

# Title 504 WAC

## WASHINGTON STATE UNIVERSITY

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**DISPOSITION OF CHAPTERS FORMERLY  
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**Chapter 504-08  
PRACTICE AND PROCEDURE**

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504-08-100	Service of process—Upon whom served. [Regulation .08.100, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.	504-08-320
504-08-110	Service of process—Service upon parties. [Regulation .08.110, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.	504-08-330
504-08-120	Service of process—Method of service. [Regulation .08.120, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority:	

RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.

Service of process—When service complete. [Regulation .08.130, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.

Service of process—Filing with agency. [Regulation .08.140, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.

Depositions and interrogatories in contested cases—Right to take. [Regulation .08.230, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.

Depositions and interrogatories in contested cases—Scope. [Regulation .08.240, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.

Depositions and interrogatories in contested cases—Officer before whom taken. [Regulation .08.250, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.

Depositions and interrogatories in contested cases—Authorization. [Regulation .08.260, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.

Depositions and interrogatories in contested cases—Protection of parties and deponents. [Regulation .08.270, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.

Depositions and interrogatories in contested cases—Oral examination and cross-examination. [Regulation .08.280, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.

Depositions and interrogatories in contested cases—Recordation. [Regulation .08.290, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.

Depositions and interrogatories in contested cases—Signing attestation and return. [Regulation .08.300, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.

Depositions and interrogatories in contested cases—Use and effect. [Regulation .08.310, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.

Depositions and interrogatories in contested cases—Fees of officers and deponents. [Regulation .08.320, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.

Depositions upon interrogatories—Submission of interrogatories. [Regulation .08.330, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective

	12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.	504-12-030	Bidders to obtain plans and specifications. [Regulation 3, filed 3/22/60.] Repealed by 97-20-020, filed 9/19/97, effective 10/20/97. Statutory Authority: RCW 28B.30.125 and [28B.30.]150(1).
504-08-340	Depositions upon interrogatories—Interrogation. [Regulation .08.340, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.	504-12-040	Liberal construction of bids and procedures. [Regulation 4, filed 3/22/60.] Repealed by 97-20-020, filed 9/19/97, effective 10/20/97. Statutory Authority: RCW 28B.30.125 and [28B.30.]150(1).
504-08-350	Depositions upon interrogatories—Attestation and return. [Regulation .08.350, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.	504-12-050	Regulations not applicable to emergency construction. [Regulation 5, filed 3/22/60.] Repealed by 97-20-020, filed 9/19/97, effective 10/20/97. Statutory Authority: RCW 28B.30.125 and [28B.30.]150(1).
504-08-360	Depositions upon interrogatories—Provisions of deposition rule. [Regulation .08.360, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.	<b>Chapter 504-16</b>	
504-08-400	Stipulations and admissions of record. [Regulation .08.400, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.	<b>CAMPUS TRAFFIC AND PARKING REGULATIONS</b>	
504-08-410	Form and content of decisions in contested cases. [Regulation .08.410, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.	504-16-010	Purpose of regulations. [Regulation 9.25, filed 3/22/60.] Repealed by Order 1, filed 8/13/70.
504-08-420	Definition of issues before hearing. [Regulation .08.420, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.	504-16-020	General regulations. [Regulation 9.35, filed 3/22/60.] Repealed by Order 1, filed 8/13/70.
504-08-510	Continuances. [Regulation .08.510, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.	504-16-030	Parking permits. [Regulation 9.40, filed 3/22/60.] Repealed by Order 1, filed 8/13/70.
504-08-520	Rules of evidence—Admissibility criteria. [Regulation .08.520, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.	504-16-040	Parking fees. [Regulation 9.45, filed 3/22/60.] Repealed by Order 1, filed 8/13/70.
504-08-530	Tentative admission—Exclusion—Discontinuance—Objections. [Regulation .08.530, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.	504-16-050	Parking areas. [Regulation 9.50, filed 3/22/60.] Repealed by Order 1, filed 8/13/70.
504-08-540	Petitions for rule making, amendment or repeal—Who may petition. [Regulation .08.540, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.	504-16-060	Administration and enforcement. [Regulation 9.55, filed 3/22/60.] Repealed by Order 1, filed 8/13/70.
504-08-550	Petitions for rule making, amendment or repeal—Requisites. [Regulation .08.550, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.	504-16-070	Losses from theft or fire. [Regulation 9.60, filed 3/22/60.] Repealed by Order 1, filed 8/13/70.
504-08-560	Petitions for rule making, amendment or repeal—Agency must consider. [Regulation .08.560, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.	504-16-100	Purposes of regulations. [Order 77-2, § 504-16-100, filed 8/3/77; Order 2, § 504-16-100, filed 7/28/71; Order 1, § 504-16-100, filed 8/13/70.] Repealed by 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), filed 4/4/83, effective 7/1/83. Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. Later promulgation, see WAC 504-17-020.
504-08-570	Petitions for rule making, amendment or repeal—Notice of disposition. [Regulation .08.570, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.	504-16-110	Authorization. [Order 77-2, § 504-16-110, filed 8/3/77; Order 2, § 504-16-110, filed 7/28/71; Order 1, § 504-16-110, filed 8/13/70.] Repealed by 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), filed 4/4/83, effective 7/1/83. Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. Later promulgation, see WAC 504-17-010.
	<b>Chapter 504-12</b>	504-16-115	Definitions. [Order 77-2, § 504-16-115, filed 8/3/77; Order 2, § 504-16-115, filed 7/28/71.] Repealed by 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), filed 4/4/83, effective 7/1/83. Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. Later promulgation, see WAC 504-17-040.
	<b>CONTRACT AWARD PROCEDURES</b>	504-16-120	General regulations. [Statutory Authority: RCW 28B.10.560, 28B.30.125 and 28B.30.150. 81-17-015 (Order 81-3, Resolution No. 7/81-12), § 504-16-120, filed 8/10/81. Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution No. 6/80-15), § 504-16-120, filed 6/11/80; Order 77-2, § 504-16-120, filed 8/3/77; Order 2, § 504-16-120, filed 7/28/71; Order 1, § 504-16-120, filed 8/13/70.] Repealed by 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), filed 4/4/83, effective 7/1/83. Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. Later promulgation, see chapter 504-17 WAC.
504-12-010	When bids required. [Regulation 1, filed 3/22/60.] Repealed by 97-20-020, filed 9/19/97, effective 10/20/97. Statutory Authority: RCW 28B.30.125 and [28B.30.]150(1).	504-16-130	Registration of vehicles. [Order 1, § 504-16-130, filed 8/13/70.] Repealed by Order 2, filed 7/28/71.
504-12-020	Notice to bidders. [Regulation 2, filed 3/22/60.] Repealed by 97-20-020, filed 9/19/97, effective 10/20/97. Statutory Authority: RCW 28B.30.125 and [28B.30.]150(1).	504-16-140	Parking permits. [Order 77-2, § 504-16-140, filed 8/3/77; Order 75-1, § 504-16-140, filed 7/7/75, effective 9/1/75; Order 73-4, § 504-16-140, filed 8/1/73; Order 2, § 504-16-140, filed 7/28/71; Order 1, § 504-16-140, filed 8/13/70.] Repealed by 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), filed 4/4/83, effective 7/1/83. Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. Later promulgation, see chapter 504-17 WAC.
		504-16-150	Parking permit fees. [Order 77-2, § 504-16-150, filed 8/3/77; Order 73-4, § 504-16-150, filed 8/1/73; Order 2, § 504-16-150, filed 7/28/71; Order 1, § 504-16-150, filed 8/13/70.] Repealed by 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), filed 4/4/83, effective 7/1/83. Statutory Authority: RCW 28B.10.560, 28B.10.300 -

