1)

Holds: A borrower may place a HOLD on any circulating material except reserve material, some special collections material and library materials already checked out to that borrower.

(2) Recalls: Library materials for which another borrower has placed a HOLD may be recalled after two weeks from the date checked out. Material on long-term loan to faculty may be recalled at any time. Material needed for reserve may be recalled at any time. Material checked out to noncollege borrowers may be recalled at any time for use by an on-campus borrower.

(3) A SEARCH may be requested by borrowers who have not succeeded in locating material on the shelves.

[Order 1-35:72, § 132G-168-110, filed 11/29/72, effective 1/1/73.]

WAC 132G-168-120 Return of library materials. (1)

Materials are considered returned to the library as of the date returned to any of the receiving points for library materials except that of reserve, overnight, reference, and special collections materials. Equipment must [be] returned to the location in the library from which it was borrowed.

(2) After-hours "book returns" are emptied each morning the library is open and material found in them is considered to have been returned at closing time on the previous day.

[Order 1-35:72, § 132G-168-120, filed 11/29/72, effective 1/1/73.]

WAC 132G-168-130 Schedule of fines and charges.

A schedule of fines and charges employed by the college library shall be that established from time to time by the board of trustees of the college. This schedule will be available in the office of the director of instructional resources during regular college business hours.

[Order 1-35:72, § 132G-168-130, filed 11/29/72, effective 1/1/73.]

WAC 132G-168-140 System-wide applicability of fines. All borrowers are subject to a uniform system of fines for late returns of library materials and replacement costs when required.

[Order 1-35:72, § 132G-168-140, filed 11/29/72, effective 1/1/73.]

WAC 132G-168-150 Notice of overdue materials.

The library will attempt to:

(1) Telephone one week after an item is overdue or earlier if the material has been requested by another borrower or is to be placed on reserve.

(2) Send a notice two weeks after an item is overdue or earlier if the material has been requested by another borrower or is to be placed on reserve.

(3) Failure to receive a notice does not relieve the borrower of responsibility of payment of fines.

[Order 1-35:72, § 132G-168-150, filed 11/29/72, effective 1/1/73.]

WAC 132G-168-160 Accrual date or time of fines.

When fines are levied, they accrue from the first day or hour library materials are overdue.

[Order 1-35:72, § 132G-168-160, filed 11/29/72, effective 1/1/73.]

(2003 Ed.)

WAC 132G-168-170 When fines will be levied. Fines may be levied on:

(1) Circulating material when:

(a) Any item becomes overdue

(b) There is a HOLD or RECALL on the library materials and they are or become overdue, such fines are to be calculated from the first day library materials are overdue

(c) The library materials are not returned when called in for reserve.

(2) Overdue reserve, reference and other circulating materials from special collections and equipment whether or not such material has been requested by another borrower.

[Order 1-35:72, § 132G-168-170, filed 11/29/72, effective 1/1/73.]

WAC 132G-168-180 Failure to pay fines or charges, or both. A failure to pay fines or charges, or both, may result in:

(1) Holds being placed on borrower classification (1) (see WAC 132G-168-040) grades, transcript and college records, and/or

(2) Loss of borrowing privileges

(3) Other appropriate action will be taken for borrower classifications (2) through (9).

[Order 1-35:72, § 132G-168-180, filed 11/29/72, effective 1/1/73.]

WAC 132G-168-190 Appeals of fines and charges.

Appeals of fines or charges, or both, may be filed with the circulation librarian by securing appropriate forms from the circulation desk at which the charge was levied. All disputed appeals are adjudicated by the director of instructional resources.

[Order 1-35:72, § 132G-168-190, filed 11/29/72, effective 1/1/73.]

Chapter 132G-276 WAC**PUBLIC RECORDS****WAC**

132G-276-010
132G-276-020
132G-276-050
132G-276-060
132G-276-070
132G-276-080
132G-276-090
132G-276-100
132G-276-110
132G-276-120
132G-276-130
132G-276-140
132G-276-900

Purpose.
Definitions.
Public records available.
Public records officer.
Office hours.
Requests for public records.
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Protection of public records.
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Adoption of form.
Appendix A—Form—Request for public record to the Shoreline Community College.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

132G-276-030 Description of central and field organization of Community College District Number Seven. [Order 3-11:74, § 132G-276-030, filed 4/26/74.] Repealed by 00-10-048, filed 4/26/00, effective 5/27/00. Statutory Authority: RCW 28B.50.140(13) and 42.17.260(5).
132G-276-040 Operations and procedures. [Order 3-11:74, § 132G-276-040, filed 4/26/74.] Repealed by 00-10-048, filed 4/26/00, effective 5/27/00. Statutory Authority: RCW 28B.50.140(13) and 42.17.260(5).