- 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. Later promulgation, see WAC 504-17-190.
- 504-16-160 Parking areas. [Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution No. 6/80-15), § 504-16-160, filed 6/11/80; Order 77-2, § 504-16-160, filed 8/3/77; Order 75-1, § 504-16-160, filed 7/7/75, effective 9/1/75; Order 73-4, § 504-16-160, filed 8/1/73; Order 2, § 504-16-160, filed 7/28/71; Order 1, § 504-16-160, filed 8/13/70.] Repealed by 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), filed 4/4/83, effective 7/1/83. Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. Later promulgation, see WAC 504-17-120.
- 504-16-170 Administration and enforcement. [Statutory Authority: RCW 28B.10.560, 28B.30.125 and 28B.30.150. 81-17-015 (Order 81-3, Resolution No. 7/81-12), § 504-16-170, filed 8/10/81. Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution No. 6/80-15), § 504-16-170, filed 6/11/80; Order 77-2, § 504-16-170, filed 8/3/77; Order 75-1, § 504-16-170, filed 7/7/75, effective 9/1/75; Order 73-4, § 504-16-170, filed 8/1/73; Order 2, § 504-16-170, filed 7/28/71; Order 1, § 504-16-170, filed 8/13/70.] Repealed by 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), filed 4/4/83, effective 7/1/83. Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. Later promulgation, see chapter 504-17 WAC.
- Chapter 504-17**  
**CAMPUS PARKING AND TRAFFIC REGULATIONS**
- 504-17-010 Authorization. [Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-010, filed 4/4/83, effective 7/1/83. Formerly WAC 504-16-110.] Repealed by 90-11-078 (Order 90-1), filed 5/16/90, effective 7/1/90. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW.
- 504-17-020 Purposes of regulations. [Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-020, filed 4/4/83, effective 7/1/83. Formerly WAC 504-16-100.] Repealed by 90-11-078 (Order 90-1), filed 5/16/90, effective 7/1/90. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW.
- 504-17-030 Applicable parking and traffic regulations. [Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-030, filed 4/4/83, effective 7/1/83. Formerly chapter 504-16 WAC.] Repealed by 90-11-078 (Order 90-1), filed 5/16/90, effective 7/1/90. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW.
- 504-17-040 Definitions. [Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-040, filed 4/4/83, effective 7/1/83. Formerly WAC 504-16-115.] Repealed by 90-11-078 (Order 90-1), filed 5/16/90, effective 7/1/90. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW.
- 504-17-050 Emergencies. [Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-050, filed 4/4/83, effective 7/1/83. Formerly chapter 504-16 WAC.] Repealed by 90-11-078 (Order 90-1), filed 5/16/90, effective 7/1/90. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW.
- 504-17-060 Speed limits. [Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-060, filed 4/4/83, effective 7/1/83. Formerly chapter 504-16 WAC.] Repealed by 90-11-078 (Order 90-1), filed 5/16/90, effective 7/1/90. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW.
- 504-17-070 Closed and restricted areas. [Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-070, filed 4/4/83, effective 7/1/83. Formerly chapter 504-16 WAC.] Repealed by 90-11-078 (Order 90-1), filed 5/16/90, effective 7/1/90. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW.
- 504-17-080 Pedestrians. [Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-080, filed 4/4/83, effective 7/1/83. Formerly chapter 504-16 WAC.] Repealed by 90-11-078 (Order 90-1), filed 5/16/90, effective 7/1/90. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW.
- 504-17-090 Motorcycles, mopeds and bicycles. [Statutory Authority: RCW 28B.10.560. 87-12-014 (Order 87-2), § 504-17-090, filed 5/26/87; 86-19-024 (Order 86-1, Resolution No. 8/1/5A(b)), § 504-17-090, filed 9/10/86. Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-090, filed 4/4/83, effective 7/1/83. Formerly chapter 504-16 WAC.] Repealed by 90-11-078 (Order 90-1), filed 5/16/90, effective 7/1/90. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW.
- 504-17-100 Parking. [Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-100, filed 4/4/83, effective 7/1/83. Formerly chapter 504-16 WAC.] Repealed by 90-11-078 (Order 90-1), filed 5/16/90, effective 7/1/90. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW.
- 504-17-110 Special conditions. [Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-110, filed 4/4/83, effective 7/1/83. Formerly chapter 504-16 WAC.] Repealed by 90-11-078 (Order 90-1), filed 5/16/90, effective 7/1/90. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW.
- 504-17-120 Parking areas. [Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-120, filed 4/4/83, effective 7/1/83. Formerly chapter 504-16 WAC.] Repealed by 90-11-078 (Order 90-1), filed 5/16/90, effective 7/1/90. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW.
- 504-17-130 Parking permits—General information. [Statutory Authority: RCW 28B.10.560. 86-19-024 (Order 86-1, Resolution No. 8/1/5A(b)), § 504-17-130, filed 9/10/86. Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-130, filed 4/4/83, effective 7/1/83. Formerly chapter 504-16 WAC.] Repealed by 90-11-078 (Order 90-1), filed 5/16/90, effective 7/1/90. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW.
- 504-17-140 Parking permits—Staff. [Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-140, filed 4/4/83, effective 7/1/83. Formerly chapter 504-16 WAC.] Repealed by 90-11-078 (Order 90-1), filed 5/16/90, effective 7/1/90. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW.
- 504-17-150 Parking permits—Students. [Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-150, filed 4/4/83, effective 7/1/83. Formerly chapter 504-16

- WAC.] Repealed by 90-11-078 (Order 90-1), filed 5/16/90, effective 7/1/90. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW.
- 504-17-160 Parking permits—Visitors. [Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-160, filed 4/4/83, effective 7/1/83. Formerly chapter 504-16 WAC.] Repealed by 90-11-078 (Order 90-1), filed 5/16/90, effective 7/1/90. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW.
- 504-17-170 Parking permits—Contractors. [Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-170, filed 4/4/83, effective 7/1/83. Formerly chapter 504-16 WAC.] Repealed by 90-11-078 (Order 90-1), filed 5/16/90, effective 7/1/90. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW.
- 504-17-180 Parking permits—Motorcycles. [Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-180, filed 4/4/83, effective 7/1/83. Formerly chapter 504-16 WAC.] Repealed by 90-11-078 (Order 90-1), filed 5/16/90, effective 7/1/90. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW.
- 504-17-185 Parking permit fees. [Statutory Authority: RCW 28B.10.560, 85-14-051 (Order 85-1, Resolution No. 5/85/10), § 504-17-185, filed 6/28/85.] Repealed by 90-11-078 (Order 90-1), filed 5/16/90, effective 7/1/90. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW.
- 504-17-190 Parking permit fees. [Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-190, filed 4/4/83, effective 7/1/83. Formerly chapter 504-16 WAC.] Repealed by 85-14-051 (Order 85-1, Resolution No. 5/85/10), filed 6/28/85. Statutory Authority: RCW 28B.10.560.
- 504-17-195 WSU/UI reciprocal parking agreement. [Statutory Authority: RCW 28B.10.560, 86-19-024 (Order 86-1, Resolution No. 8/1/5A(b)), § 504-17-195, filed 9/10/86.] Repealed by 90-11-078 (Order 90-1), filed 5/16/90, effective 7/1/90. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW.
- 504-17-200 Administration. [Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-200, filed 4/4/83, effective 7/1/83. Formerly chapter 504-16 WAC.] Repealed by 90-11-078 (Order 90-1), filed 5/16/90, effective 7/1/90. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW.
- 504-17-210 Enforcement—General. [Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-210, filed 4/4/83, effective 7/1/83. Formerly chapter 504-16 WAC.] Repealed by 86-19-024 (Order 86-1, Resolution No. 8/1/5A(b)), filed 9/10/86. Statutory Authority: RCW 28B.10.560.
- 504-17-215 Responsible persons. [Statutory Authority: RCW 28B.10.560, 86-19-024 (Order 86-1, Resolution No. 8/1/5A(b)), § 504-17-215, filed 9/10/86.] Repealed by 90-11-078 (Order 90-1), filed 5/16/90, effective 7/1/90. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW.
- 504-17-220 Enforcement—Fines. [Statutory Authority: RCW 28B.10.560, 88-12-007 (Order 88-1, Resolution No. 5/88/1), § 504-17-220, filed 5/19/88, effective 7/1/88; 86-19-024 (Order 86-1, Resolution No. 8/1/5A(b)), § 504-17-220, filed 9/10/86. Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-220, filed 4/4/83, effective 7/1/83. Formerly chapter 504-16 WAC.] Repealed by 90-11-078 (Order 90-1), filed 5/16/90, effective 7/1/90. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW.
- 504-17-230 Enforcement—Accumulated violations—Wheel lock—Towing. [Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-230, filed 4/4/83, effective 7/1/83. Formerly chapter 504-16 WAC.] Repealed by 86-19-024 (Order 86-1, Resolution No. 8/1/5A(b)), filed 9/10/86. Statutory Authority: RCW 28B.10.560.
- 504-17-235 Enforcement—Accumulated violations, wheel lock, wheel lock fees, towing. [Statutory Authority: RCW 28B.10.560, 88-12-007 (Order 88-1, Resolution No. 5/88/1), § 504-17-235, filed 5/19/88, effective 7/1/88; 86-19-024 (Order 86-1, Resolution No. 8/1/5A(b)), § 504-17-235, filed 9/10/86.] Repealed by 90-11-078 (Order 90-1), filed 5/16/90, effective 7/1/90. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW.
- 504-17-240 Appeals procedure. [Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-240, filed 4/4/83, effective 7/1/83. Formerly chapter 504-16 WAC.] Repealed by 90-11-078 (Order 90-1), filed 5/16/90, effective 7/1/90. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW.
- 504-17-250 Failure to pay fines. [Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-250, filed 4/4/83, effective 7/1/83. Formerly chapter 504-16 WAC.] Repealed by 90-11-078 (Order 90-1), filed 5/16/90, effective 7/1/90. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW.
- 504-17-900 Repeal and savings. [Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-900, filed 4/4/83, effective 7/1/83.] Repealed by 90-11-078 (Order 90-1), filed 5/16/90, effective 7/1/90. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW.
- 504-17-910 Severability. [Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-910, filed 4/4/83, effective 7/1/83.] Repealed by 90-11-078 (Order 90-1), filed 5/16/90, effective 7/1/90. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW.
- 504-17-930 Effective date. [Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-930, filed 4/4/83, effective 7/1/83.] Repealed by 90-11-078 (Order 90-1), filed 5/16/90, effective 7/1/90. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW.

#### Chapter 504-20 UNIVERSITY POLICIES AND REGULATIONS

- 504-20-005 Discrimination prohibited. [Order 77-2, § 504-20-005, filed 8/3/77.] Repealed by 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), filed 5/18/89, effective 7/1/89. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150.
- 504-20-010 Freedom of expression. [Order 77-2, § 504-20-010, filed 8/3/77; Order 5, § 504-20-010, filed 9/26/72; Order 3, § 504-20-010, filed 8/5/71.] Repealed by 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), filed 5/18/89, effective 7/1/89. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150.
- 504-20-020 Conduct regulations for faculty, staff, other employees, and students. [Statutory Authority: RCW 28B.30.125 and 28B.30.150, 80-07-015 (Order 80-2, Resolution No. 6/80-15), § 504-20-020, filed 6/11/80; Order 77-2, § 504-20-020, filed 8/3/77; Order 75-1, § 504-20-020, filed 7/7/75, effective 9/1/75; Order 73-5, § 504-20-020,

- 504-20-025 filed 8/1/73; Order 5, § 504-20-020, filed 9/26/72; Order 3, § 504-20-020, filed 8/5/71.] Repealed by 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), filed 5/18/89, effective 7/1/89. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150.
- 504-20-025 Alcoholic beverages. [Order 77-2, § 504-20-025, filed 8/3/77.] Repealed by 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), filed 5/18/89, effective 7/1/89. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150.
- 504-20-030 Conduct regulations for campus guests and visitors. [Order 5, § 504-20-030, filed 9/26/72; Order 3, § 504-20-030, filed 8/5/71.] Repealed by 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), filed 5/18/89, effective 7/1/89. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150.
- 504-20-040 Academic integrity guidelines. [Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution No. 6/80-15), § 504-20-040, filed 6/11/80.] Repealed by 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), filed 5/18/89, effective 7/1/89. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150.

**Chapter 504-04 WAC  
PRACTICE AND PROCEDURE**

**WAC**

**PART I  
GENERAL PROCEDURAL RULES**

- 504-04-010 Matters subject to brief adjudication.
- 504-04-020 Appointment of presiding officers for all adjudicative proceedings.

**PART II  
PROCEDURAL RULES FOR FORMAL PROCEEDINGS**

- 504-04-110 Adoption of model rules of procedure for formal proceedings—Exception.
- 504-04-120 Confidentiality of student, faculty and staff formal adjudicative proceedings.
- 504-04-130 Advising and representation of parties.
- 504-04-140 Discovery.

**PART I  
GENERAL PROCEDURAL RULES**

**WAC 504-04-010 Matters subject to brief adjudication.** The following proceedings are matters to be treated as brief adjudications pursuant to RCW 34.05.482 through 34.05.491:

- (1) Student conduct proceedings. The procedural rules of chapter 504-25 WAC apply to these proceedings.
- (2) Appeals of residency determinations. If a hearing is required by law or constitutional right, appeals of residency determinations under RCW 28B.15.013 are brief adjudicative proceedings conducted by the office of admissions.
- (3) Appeals of parking violations. Appeals of parking violations are brief adjudicative proceedings conducted pursuant to applicable rules. See WAC 504-17-240 and 504-18-170.
- (4) Hearings on student records. Hearings pursuant to the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g are to be brief adjudicative proceedings conducted pursuant to the rules of chapter 504-21 WAC.
- (5) Hearings on denial of financial aid. Any hearings required by state or federal law regarding granting, modification or denial of financial aid are brief adjudicative proceedings conducted by the office of scholarships and financial aid.

(6) Emergency withdrawal of students. Proceedings to disenroll students for medical or psychological reasons are brief adjudicative proceedings conducted by the office of student affairs.

(7) Discipline and termination of student employees. When required by law, hearings for the termination of or imposition of disciplinary measures on student employees shall be brief adjudicative proceedings.

[Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482. 89-23-117, § 504-04-010, filed 11/22/89, effective 12/23/89.]

**WAC 504-04-020 Appointment of presiding officers for all adjudicative proceedings.** The president of Washington State University or his or her designee shall have the power to appoint committees or members of the faculty, staff and student body to be presiding officers for formal and brief adjudicative proceedings. The term "presiding officer" as used in this chapter shall be read in the plural when the context demands.

[Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482. 89-23-117, § 504-04-020, filed 11/22/89, effective 12/23/89.]

**PART II  
PROCEDURAL RULES FOR FORMAL  
PROCEEDINGS**

**WAC 504-04-110 Adoption of model rules of procedure for formal proceedings—Exception.** In formal proceedings pursuant to RCW 34.05.413 through 34.05.476 Washington State University adopts the model rules of procedure adopted by the office of administrative hearings, chapter 10-08 WAC, with the following exception:

WAC 10-08-190 Adjudicative proceedings, cameras-recording devices.

See WAC 504-04-120 which determines the use of cameras and recording devices at adjudicative proceedings.

Other procedural rules adopted in this title and this chapter are supplementary to the model rules. In the case of a conflict between the model rules and procedural rules adopted by Washington State University, the procedural rules adopted by the university shall govern.

[Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482. 89-23-117, § 504-04-110, filed 11/22/89, effective 12/23/89.]

**WAC 504-04-120 Confidentiality of student, faculty and staff formal adjudicative proceedings.** In formal adjudicative proceedings, the presiding officer shall have the power to close all or part of the hearing to public observation. The presiding officer shall have the power to impose reasonable conditions upon observation of the proceeding. The presiding officer also shall have the power to regulate the use of photographic and recording equipment. In the case of hearings involving discipline, termination, or medical withdrawal, hearings will normally be closed to public observation.

[Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482. 89-23-117, § 504-04-120, filed 11/22/89, effective 12/23/89.]

**WAC 504-04-130 Advising and representation of parties.** Any person whose rights are in issue in a formal adjudicative proceeding shall have the right to have an adviser present during any stage of the proceedings. However, only persons admitted to the practice of law in the state of Washington shall be permitted to act as a representative at the proceedings. The presiding officer shall have the power to impose reasonable conditions upon participation of advisors and representatives.

[Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482. 89-23-117, § 504-04-130, filed 11/22/89, effective 12/23/89.]

**WAC 504-04-140 Discovery.** Discovery in formal hearings may be permitted at the discretion of the presiding officer. In permitting discovery, reference shall be made to the civil rules applicable in court proceedings for guidance.

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 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482. 89-23-117, § 504-04-140, filed 11/22/89, effective 12/23/89.]

## Chapter 504-14 WAC

### CAMPUS TRAFFIC AND PARKING REGULATIONS FOR WASHINGTON STATE UNIVERSITY SPOKANE

#### WAC

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#### PART IV: FINES, SANCTIONS, AND APPEALS

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#### PART I: INTRODUCTION

**WAC 504-14-010 Authorization.** Pursuant to the authority granted by RCW 28B.30.150, 28B.10.560, and chapter 34.05 RCW, the board of regents of Washington State University establishes the following regulations to govern parking and traffic at Washington State University Spokane, hereinafter referred to as WSU Spokane.

[Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-010, filed 8/24/01, effective 9/24/01.]

**WAC 504-14-020 Purposes of regulations.** The purposes of these regulations are to:

- (1) Expedite university business and provide maximum safety and convenience;
- (2) Regulate parking, with priority given to:
  - (a) Services of the campus,
  - (b) Persons who need vehicles in connection with their work, and
  - (c) Staff and students who need private vehicles because of a disability or other approved reason;
- (3) Provide and maintain suitable campus parking and traffic facilities; and
- (4) Provide incentive for participation in the commute trip reduction program.

[Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-020, filed 8/24/01, effective 9/24/01.]

**WAC 504-14-030 Knowledge of parking regulations.** It is the responsibility of all individuals parking on the campus to read and fully understand these regulations. Lack of knowledge of these regulations will not be accepted as grounds for dismissal of citations.

[Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-030, filed 8/24/01, effective 9/24/01.]

**WAC 504-14-040 Applicable parking and traffic laws and regulations.** The following regulations apply upon state lands owned and/or controlled by WSU Spokane:

- (1) The motor vehicle and other traffic laws and regulations of the state of Washington (Revised Code of Washington);
- (2) The WSU Spokane parking and traffic regulations;
- (3) The motor vehicle and other traffic laws and regulations of the City of Spokane.

[Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-040, filed 8/24/01, effective 9/24/01.]

(2003 Ed.)

**WAC 504-14-050 Emergencies.** The president delegates to the WSU Spokane campus dean the authority to suspend, modify, or repeal any or all provisions for an authorized campus special event or in the event of an emergency, disaster, or other like contingency. Such action shall be limited in duration and scope to meet the institutional needs and/or address the dangers of the contingency.

[Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-050, filed 8/24/01, effective 9/24/01.]

**WAC 504-14-080 Severability.** If any provision of this chapter, chapter 504-14 WAC, or its application to any person or circumstance is held invalid, the remainder of the chapter or its application to other persons or circumstances is unaffected.

[Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-080, filed 8/24/01, effective 9/24/01.]

**WAC 504-14-100 Definitions.** The definitions in this section are applicable within the context of these regulations.

(1) Campus. Describes all property owned, leased, and/or controlled by WSU Spokane which is or may hereafter be dedicated mainly to the educational, research, recreational, parking, or other activities of WSU Spokane.

(2) Disability zone. A parking zone identified with a sign bearing the international disability symbol that is restricted at all times to use by vehicles bearing a valid WSU disability parking permit or indicator, or any state-issued disability parking permit.

(3) Holiday (WSU Spokane holiday). A day when all campus facilities are generally closed (e.g., Thanksgiving Day, Christmas Day, New Year's Day). Vacation days are not considered holidays. See definition of vacation.

(4) Illegal use of permit. A parking violation in which a citation is issued under the following circumstances:

- (a) Use of a permit/indicator on an unspecified vehicle.
- (b) Use of a counterfeit permit/indicator.
- (c) Use of a permit/indicator obtained under false pretenses.
- (d) Use of a modified permit/indicator.
- (e) Use and/or retention of a permit/indicator by person(s) ineligible, or no longer eligible, for such permit as described and authorized in this chapter.

(5) Indicator. A vinyl, plastic, or paper instrument displayed adjacent to a parking permit which more clearly defines the parking areas available to a permit holder.

(6) Loading zone. A loading dock or an area signed "loading zone" adjacent to a facility or in a parking area. Such an area is intended for loading and unloading bulky or voluminous material. Loading zones are restricted at all times.

(7) Moped. Any two-wheeled or three-wheeled motor vehicle with an engine displacement of 50 cc or less.

(8) Motorcycle. Any two-wheeled or three-wheeled motor vehicle with an engine displacement greater than 50 cc.

(9) Motor vehicle. All motor-driven conveyances except wheelchairs.

(10) No parking zone. Any area not specifically marked and/or signed for parking. Such areas include, but are not limited to,

areas with adjacent curbs or rails painted yellow or red.

(11) Park/parking. This refers to the placement or standing of a vehicle, with or without a driver in attendance, and with or without the engine running.

(12) Parking permit. A vinyl, plastic, or paper instrument sanctioned by WSU Spokane that is displayed from a vehicle and authorizes parking in specified areas.

(13) Public safety. Includes but is not limited to WSU Spokane public safety and others designated as parking enforcement.

(14) Service vehicle. A vehicle used to provide a service for WSU Spokane or a tenant or contractor of WSU Spokane (e.g., a university-owned vehicle or a privately owned vehicle with a valid service permit displayed).

(15) Service zone. Parking spaces designated for the use of university vehicles, other government-owned vehicles, and vehicles displaying a service indicator or commercial permit. Authorized vehicles may park in these zones for a maximum of fifteen minutes, except for vehicles that display a service indicator issued for an extended time. Service zones are restricted at all times.