WAC 132G-276-010 Purpose. The purpose of this chapter shall be to ensure compliance by the college with the provisions of chapter 42.17 RCW, Disclosure—Campaign finances—Lobbying—Records; and in particular with RCW 42.17.250 - 42.17.320 of that act, dealing with public records.

[Statutory Authority: RCW 28B.50.140(13) and 42.17.260(5). 00-10-048, § 132G-276-010, filed 4/26/00, effective 5/27/00; Order 3-11:74, § 132G-276-010, filed 4/26/74.]

WAC 132G-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, e-mail, 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.

[Statutory Authority: RCW 28B.50.140(13) and 42.17.260(5). 00-10-048, § 132G-276-020, filed 4/26/00, effective 5/27/00; Order 3-11:74, § 132G-276-020, filed 4/26/74.]

WAC 132G-276-050 Public records available. All public records of the college, as defined in WAC 132G-276-020 and RCW 42.17.020 are deemed to be available for public inspection and copying pursuant to these rules, except as otherwise provided by law.

[Statutory Authority: RCW 28B.50.140(13) and 42.17.260(5). 00-10-048, § 132G-276-050, filed 4/26/00, effective 5/27/00; Order 3-11:74, § 132G-276-050, filed 4/26/74.]

WAC 132G-276-060 Public records officer. The college's public records shall be in the charge of the public records officer designated by the college president. The person so designated may in turn designate persons in the administrative office to implement this section. The public records officer and his or her designees shall be responsible for the following: The implementation of the college's rules and regulations regarding release of public records, coordinating the staff of the college in this regard, and generally insuring compliance by the staff with the public records disclosure requirements of chapter 42.17 RCW.

[Statutory Authority: RCW 28B.50.140(13) and 42.17.260(5). 00-10-048, § 132G-276-060, filed 4/26/00, effective 5/27/00; Order 3-11:74, § 132G-276-060, filed 4/26/74.]

WAC 132G-276-070 Office hours. Public records shall be available for inspection and copying during the customary office hours of the college. For the purposes of this chapter, the customary office hours shall be from 9:00 a.m. to noon and from 1:00 p.m. to 4:00 p.m., Monday through Friday, excluding legal and other college holidays.

[Order 3-11:74, § 132G-276-070, filed 4/26/74.]

WAC 132G-276-080 Requests for public records. In accordance with requirements of chapter 42.17 RCW that

[Title 132G WAC—p. 22]

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 college which shall be available at its administrative office on the campus. The form shall be presented to the public records officer and/or his or her designees, at the administrative office on the campus during customary office hours. The request shall include the following information:

- (a) The name of the person requesting the record;
- (b) The time of day and calendar date on which the request was made;
- (c) The nature of the request;
- (d) If the matter requested is referenced within the current index maintained by the records officer, a reference to the requested record as it is described in such current index;
- (e) If the requested matter is not identifiable by reference to the 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 and/or his or her designees, to assist the member of the public in appropriately identifying the public record requested.

(3) The public records officer and/or his or her designee to whom the request is presented shall respond promptly by:

- (a) Making the requested document available;
- (b) Acknowledging receipt of the request and providing a reasonable estimate of the time required to respond to the request;
- (c) Stating that such a document does not exist;
- (d) Asking for clarification of the document requested;

or

(e) Denying access to some or all of the document because portions of the document are exempt from public inspection.

[Statutory Authority: RCW 28B.50.140(13) and 42.17.260(5). 00-10-048, § 132G-276-080, filed 4/26/00, effective 5/27/00; Order 3-11:74, § 132G-276-080, filed 4/26/74.]

WAC 132G-276-090 Copying. No fee shall be charged for the inspection of public records. The college imposes a charge for providing copies of public records. Such charges shall not exceed the amount necessary to reimburse the college for the actual cost as allowed by law.

[Statutory Authority: RCW 28B.50.140(13) and 42.17.260(5). 00-10-048, § 132G-276-090, filed 4/26/00, effective 5/27/00; Order 3-11:74, § 132G-276-090, filed 4/26/74.]

WAC 132G-276-100 Exemptions. (1) The college reserves the right to determine that a public record requested in accordance with the procedures outlined in WAC 132G-276-080 is exempt under chapter 42.17 RCW or other law which exempts or prohibits disclosure of specific information or records.