(16) Staff. For the purposes of these regulations, "staff" includes all faculty, classified staff, administrative and professional employees, temporary employees, and other support personnel employed by the university, and the personnel of other activities located on campus. Teaching assistants, research assistants, and other students employed by the university are not "staff." They are considered as students for the purpose of these rules.

(17) Student. Any person who has been admitted to WSU or to another affiliated academic institution, and who is either attending classes or actively pursuing a degree or certificate.

(18) Summer session. The summer session includes all summer school sessions beginning on the first day of the earliest session and ending on the last day of the latest session.

(19) Vacation. A period of time when classes or final exams are not in session. Except for holidays that fall within this period, the business offices of WSU Spokane typically are open during this time.

(20) Vehicle. See motor vehicle.

(21) Visitors. Persons who are not staff or students and who only visit the campus on an occasional basis.

(22) Wheel lock. A device used to temporarily immobilize a vehicle (i.e., on-the-spot impoundment).

[Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-100, filed 8/24/01, effective 9/24/01.]

## PART II: ENFORCEMENT

**WAC 504-14-200 Enforcement authority.** WSU Spokane public safety is charged with the impartial enforcement of these regulations. Enforcement personnel have authority to issue parking citations, to impound vehicles, and to control access to areas.

[Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-200, filed 8/24/01, effective 9/24/01.]

**WAC 504-14-210 Times of enforcement.** Parking regulations are subject to enforcement at all times.

(1) Permit areas: All parking zones are limited to authorized permit holders during specific hours. These hours are posted in each parking zone either at the entrance to parking areas or along roadways where parking is marked. Restricted spaces are enforced at all times.

(2) Restricted spaces: These spaces are restricted for their designated purpose at all times (twenty-four hours a day, seven days a week):

- (a) Disability.
- (b) Load/unload.
- (c) Service.
- (d) Reserved.
- (e) Reserved (bagged) meters.
- (f) Specially signed areas.

(3) Metered spaces: Parking meters are in effect during the times posted on each meter. During these times the meter must be paid the posted amount. Additional time cannot be purchased beyond the meter's posted time limit (e.g., a thirty-minute meter will allow a maximum of thirty minutes to be purchased at one time).

[Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-210, filed 8/24/01, effective 9/24/01.]

**WAC 504-14-220 Signed and marked areas.** (1) Parking on campus is allowed only in the marked and/or signed spaces in areas and on streets. All other areas outside these designated areas are "no parking zones." Each parking area has signs or markings to indicate the type of permit or permits required and the times they are required.

(2) Individual parking spaces are marked, and no vehicle may be parked so as to occupy any portion of more than one parking space. The fact that other vehicles were parked in a manner requiring a vehicle to occupy a portion of more than one space shall not constitute an excuse for a violation of this rule.

(3) Should there be a conflict between these regulations, map designation, and on-site signs regarding parking instructions, the on-site sign takes precedence.

(4) Permit areas and restricted spaces are not always signed individually.

[Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-220, filed 8/24/01, effective 9/24/01.]

**WAC 504-14-250 Motorcycles, mopeds, and bicycles.**

(1) The general traffic regulations applicable to motor vehicles apply equally to motorcycles, mopeds, and bicycles. Motorcycles or mopeds may not be driven on sidewalks or in the mall area. Bicycles may be used on sidewalks, though pedestrians always have the right of way. Owners of motorcycles and mopeds are responsible for all violations including violations issued even if said vehicle is moved by someone else after being legally parked.

(2) Motorcycles and mopeds: Motorcycles and mopeds may park only in spaces which are marked by signs or the letter "M" painted on the parking surface. Motorcycles and mopeds must display a valid WSU Spokane motorcycle permit during posted times. During all other times, these spaces are restricted to use by motorcycles and mopeds only.

[Title 504 WAC—p. 8]

[Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-250, filed 8/24/01, effective 9/24/01.]

**WAC 504-14-300 Responsibility for citations.** (1) Each permit registrant shall be responsible for parking citations on vehicles:

- (a) Registered with WSU Spokane public safety, and/or
- (b) Displaying the registrant's permit.

(2) Owners of vehicles will be held primarily liable for citations.

[Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-300, filed 8/24/01, effective 9/24/01.]

**WAC 504-14-350 Use of areas for emergency, maintenance, or special needs.** WSU Spokane reserves the right to close any campus parking area at any time it is deemed necessary for maintenance, safety, or to meet special needs. WSU Spokane public safety will provide notice to users when possible.

Public safety and maintenance personnel performing official duties may deviate from these regulations as required to conduct emergency procedures.

[Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-350, filed 8/24/01, effective 9/24/01.]

**WAC 504-14-360 Liability.** The university assumes no responsibility for the care and protection of any vehicle or its contents at any time the vehicle is on university property.

[Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-360, filed 8/24/01, effective 9/24/01.]

### PART III: PARKING PERMITS

**WAC 504-14-410 Issuance and use of permits.** Parking permits are available at various locations upon application and payment of the appropriate fees. A parking permit and/or indicator which specifies parking area(s) where the vehicle may be parked will be issued.

[Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-410, filed 8/24/01, effective 9/24/01.]

**WAC 504-14-420 Consent to withholding of fines.** All permit applications shall provide that the university may withhold unpaid fines from any sums owed the permit holder and to treat the same as a debt.

[Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-420, filed 8/24/01, effective 9/24/01.]

**WAC 504-14-430 Change in residence or license plates.** Permit holders changing residence or license plates after initial application must contact WSU Spokane public safety and complete the necessary forms. Failure to do so may result in continued responsibility for citations issued to the old license plate and a loss of parking privileges.

[Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-430, filed 8/24/01, effective 9/24/01.]

(2003 Ed.)



**WAC 504-14-440 Term of permit—Transfer of permit.** Permits are valid up to and including the expiration date on the permit.

The ownership of permits is generally not transferable, but exceptions can be made by WSU Spokane public safety provided that the:

- (1) Person relinquishing ownership and the eligible purchaser appear in person at WSU Spokane public safety when requesting such a transfer;
- (2) Former owner relinquishes all ownership or claim to the permit and pays all outstanding fines; and
- (3) New owner completes a new application form for the permit.

If a replacement permit is requested, the old permit must be removed and presented to WSU Spokane public safety to be eligible for a replacement or a refund.

[Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-440, filed 8/24/01, effective 9/24/01.]

**WAC 504-14-450 Replacement permits and indicators.** (1) Sold or traded vehicles. Failure to advise WSU Spokane public safety of a sale or trade for registration purposes may result in continued responsibility to the permit holder for citations received on that permit.

The permit holder has responsibility for removing parking permits prior to selling or trading a vehicle. The identifiable remnants of the original permit must be presented to WSU Spokane public safety to receive a free replacement. Persons failing to comply with this requirement shall pay the cost of a new permit.

(2) Lost/stolen permits. Permit holders are responsible for the security of their permits. The theft or loss of a parking permit should be reported to WSU Spokane public safety immediately upon discovery. A stolen permit will be replaced once at no cost, but only if a theft report of the permit has been filed in the appropriate police jurisdiction and verified by WSU Spokane public safety. The second time the permit is reported stolen, the replacement fee will be ten dollars; the third time, twenty dollars; and thereafter, the original cost of the stolen permit. A lost permit will be replaced once for ten dollars; the second time, twenty dollars; and thereafter at the original cost of the permit. Lost or stolen permits must be returned to the WSU Spokane public safety office immediately if recovered.

(3) Windshield replacements. When a permit-bearing windshield is replaced, the permit replacement fee will be waived if proof of replacement is presented.

[Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-450, filed 8/24/01, effective 9/24/01.]

**WAC 504-14-460 False information.** No person shall obtain, attempt to obtain, or use in a manner contrary to these regulations, a modified or counterfeit parking permit or a permit issued upon false information. A violation of this section includes giving a false name, address, and/or other information known to be false. It also includes the use of a visitor, conference, and commercial permit by staff or students. Violation of this provision shall constitute the illegal use of a parking permit and will be subject to citation and fine.

(2003 Ed.)

[Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-460, filed 8/24/01, effective 9/24/01.]

**WAC 504-14-470 Revocation or suspension of permits.** Parking permits are the property of WSU Spokane and may be revoked or suspended for violations of any of the following by WSU Spokane public safety when:

- (1) The purpose for which the permit was issued changes or no longer exists;
  - (2) A permit is used on an unauthorized vehicle or by an unauthorized person;
  - (3) A parking permit application is falsified;
  - (4) A counterfeit, modified, or lost/stolen permit is used;
- or
- (5) The parking fee is unpaid.

[Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-470, filed 8/24/01, effective 9/24/01.]

**WAC 504-14-510 Permits—General.** WSU Spokane public safety will issue permits for designated areas of the campus. Any vehicle parked on WSU Spokane property, other than a pay area or metered space, must clearly display a valid permit for a given area during the posted hours when permits are required.

[Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-510, filed 8/24/01, effective 9/24/01.]

**WAC 504-14-520 Permits—Form and display.** All permits must be displayed in the approved position on the vehicle with permit numbers visible. Permits not displayed in accordance with the provisions of this section are not valid, and vehicles displaying them improperly are subject to citation.

(1) Autos and trucks:

(a) Hanging permits, both annual and temporary, must be displayed hanging from the rear-view mirror post.

(b) Transferable cards and affixed decals must be displayed on the front windshield at the lower left corner (driver's side). Decals must be mounted completely by means of their own adhesive (not by tape).

(2) Motorcycles and mopeds: Motorcycle and moped permits must be mounted completely by means of their own adhesive and prominently displayed on the left rear side of the vehicle or on top of the rear tail light.

[Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-520, filed 8/24/01, effective 9/24/01.]

**WAC 504-14-540 Zone permits—Availability and use.** Staff and students are generally assigned to specific parking areas called zones. Parking zones are color-coded with respect to their price and numbered with respect to the specific parking area assignment of each permit holder. Permit holders may park in their assigned zone as reflected by the combination of color and number on their permit and corresponding sign, or they may park in other zones as signed.

[Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-540, filed 8/24/01, effective 9/24/01.]

**WAC 504-14-560 Other permits—Availability and use.** (1) Visitor permits: Visitor permits may be used only by bona fide visitors as defined by this chapter. Use by any other person constitutes illegal use of a parking permit. Visitor permits are valid in any zone and parking spaces signed for visitors only. Visitor permits are not valid at meters or restricted spaces.

(2) Golden cougar permits: Golden cougar permits are special visitor permits that are issued to retired faculty and staff free of charge. They are issued on an annual basis and are valid in any zone. Faculty and staff who remain regularly employed by the university after formal retirement are not eligible to use a golden cougar permit in lieu of a regular paid permit. Comparable permits from other campus institutions will be honored.

(3) President's associates decals: President's associates decals are issued to eligible members of the WSU foundation. They are valid in any zone. However, WSU faculty, staff, and students may not use a president's associates decal in lieu of a paid zone permit.

(4) Conference permits: Conference permits are available to visitors who participate in conferences held on the WSU Spokane campus. They are available on a daily basis only. Conference permits are valid in any assigned zone.

(5) Motorcycle permits: Motorcycle permits are valid within boundaries of areas specifically posted and/or marked for motorcycle permits.

(6) Construction permits: A construction permit is issued to personnel who are working on a construction site on campus. Construction permits are assigned to a specific parking area.

(7) Carpool: Upon completion of application, bona fide carpools with three or more participants will be given preference in the assignment of parking zones, and will be issued a permit instrument that will facilitate the carpool. Obtaining or using a carpool permit under false pretenses constitutes the illegal use of a permit.

[Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-560, filed 8/24/01, effective 9/24/01.]

**WAC 504-14-580 Special indicator decals/hangers.** Special indicator decals or hangers may be issued to staff and student permit holders who have otherwise valid parking permits in the following cases:

(1) Service indicator decals/hangers which are valid for a maximum of fifteen minutes in a marked service zone. A separate mall service indicator allows a maximum of fifteen-minute parking in the pedestrian mall. These are available to staff or students who must use a private vehicle for university business.

(2) Reserved parking indicator decals/hangers which are valid in parking spaces that are signed for the corresponding permit and indicator.

[Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-580, filed 8/24/01, effective 9/24/01.]

**WAC 504-14-600 Disability permits.** WSU Spokane strives to comply with the Americans with Disabilities Act (ADA) parking standards.

There are two types of disability permits:

[Title 504 WAC—p. 10]

(1) Permanent physical disability. Disability permits are available to permanently disabled WSU Spokane staff and students at the established fee. Disability permit holders may park in any zone and meter spaces if disability parking spaces are not available. They may not park in service zones or reserved spaces if disability parking spaces are not available.

(2) Temporary physical disability. Disability permits are available to temporarily disabled staff and students at the established fee for a maximum of six weeks, although they may be renewed.

Staff and students must obtain temporary disability forms from WSU Spokane public safety. These disabled parking privileges will be granted only after submission of the forms that show the applicants meet criteria established by the ADA. The forms must be completed by health care providers. WSU Spokane public safety will not accept substitute forms or letters.

[Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-600, filed 8/24/01, effective 9/24/01.]

**WAC 504-14-650 Permit fees.** Schedules for parking fees, parking administrative fees, meter rates, prorated and refund schedules, and the effective date thereof will be posted in the public area of WSU Spokane public safety and filed with the university rules coordinator.

[Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-650, filed 8/24/01, effective 9/24/01.]

#### PART IV: FINES, SANCTIONS, AND APPEALS

**WAC 504-14-810 Violations, fines, and sanctions.** (1) Violations and fines: Parking violations will be processed by the university. Fines must be paid at authorized locations, at the following rates:

(a) Overtime/nonpayment at meter	\$ 10.00
(b) Overtime in time zone	\$ 10.00
(c) No parking permit	\$ 25.00
(d) No parking permit for this area	\$ 20.00
(e) No parking zone	\$ 20.00
(f) Improper display of permit/indicator	\$ 5.00
(g) Blocking traffic	\$ 25.00
(h) Unauthorized parking in a disability space	\$ 250.00
(i) Parking in a fire zone	\$ 50.00
(j) Unauthorized parking in reserved area	\$ 40.00
(k) Illegal use of permit	\$ 65.00
(l) Display of lost or stolen permit	\$ 200.00
(m) Wheel lock fee	\$ 50.00
(n) Unauthorized/overtime parking in service space	\$ 25.00
(o) Unauthorized/overtime parking on the pedestrian mall	\$ 50.00
(p) All other parking violations	\$ 20.00

(2) Reduction of fines: Fines for violations in subsection (1)(a) and (b) of this section paid within twenty-four hours will be reduced by one-half. Eligible violations received on Friday or Saturday can be paid on the following Monday to satisfy the twenty-four-hour requirement. Mailed fines must be postmarked within twenty-four hours to receive the one-half reduction. If a permit holder of record neglects to display his/her permit and receives a notice of violation for no park-

ing permit, (subsection (1)(c) of this section), that fine will be reduced to five dollars when possession of a valid parking permit for the location is verified by WSU Spokane public safety within twenty-four hours.

(3) Visitors: The first violation of the notices listed in subsection (1)(c) of this section, no parking permit, and subsection (1)(d) of this section, no parking permit for this area, issued to visitors are considered warning notices upon presentation to WSU Spokane public safety.

(4) Inoperable vehicles: It is the owner's responsibility to immediately contact WSU Spokane public safety in the event that the owner's vehicle becomes inoperable.

[Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-810, filed 8/24/01, effective 9/24/01.]

**WAC 504-14-830 Other violations and sanctions.** (1) Late payment of fines: Failure to pay fines and charges will result in the total amount assessed being referred to the WSU controller's office for collection. Forty-five days after issuance of a notice of violation a ten-dollar charge shall be added to all unpaid parking violations.

(a) If a WSU student or staff member fails to pay the fine assessed for any violation, the fine will be referred to the WSU controller's office for collection. The controller may, if other collection efforts fail withhold the amount of the outstanding fines from damage deposits or other funds held for any student in order to secure payment. Where collection efforts are unsuccessful, the controller may notify the registrar to refrain from issuing student transcripts or to withhold permission to reenroll for a subsequent term until outstanding fines are paid.

(b) The procedures discussed above are not exclusive, however, and failure by anyone to pay fines may lead to towing or use of the wheel lock device described in these regulations. The procedures discussed above are not a precondition to towing or use of the wheel lock.

(2) Impound by wheel lock or towing:

(a) Any vehicle with an accumulation of three or more unpaid parking violations or any vehicle displaying a lost or stolen permit may be temporarily immobilized by use of a wheel lock device placed on a wheel. A fifty-dollar fee will be assessed on vehicles which are immobilized with a wheel lock.

(b) Any vehicle may be towed away at owner's/operator's expense if the vehicle:

- (i) Has been immobilized by wheel lock more than twenty-four hours; or
- (ii) Is illegally parked in a marked tow-away zone; or
- (iii) Is a hazard or obstruction to vehicular or pedestrian traffic (including, but not limited to, vehicles parked at curbs or rails painted yellow or red or in crosswalks); or
- (iv) Cannot be impounded with a wheel lock device; or
- (v) Is illegally parked in a disability space.

(c) The driver and/or owner of a towed vehicle shall pay towing and storage expenses.

(d) Any vehicle immobilized by use of the wheel lock device in excess of twenty-four hours will be assessed an additional storage fee of ten dollars for each calendar day or portion thereof, beyond the first twenty-four hours.

(2003 Ed.)

(e) The university assumes no responsibility in the event of damages resulting from towing, use of wheel lock devices, storage, or attempts to move a vehicle with a wheel lock device installed.

(f) No vehicle impounded by towing or wheel lock devices shall be released until the following fines are paid in cash:

- (i) All unpaid parking violation penalties against said vehicle and any other vehicle registered to the violator;
- (ii) A fifty-dollar wheel lock fee;
- (iii) All towing and storage fees.

(g) Any vehicle impounded pursuant to these regulations in excess of thirty calendar days shall be considered an abandoned vehicle and shall be disposed of in accordance with chapter 46.55 RCW.

(h) A person wishing to challenge the validity of any fines or fees imposed under this subsection may appeal such fines or fees as elsewhere provided in these regulations. However, in order to secure release of the vehicle, such person must pay the amount of such fines or fees as a bond which will be refunded to the extent the appeal is successful.

(i) An accumulation of six unpaid violations during any twelve-month period, exclusive of meter violations, and overtime in time zone violations, will subject the violator to revocation or denial of parking privileges. Vehicles without permits which accumulate the above number of violations may be prohibited from parking on university property.

(3) Failure to pay fines: Failure to pay a fine or comply with other penalties assessed pursuant to these regulations after exhausting or failing to exercise appeals provided for in these regulations constitutes a violation of RCW 28B.10.560. A citation or complaint for such violations may be issued and filed with the district court. Upon request of the university, the department of licensing may withhold vehicle registration pending the payment of outstanding parking fines.

[Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-830, filed 8/24/01, effective 9/24/01.]

**WAC 504-14-860 Appeals procedure.** (1) Purpose: The parking appeals committee serves two primary functions:

(a) To assure an impartial evaluation of the circumstances relating to a particular parking violation; and

(b) To aid in the appraisal of parking and traffic problems.

(2) Procedure: Any person who has received notice of a parking violation may appeal the alleged violation. The appellant may request more information from WSU Spokane public safety. The appeal must be in writing and received at WSU Spokane public safety within ten calendar days after receipt of notice of the violation. Forms for this purpose are available from WSU Spokane public safety. The parking appeals committee will make an initial decision on the appeal within twenty calendar days during the academic year and forty-five calendar days during the summer months after receipt of the appeal. The committee will serve a brief statement of the reasons for its decision on appellant within ten days of the decision.

(3) Review of initial decision: If the appellant is dissatisfied with the initial decision, he/she may request a hearing

before a hearing officer or appeals committee. Such request must be made within ten calendar days of service of the notice of the initial decision. If no such request is received, the initial decision shall be final. During the review hearing the appellant and representatives of WSU Spokane public safety may present and cross-examine witnesses. The hearing officer or appeals committee shall render a decision in writing and serve appellant with the decision within five calendar days after the review hearing.