(2) In addition, pursuant to RCW 42.17.260, the college reserves the right to delete identifying details when it makes

available or publishes any public record, in any cases when there is a statute or law authorizing nondisclosure of the requested material. The public records officer and/or his or her designee will fully justify 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 record withheld.

[Statutory Authority: RCW 28B.50.140(13) and 42.17.260(5). 00-10-048, § 132G-276-100, filed 4/26/00, effective 5/27/00; Order 3-11:74, § 132G-276-100, filed 4/26/74.]

WAC 132G-276-110 Review of denials of public records requests.

(1) Any person who objects to the denial of a request for a public record may petition for prompt review of such decision by tendering a written request for review. The written request shall specifically refer to the written statement by the public records officer and/or his or her designees which constituted or accompanied the denial.

(2) Immediately after receiving a written request for review of a decision denying a public record, the public records officer and/or his or her designee denying the request shall refer it to the college president. The college president or his or her designee shall immediately consider the matter and either affirm or reverse such denial or consult with the attorney general to review the denial. In any case, the request shall be returned with a final decision, within two business days following the original denial.

(3) Administrative remedies shall not be considered exhausted until the college has returned the petition with a decision or until the close of the second business day following denial of inspection, whichever occurs first.

(4) Once the college denies a request for public records, the requester may request the attorney general to review the denial. Pursuant to RCW 42.17.325, the attorney general will provide the requester with an opinion whether the record is exempt from disclosure.

[Statutory Authority: RCW 28B.50.140(13) and 42.17.260(5). 00-10-048, § 132G-276-110, filed 4/26/00, effective 5/27/00; Order 3-11:74, § 132G-276-110, filed 4/26/74.]

WAC 132G-276-120 Protection of public records.

Requests for public records shall be to the public records officer and/or his or her designees in the appropriate locations on the campus. Public records and a facility for their inspection will be provided by the public records officer and/or his or her designees. Such records shall not be removed from the place designated for their inspection. Copies shall be made only at Shoreline Community College. If copying facilities are not available at the college, the college will arrange to have copies made commercially according to the provisions of WAC 132G-276-090.

[Statutory Authority: RCW 28B.50.140(13) and 42.17.260(5). 00-10-048, § 132G-276-120, filed 4/26/00, effective 5/27/00; Order 3-11:74, § 132G-276-120, filed 4/26/74.]

WAC 132G-276-130 Records index. (1) Purpose. This rule is enacted in compliance with chapter 42.17 RCW, Disclosure—Campaign finances—Lobbying—Records; and

chapter 34.05 RCW, Administrative Procedure Act; and in particular with RCW 42.17.260 and 34.05.220.

(2) Content. The public records officer shall maintain an index of final orders, declaratory orders, interpretive statements, and policy statements, as defined by RCW 42.17.260(5), issued after June 30, 1990, by the board of trustees of the college, the president of the college, or their designees.

(3) Form. The index shall reference final orders, declaratory orders, interpretive statements, or policy statements by one or more of the following classifications: Date of implementation, organizational unit, or subject matter.

(4) Requests for access to indexes. Information regarding public inspection of indexes, their location, and a schedule for revising and updating these indexes can be obtained by contacting the public records officer.

[Statutory Authority: RCW 28B.50.140(13) and 42.17.260(5). 00-10-048, § 132G-276-130, filed 4/26/00, effective 5/27/00; Order 3-11:74, § 132G-276-130, filed 4/26/74.]

WAC 132G-276-140 Adoption of form. The college hereby adopts for use by all persons requesting inspection and/or copying or copies of its records, the form attached hereto as Appendix A [WAC 132G-276-900], entitled "Request for public record."

[Order 3-11:74, § 132G-276-140, filed 4/26/74.]

WAC 132G-276-900 Appendix A—Form—Request for public record to the Shoreline Community College.

APPENDIX "A"

REQUEST FOR PUBLIC RECORD TO SHORELINE COMMUNITY COLLEGE

(a)
	Name (Please Print)	Signature

	Name of Organization, if Applicable	

	Mailing Address of Applicant	Phone Number
(b)
	Date Request Made at the Shoreline Community College	Time of Day Request Made
(c)	Nature of Request

(d)	Identification Reference on Current Index	Please Describe

(e)	Description of Record, or Matter, Requested if not Identifiable by Reference to the Shoreline Community College's Current Index

(f) Purpose of Request if the Request is for a List of Individuals

Request: Approved By
 Date Public Records Officer
 or his or her designee

Denied Date

Reasons for Denial:

Referred to Date
 By
 Public Records Officer
 or his or her designee

[Statutory Authority: RCW 28B.50.140(13) and 42.17.260(5). 00-10-048, § 132G-276-900, filed 4/26/00, effective 5/27/00; Order 3-11:74, Appendix A (codified as WAC 132G-276-900), filed 4/26/74.]