(4) Appeal to district court: RCW 28B.10.560 provides that a person who is not satisfied with the final decision of the university may appeal to district court. The application for appeal to district court shall be in writing and must be filed at the WSU Spokane public safety office within ten calendar days after service of written notice of the final decision. WSU Spokane public safety will forward the documents relating to the appeal to the district court.

[Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-860, filed 8/24/01, effective 9/24/01.]

## PART V: TRAFFIC RULES

**WAC 504-14-900 Speed limits.** Driving on campus roads and streets is permitted at any time, unless otherwise posted or restricted by signs and/or by these regulations. The maximum speed limit unless otherwise posted is twenty-five miles per hour.

[Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-900, filed 8/24/01, effective 9/24/01.]

**WAC 504-14-920 Closed and restricted areas.** In certain designated areas on campus, such as the mall in the campus core, driving is restricted to mall service vehicles.

[Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-920, filed 8/24/01, effective 9/24/01.]

**WAC 504-14-930 Bicycles, skateboards, in-line skates, and scooters.** (1) The riding and use of bicycles, skateboards, in-line skates, and scooters is prohibited from all building plazas, and interior building spaces.

(2) Bicycles, skateboards, in-line skates, and scooters may be ridden and used on sidewalks when a bike path is not provided. Operators must move at a safe speed and yield to pedestrians at all times.

(3) Bicycles, skateboards, in-line skates, and scooters may not be ridden on or over stairways, steps, ledges, benches, planting areas, or any other fixtures, or where there are restricted signs.

(4) Bicyclists must obey all traffic rules of the road when operating a bicycle in roadways.

(5) Bicycles shall be secured only at bicycle racks and facilities designed for such purpose.

[Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-930, filed 8/24/01, effective 9/24/01.]

**WAC 504-14-940 Pedestrians.** (1) When traffic control signals are in place at intersections, pedestrians shall be subject to them.

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(2) When traffic control signals are not in place or not in operation at pedestrian crossings, a vehicle must yield the right of way, by slowing down or stopping, when the pedestrian in the crossing is upon the same half of the roadway as the vehicle, or when the pedestrian is approaching so closely from the opposite half of the roadway as to be in danger.

(3) No pedestrian shall suddenly leave a curb or other place of safety and walk or run into the path of a vehicle which is so close that it is impossible for the driver to yield.

(4) Pedestrians who are between adjacent intersections at which traffic control signals are in operation must not cross at any place except in a marked crosswalk.

[Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-940, filed 8/24/01, effective 9/24/01.]

## Chapter 504-15 WAC

### CAMPUS TRAFFIC AND PARKING REGULATIONS

#### WAC

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(2003 Ed.)

90-1), § 504-15-060, filed 5/16/90, effective 7/1/90.]  
 Repealed by 02-14-071, filed 6/28/02, effective 7/29/02.  
 Statutory Authority: RCW 28B.30.150.

## PART I: INTRODUCTION

**WAC 504-15-010 Authorization.** Pursuant to the authority granted by RCW 28B.30.125, 28B.30.150, 28B.10.560, and chapter 34.05 RCW, the board of regents of Washington State University establishes the following regulations to govern parking and traffic on campus.

[Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-010, filed 5/16/90, effective 7/1/90.]

**WAC 504-15-020 Purposes of regulations.** The purposes of these regulations are to:

- (1) Expedite university business and provide maximum safety and convenience;
- (2) Regulate parking, with priority given to:
  - (a) Services of the university;
  - (b) Persons who need vehicles in connection with their work; and
  - (c) Staff and students who need private vehicles because of a disability or other approved reason; and
- (3) Provide and maintain suitable campus parking and traffic facilities.

[Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-020, filed 5/16/90, effective 7/1/90.]

### WAC 504-15-030 Knowledge of parking regulations.

It is the responsibility of all individuals parking on the campus to read and fully understand these regulations. Lack of knowledge of these regulations will not be accepted as grounds for dismissal of citations.

[Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-030, filed 5/16/90, effective 7/1/90.]

**WAC 504-15-040 Applicable parking and traffic laws and regulations.** The following regulations apply upon state lands owned and/or controlled by Washington State University—Pullman:

- (1) The motor vehicle and other traffic laws of the state of Washington (Revised Code of Washington);
- (2) The Washington State University parking and traffic regulations.

[Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-040, filed 5/16/90, effective 7/1/90.]

**WAC 504-15-050 Emergencies.** The president of Washington State University shall have authority to suspend, modify, or repeal any or all provisions in this chapter in the event of an emergency, disaster, or other like contingency. Such action shall be limited in duration and scope to meeting the dangers of the contingency.

[Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-050, filed 5/16/90, effective 7/1/90.]

(2003 Ed.)

**WAC 504-15-080 Severability.** If any provision of this chapter, chapter 504-15 WAC, or its application to any person or circumstance is held invalid, the remainder of the chapter or its application to other persons or circumstances is unaffected.

[Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-080, filed 5/16/90, effective 7/1/90.]

**WAC 504-15-100 Definitions.** The definitions in this section are applicable within the context of these regulations.

(1) **Campus.** Describes all property owned, leased, and/or controlled by Washington State University in Pullman which is or may hereafter be dedicated mainly to the educational, research, housing, recreational, parking, or other activities of Washington State University.

(2) **Commuter student.** Any student who does not live in a residence hall (dormitory). All students living in fraternities, sororities, university housing (other than residence halls), and private housing are considered to be commuter students.

(3) **Disability zone.** A parking zone identified with a sign bearing the international disability symbol that is restricted at all times to use by vehicles bearing a valid WSU disability parking permit or indicator, or any state-issued disability parking permit.

(4) **Dormitory.** See residence hall.

(5) **Fire zone.** An area needed for emergency access to buildings, fire hydrants, or fire equipment. Such areas include, but are not limited to areas with adjacent curbs or rails painted red.

(6) **Gate card.** A plastic card that activates the gates controlling access to certain parking areas.

(7) **Holiday or university holiday.** A day when all university facilities are generally closed (e.g., Thanksgiving Day, Christmas Day, New Year's Day). Vacation days are not considered holidays. See definition of vacation.

(8) **Housing area.** Housing units or apartments, and their respective parking areas, that are owned by the university, but are not included as residence halls.

(9) **Illegal use of permit.** A parking violation in which a citation is issued under the following circumstances:

- (a) Use of a permit/indicator on an unspecified vehicle.
- (b) Use of a permit/indicator obtained under false pretenses.
- (c) Use of a modified permit/indicator.

(d) Use and/or retention of a permit/indicator by person(s) ineligible, or no longer eligible, for such a permit as described and authorized in this chapter.

(10) **Indicator.** A decal displayed adjacent to a parking permit which more clearly defines the parking areas available to a permit holder.

(11) **Loading zone.** A loading dock, or an area signed "loading zone" adjacent to a facility, in a parking area, or near a residence hall. Such an area is intended for loading and unloading bulky or voluminous material. Loading zones are restricted at all times.

(12) **Moped.** Any two-wheeled or three-wheeled motor vehicle with an engine displacement of 50 cc or less.

(13) Motorcycle. Any two-wheeled or three-wheeled motor vehicle with an engine displacement greater than 50 cc.

(14) Motor vehicle. All motor-driven conveyances except wheelchairs.

(15) No parking zone. Any area not specifically marked and/or signed for parking. Such areas include, but are not limited to areas with adjacent curbs or rails painted yellow.

(16) Park/parking. This refers to the placement or standing of a vehicle, with or without a driver in attendance, and with or without the engine running.

(17) Parking permit. A vinyl, plastic, or paper instrument sanctioned by parking services that is displayed from a vehicle, and authorizes parking in specified areas.

(18) Resident student. A student living in a residence hall.

(19) Residence hall. Residence halls include the following: Streit Hall, Perham Hall, Regents Hall, Scott Hall, Coman Hall, Wilmer Hall, Davis Hall, Duncan-Dunn Hall, Community Hall, Stevens Hall, McCroskey Hall, Gannon Hall, Goldsworthy Hall, McEachern Hall, Orton Hall, Rogers Hall, Stephenson Complex, Stimson Hall, Waller Hall, Kruegel McAllister Hall, and Honors Hall.

(20) Service vehicle. A vehicle used to provide a service for the university or a tenant or contractor of the university (e.g., a university-owned vehicle or a privately-owned vehicle with a valid service permit displayed).

(21) Service zone. Parking spaces designated for the use of university vehicles, other government-owned vehicles, and vehicles displaying a service indicator or commercial permit. Authorized vehicles may park in these zones for a maximum of fifteen minutes, except for vehicles that display a commercial permit, or a service indicator issued for an extended time. Service zones are restricted at all times.

(22) Resident priority zone (i.e., crimson zone, gray zone). A parking area close to a residence hall. Parking in these areas is assigned to resident students by residence life personnel, and/or residence hall officers.

(23) Staff. For the purposes of these regulations, "staff" includes all faculty, classified staff, administrative and professional employees, temporary employees, and other support personnel employed by the university, and the personnel of other activities located on campus. Teaching assistants, research assistants, and other students employed by the university are not "staff." They are considered as students for the purpose of these rules.

(24) Student. Any person who has been admitted to the university, and who is either attending classes, or actively pursuing a degree or certificate.

(25) Summer session. The summer session includes all summer school sessions beginning on the first day of the earliest session, and ending on the last day of the latest session.

(26) University holiday. See holiday.

(27) Vacation. A period of time when classes or final exams are not in session. Except for holidays that fall within this period, the business offices of the university are open during this time.

(28) Vehicle. See motor vehicle.

(29) Visitors. Persons who are not staff or students and who only visit the campus on an occasional basis.

(30) Wheel lock. A device used to temporarily immobilize a vehicle (i.e., on-the-spot impoundment).

[Statutory Authority: RCW 28B.30.150. 02-14-071, § 504-15-100, filed 6/28/02, effective 7/29/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-003, § 504-15-100, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-100, filed 5/16/90, effective 7/1/90.]

## PART II: ENFORCEMENT

**WAC 504-15-200 Enforcement authority.** Parking services and the police department are charged with the impartial enforcement of these regulations. Enforcement personnel have authority to issue parking citations, to impound vehicles, and to control access to areas.

[Statutory Authority: RCW 28B.30.150. 02-14-071, § 504-15-200, filed 6/28/02, effective 7/29/02. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-200, filed 5/16/90, effective 7/1/90.]

**WAC 504-15-210 Times of enforcement.** Parking regulations are subject to enforcement at all times.

(1) Permit areas: All parking zones are limited to authorized permit holders during specific hours. These hours are posted in each parking zone either at the entrance to parking areas, or along roadways where parking is marked. Restricted spaces are enforced at all times. See subsection (4) of this section, special conditions.

(2) Restricted spaces: These spaces are restricted for their designated purpose at all times (twenty-four hours a day, seven days a week):

- (a) Disability.
- (b) Load/unload.
- (c) Service.
- (d) Reserved.
- (e) Reserved (bagged) meters.
- (f) Specially signed areas.

(3) Metered spaces: Parking meters are in effect during the times posted on each meter. During these times the meter must be paid the posted amount. Additional time cannot be purchased beyond the meter's posted time limit (e.g., a two-hour meter will allow a maximum of two hours to be purchased at one time).

(4) Special conditions: The parking regulations are enforced every day, twenty-four hours a day. During certain times the following special conditions exist, and the regulations are modified.

(a) Crimson zones.

(i) Permits are not required in crimson zones at the start of each semester from the Monday of the week prior to the first day of class through the fifth day of class.

(ii) Crimson, orange, and green permits are valid in crimson zones during summer session, vacation periods, and between semesters.

(iii) Temporary one-hour parking zones may be established in portions of the crimson zones during finals week and at the start of each semester to accommodate moving into and moving out of residence halls.

(b) Gray zones.

(i) Permits are not required in gray zones at the start of each semester from the Monday of the week prior to the first day of class through the fifth day of class, during vacation periods, and between semesters.

(ii) During summer session, gray zones are open to all valid WSU parking permits, except blue permits and housing permits.

(iii) Temporary one-hour parking zones may be established in portions of the gray zones during finals week and at the start of each semester to accommodate moving into and moving out of residence halls.

(c) Blue zones. Permits are not required in blue zones at the start of each semester from the Monday of the week prior to the first day of class through the fifth day of class, during finals week, vacation periods, and between semesters.

(d) Housing areas. Permits are not required in housing areas at the start of each semester from the Monday of the week prior to the first day of class through the fifth day of class, and during finals week.

(e) Summer business hours. During the period when the university is officially on summer business hours, all metered spaces and permit areas which are not restricted will be open parking after 4:00 p.m. This period varies from year to year, and does not include periods when individual departments change their business hours outside the university's official summer business hours.

(5) Pay parking facilities: Some nonmetered areas are provided for parking on an hourly basis. Hours of operation and a schedule of fees are posted at the facility entrance and at the point of payment. Parking violations are issued to vehicles that are parked over the duration of time that was paid and for nonpayment.

[Statutory Authority: RCW 28B.30.150. 02-14-071, § 504-15-210, filed 6/28/02, effective 7/29/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-003, § 504-15-210, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-210, filed 5/16/90, effective 7/1/90.]

**WAC 504-15-220 Signed and marked areas.** (1) Parking on campus is permitted only in the marked and/or signed spaces in areas and on streets. All other areas outside these designated areas are "no parking zones." Each parking area has signs or markings to indicate the type of permit or permits required, and the times they are required.

(2) Individual parking spaces are marked, and no vehicle may be parked so as to occupy any portion of more than one parking space. The fact that other vehicles were parked in a manner requiring a vehicle to occupy a portion of more than one space shall not constitute an excuse for a violation of this rule.

(3) Standing (the stopping of a vehicle with the driver remaining in it) is permitted in marked parking spaces, except metered spaces and restricted spaces, even though the vehicle does not have a valid parking permit. Double parking while "standing" is not permitted.

(4) Should there be a conflict between these regulations, map designation, and on-site signs regarding parking instructions, the on-site sign takes precedence.

(5) Permit areas and restricted spaces are not always signed individually.

(2003 Ed.)

[Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-220, filed 5/16/90, effective 7/1/90.]

**WAC 504-15-250 Motorcycles, mopeds, and bicycles.**

(1) The general traffic regulations applicable to motor vehicles apply equally to motorcycles, mopeds, and bicycles. Motorcycles or mopeds may not be driven on sidewalks or in the mall area. Bicycles may be used on sidewalks, though pedestrians always have the right of way. Owners of motorcycles and mopeds are responsible for all violations including violations issued even if said vehicle is moved by someone else after being legally parked.

(2) The university classifies mopeds and motorcycles by engine displacement (also referred to as engine size). This definition applies only to parking at the university and does not replace or supersede the definitions established by the state of Washington for licensing or traffic purposes.

(3) Mopeds: Mopeds may park only in the following locations with a valid moped permit:

(a) A designated moped parking area marked by signs and/or the letters "MP" on the parking surface.

(b) A bicycle rack unless the rack is signed to exclude mopeds.

Mopeds may not park in marked motorcycle areas at any time.

(4) Motorcycles: Motorcycles may park only in spaces which are marked by signs, or the letter "M" painted on the parking surface. Motorcycles must display a valid WSU motorcycle permit during posted times. During all other times, these spaces are restricted to use by motorcycles only. Motorcycles may not park in designated moped areas at any time.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-003, § 504-15-250, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-250, filed 5/16/90, effective 7/1/90.]

**WAC 504-15-300 Responsibility for citations.** (1)

Each permit registrant shall be responsible for parking citations on vehicles:

(a) Registered with parking services; and/or

(b) Displaying the registrant's permit.

(2) Owners of vehicles will be held primarily liable for citations.

[Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-300, filed 5/16/90, effective 7/1/90.]

**WAC 504-15-350 Use of areas for emergency, maintenance, or special needs.** The university reserves the right to close any campus parking area at any time it is deemed necessary for maintenance, safety, or to meet special needs. Parking services will provide notice to users when possible.

Public safety and maintenance personnel performing official duties may deviate from these regulations as required to conduct emergency procedures.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-003, § 504-15-350, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-350, filed 5/16/90, effective 7/1/90.]

**WAC 504-15-360 Liability.** The university assumes no responsibility for the care and protection of any vehicle or its contents at any time the vehicle is on university property.

[Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-360, filed 5/16/90, effective 7/1/90.]

### PART III: PARKING PERMITS

**WAC 504-15-410 Issuance and use of permits.** Parking permits are available at parking services, located in the safety building, upon application and the payment of the appropriate fees. The applicant will receive a parking permit and/or indicator which specifies parking area(s) where the vehicle may be parked.

Temporary parking permits may be obtained from police services when the parking services office is closed.

Housing area parking permits are issued by the respective apartment housing offices.

[Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-410, filed 5/16/90, effective 7/1/90.]

**WAC 504-15-420 Consent to withholding of fines.** All permit applications shall provide that the university may withhold unpaid fines from any sums owed the permit holder and to treat the same as a debt.

[Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-420, filed 5/16/90, effective 7/1/90.]

**WAC 504-15-430 Change in residence or license plates.** Permit holders changing residence or license plates after initial application must contact parking services and complete the necessary forms. Failure to do so may result in continued responsibility for citations issued to the old license plate and a loss of parking privileges.

[Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-430, filed 5/16/90, effective 7/1/90.]

**WAC 504-15-440 Term of permit—Transfer of permit.** Permits are valid up to and including the expiration date on the permit.

The ownership of permits is generally not transferrable, but exceptions can be made by parking services provided that the:

(1) Person relinquishing ownership and the eligible purchaser appear in person at parking services when requesting such a transfer;

(2) Former owner relinquishes all ownership or claim to the permit, and pays all outstanding fines; and

(3) New owner completes a new application form for the permit.

If a replacement permit is requested, the old permit must be removed and presented to parking services to be eligible for a replacement or a refund.

[Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-440, filed 5/16/90, effective 7/1/90.]

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**WAC 504-15-450 Replacement permits, indicators, and gate cards.** (1) Sold or traded vehicles. Failure to advise parking services of a sale or trade for registration purposes may result in continued responsibility to the permit holder for citations received on that permit.

The permit holder has responsibility for removing parking permits prior to selling or trading a vehicle. The identifiable remnants of the original permit must be presented to parking services to receive a free replacement. Persons failing to comply with this requirement shall pay the cost of a new permit.

(2) Lost/stolen permits. Permit holders are responsible for the security of their permits. The theft or loss of a parking permit should be reported to parking services immediately upon discovery. A stolen permit will be replaced once at no cost, but only if a theft report of the permit has been filed in the appropriate police jurisdiction and verified by parking services. The second time the permit is reported stolen, the replacement fee will be ten dollars; the third time, twenty dollars; and thereafter, the original cost of the stolen permit. A lost permit will be replaced once for ten dollars; the second time, twenty dollars; and thereafter at the original cost of the permit. Lost, or stolen permits must be returned to the parking services office immediately if recovered.

(3) Windshield replacements. When a permit-bearing windshield is replaced, the permit replacement fee will be waived if proof of replacement is presented.

(4) Gate card replacement. A lost, stolen, or damaged gate card will be replaced for five dollars.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-003, § 504-15-450, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-450, filed 5/16/90, effective 7/1/90.]

**WAC 504-15-460 False information.** No person shall obtain, attempt to obtain, or use in a manner contrary to these regulations, a modified parking permit or a permit issued upon false information. A violation of this section includes giving a false name, address, Social Security number, and/or other information known to be false. It also includes the mere use of a visitor, conference, and commercial permit by staff or students. Violation of this provision shall constitute the illegal use of a parking permit, and will be subject to citation and fine.