**Chapter 132G-300 WAC
 GRIEVANCE PROCEDURE, TITLE IX**

WAC
 132G-300-010 Grievance procedure, Title IX.

WAC 132G-300-010 Grievance procedure, Title IX. Shoreline Community College is covered by Title IX prohibiting sex discrimination in education. It is the policy of Shoreline Community College to insure equal opportunity without regard to sex in all areas of admission, education, application for employment and employment.

Grievance procedure. I. Any applicant for admission, enrolled student, applicant for employment and employee of Shoreline Community College who believes he/she has been discriminated against on the basis of sex may lodge a formal institutional grievance by:

A. Step 1: Informal meeting. Requesting an informal meeting with the individual believed to have committed the discriminatory act and attempt to informally resolve the concern.

B. Step 2: Title IX official hearing. If not satisfied by the results of the informal meeting, the complainant may request in writing, stipulating the specific grievance(s), a meeting with the college Title IX officer. Within thirty days of receiving the written request, the Title IX officer will have arranged a meeting and reported the findings, in writing, to both the complainant and the person to whom the complaint is directed. It shall be at the discretion of the complainant to determine whether the Title IX officer will meet with each party separately or in a single meeting.

If the complainant requests a single meeting, that meeting shall be attended by the complainant, the person to whom the complaint is directed, and the Title IX officer who will chair the meeting. Either or both parties to the complaint may be accompanied by an individual of his or her choice during the Title IX official hearing.

C. Step 3: Presidential appeal. If the complaint is not resolved as a result of the hearing conducted by the Title IX officer, either the complainant or the person to whom the complaint is directed may request an appeal to the college president in writing within ten days after receiving the writ-

ten results of the Title IX official hearing. Within fifteen days after receiving the written request, the college president or the president's designee will conduct the presidential appeal hearing and report the findings in writing to both the complainant and the person to whom the complaint is directed.

(1) The college president or designee, the Title IX officer, the complainant and the person to whom the complaint is directed shall attend the presidential appeal hearing. Either or both parties to the complaint may be accompanied by an individual of his or her choice during the presidential appeal hearing. The college president or presidential designee shall preside.

(2) Either the complainant or person to whom the complaint is directed may have witnesses present at the discretion of the person presiding.

(3) The written findings of the presidential appeal will be considered final. No further intra-institutional appeal exists.

II. If desired, inquiries or appeals beyond the institutional level may be directed to:

Regional Director, Office of Civil Rights, HEW, 1321 Second Avenue, Seattle, Washington 98101;

The Equal Opportunity Commission, 705 Second Avenue, Seattle, Washington 98101;

Human Rights Commission, 402 Evergreen Plaza Building, Seventh and Capitol Way, Olympia, Washington 98504.

[Order 9-26:76, § 132G-300-010, filed 6/30/76.]

**Chapter 132G-325 WAC
 STATE ENVIRONMENTAL POLICY ACT (SEPA)
 RULES**

WAC
 132G-325-010 State Environmental Policy Act (SEPA).
 132G-325-020 Designated SEPA official.
 132G-325-030 SEPA public information center.

WAC 132G-325-010 State Environmental Policy Act (SEPA). It shall be the policy of Community College District Number Seven that capital projects proposed and developed by the district shall comply with the provisions of chapter 43.21C RCW, the State Environmental Policy Act (SEPA); chapter 197-10 WAC, guidelines for SEPA implementation; and WAC 131-24-030, SEPA implementation rules of the state board for community college education.

[Order 9-26:76, § 132G-325-010, filed 6/30/76.]

WAC 132G-325-020 Designated SEPA official. In compliance with WAC 197-10-820, the district president, or an administrative officer designated by the district president, shall be the "responsible official" for carrying out this policy.

[Order 9-26:76, § 132G-325-020, filed 6/30/76.]

WAC 132G-325-030 SEPA public information center. In compliance with WAC 197-10-830, the office of business manager for Shoreline Community College, located in the administration building, is hereby designated the SEPA public information center for Community College District Number Seven.

[Order 9-26:76, § 132G-325-030, filed 6/30/76.]