[Statutory Authority: RCW 28B.30.150. 02-14-071, § 504-15-460, filed 6/28/02, effective 7/29/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-003, § 504-15-460, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-460, filed 5/16/90, effective 7/1/90.]

**WAC 504-15-470 Recall of permits and gate cards.** Parking permits are the property of the university and may be recalled by the parking manager when:

(1) The purpose for which the permit or gate card was issued changes or no longer exists (e.g., a person who no longer lives in a residence hall would be required to hand over their gray permit for refund or credit toward an appropriate permit);

(2) A permit or gate card is used on an unauthorized vehicle or by an unauthorized person;

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- (3) A parking permit application is falsified;
- (4) A counterfeit, modified, lost/stolen permit or gate card is used; or
- (5) The parking fee is unpaid.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-003, § 504-15-470, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-470, filed 5/16/90, effective 7/1/90.]

**WAC 504-15-510 Permits—General.** The university will issue permits for designated areas of the campus. Any vehicle parked on university property, other than a pay area or metered space must clearly display a current university permit for a given area during the posted hours when permits are required.

[Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-510, filed 5/16/90, effective 7/1/90.]

**WAC 504-15-520 Permits—Form and display.** All permits must be displayed in the approved position on the vehicle with permit numbers visible. Permits not displayed in accordance with the provisions of this section are not valid, and vehicles displaying them improperly are subject to citation.

(1) Autos and trucks:

(a) Hanging permits, both annual and temporary, must be displayed hanging from the rear-view mirror post.

(b) Transferable cards and affixed decals must be displayed on the front windshield at the lower left corner (driver's side). Decals must be mounted completely by means of their own adhesive (not by tape).

(2) Motorcycles and mopeds: Motorcycle and moped permits must be mounted completely by means of their own adhesive and prominently displayed on the left rear side of the vehicle or on top of the rear tail light.

[Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-520, filed 5/16/90, effective 7/1/90.]

**WAC 504-15-540 Zone permits—Availability and use.** The management and assignment of parking zones is designed to provide a reliable parking space to permit holders. However, uncontrolled access to parking areas and unexpected parking demand make it impossible to guarantee a parking space in a permit holder's assigned zone. Every effort will be made via surveys and limits on permit sales, to ensure that permit holders are not displaced from their assigned zones. The only exception to this will be that the sale of blue permits will not be limited.

Staff and students are generally assigned to specific parking areas, called zones. Parking zones are color-coded with respect to their price and numbered with respect to the specific parking area assignment of each permit holder. Permit holders may park in their assigned zone as reflected by the combination of color and number on their permit and corresponding sign, or they may park in other zones as described below.

(1) Orange permits: Orange permit holders may park in their numerically assigned orange zone, or in any green, yellow,

low, red, or blue zone. These permits may be available on a temporary basis during the summer session.

(2) Green permits: Green permit holders may park in their numerically assigned green zone, or in any yellow, red, or blue zone. These permits may be available on a temporary basis during the summer session.

(3) Yellow permits: Yellow permit holders may park in their numerically assigned yellow zone, or in any red or blue zone. These permits may be available on a temporary basis.

(4) Red permits: Red permit holders may park in their numerically assigned red zone or in any blue zone. These permits may be available on a temporary basis.

(5) Gray permits: Gray permit holders may park in their numerically assigned gray zone, or in any blue zone. These permits may be available on a temporary basis. Gray permit holders must turn in their gray permit for refund or credit toward another permit, if applicable, immediately upon moving out of a residence hall. Only resident students are eligible for gray permits.

(6) Blue permits (peripheral parking): Blue permit holders may park in any blue zone. These permits are available on a temporary basis.

(7) Crimson permits. Crimson permit holders may park in their numerically assigned crimson zone, or in the numerically corresponding gray zone (e.g., a crimson 1 permit is valid in the gray 1 zone, but not in the gray 2 zone), or in any blue zone. Crimson permit holders must turn in their crimson permit for a refund or credit toward another permit, if applicable, immediately upon moving out of the residence hall. Only resident students are eligible for crimson permits.

[Statutory Authority: RCW 28B.30.150. 02-14-071, § 504-15-540, filed 6/28/02, effective 7/29/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-003, § 504-15-540, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-540, filed 5/16/90, effective 7/1/90.]

**WAC 504-15-560 Other permits—Availability and use.** (1) Visitor permits: Visitor permits are available on an annual or daily basis to visitors of the university. Visitor permits may be used only by bona fide visitors as defined by this chapter. Use by any other person constitutes illegal use of a parking permit. Annual visitor permits are valid in green, yellow, red and blue zones, and parking spaces signed for visitors only. Daily visitor permits may be assigned to specific zones on a space-available basis. If a parking zone is not specified on the permit, it is valid in the same parking areas as an annual visitor permit. Visitor permits are not valid in pay lots, meters, or restricted spaces.

(2) Golden cougar permits: Golden cougar permits are special visitor permits that are issued to retired faculty and staff free of charge. They are issued on an annual basis and are valid in green, yellow, red, blue zones, and visitor-only parking spaces. Faculty and staff who remain regularly employed by the university after formal retirement are not eligible to use a golden cougar permit in lieu of a regular paid permit.

(3) President's associates decals: President's associate decals are issued to eligible members of WSU foundation. They are valid in green, yellow, red, blue zones, and visitor-only parking spaces. However, WSU faculty, staff, and stu-

dents may not use a president's associates decal in lieu of a paid zone permit.

(4) Conference permits: Conference permits are available to visitors who participate in conferences held on the university campus. They are available on a daily basis only. Conference permits may be assigned to specific zones on a space-available basis. If a parking zone is not specified on the permit, it is valid in green, yellow, red, blue zones, and visitor-only parking spaces. Conference permits are not valid in orange zones, meters, or restricted spaces.

(5) Motorcycle permits: Motorcycle permits are valid within boundaries of areas specifically posted and/or marked for motorcycle permits. Motorcycle permits are available on an annual and daily basis.

(6) Moped permits: Moped permits are valid within boundaries of areas specifically posted and/or marked for moped permits. Moped permits are available on an annual and daily basis.

(7) Commercial permits: Commercial permits are issued to vendors, suppliers, and service representatives of outside companies performing a service for the university. Commercial permits are available on an annual or daily basis. Annual commercial permits are valid in service zones, and green, yellow, red and blue zones, and parking spaces signed for visitors only. Daily commercial permits may be assigned to specific zones on a space-available basis. If a parking zone is not specified on the permit, it is valid in the same parking areas as an annual commercial permit. Commercial permits are not valid in orange zones, pay lots, or other restricted spaces.

(8) Construction permits: A construction permit is issued to personnel who are working on a construction site on campus. Construction permits are available on an annual or daily basis and are assigned to a specific parking area.

(9) Housing permits: A housing permit is issued to eligible residents of university apartments. Housing permits are valid only in specific housing parking areas.

(10) Carpool: Upon completion of application, bona fide carpools with four or more participants will be given preference in the assignment of parking zones, and will be issued a permit instrument that will facilitate the carpool. This includes access to no more than two zones of the same fee level. If the carpool requires access to zones of various fee rates, the highest fee rate will be charged for use of the carpool permit. Obtaining or using a carpool permit under false pretenses constitutes the illegal use of a permit.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-003, § 504-15-560, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-560, filed 5/16/90, effective 7/1/90.]

**WAC 504-15-580 Special indicator decals/hangers.** Special indicator decals or hangers may be issued to staff and student permit holders who have otherwise valid parking permits in the following cases:

(1) Service indicator decals/hangers which are valid for a maximum of fifteen minutes in a marked service zone. A separate mall service indicator allows a maximum of fifteen-minute parking in the pedestrian mall. These are available to staff or students who must use a private vehicle for university

business. They are issued on an annual or daily basis after the approval of the parking manager or his/her designee.

(2) Night parking indicator decals/hangers which are valid in parking zones up to thirty minutes after the permit times begin, and thirty minutes before the permit times end. For example, if permits are required in a parking zone from 7:00 a.m. to 5:00 p.m., the night parking indicator is valid in that zone from 4:30 p.m. until 7:30 a.m. Night parking indicators are not valid at any time in crimson zones, gray zones, meter spaces, restricted spaces, or parking zones that require a parking permit at all times.

(3) Reserved parking indicator decals/hangers which are valid in parking spaces that are signed for the corresponding permit and indicator.

[Statutory Authority: RCW 28B.30.150. 02-14-071, § 504-15-580, filed 6/28/02, effective 7/29/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-003, § 504-15-580, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-580, filed 5/16/90, effective 7/1/90.]

**WAC 504-15-600 Disability permits.** The university and parking services strongly supports the provision of disability parking spaces at a reasonable proximity to campus buildings for people of disability.

There are two types of disability permits:

(1) Permanent physical disability. An annual disability permit is available to permanently disabled university employees and students at the established fee. Holders of annual permits may park in orange, green, yellow, red, crimson, gray, and blue zones, and metered spaces. They may not park in service zones or reserved spaces. The fee for an annual disability permit is equal to the blue zone fee. Payment of regular posted fees is required in pay lots.

(2) Temporary physical disability. Temporary disability permits will be issued to temporarily disabled staff and students for a maximum of six weeks, although they may be renewed.

Employees and students must obtain a temporary disability form from parking services. These disabled parking privileges will be granted only after submission of the form that shows the applicant meets established physical limitations. The form must be completed by a health care provider. Parking services will not accept substitute forms or letters.

[Statutory Authority: RCW 28B.30.150. 02-14-071, § 504-15-600, filed 6/28/02, effective 7/29/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-003, § 504-15-600, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-600, filed 5/16/90, effective 7/1/90.]

**WAC 504-15-650 Permit fees.** (1) Schedules for parking fees, parking administrative fees, parking fines and sanctions, meter rates, prorate and refund schedules, and the effective date thereof will be submitted to the president or his/her designee and to the board of regents for approval by motion, provided, however, that fees associated with parking at the Student Recreational Center, (SRC) including refunds of fees, will not be submitted to the Board of Regents so long as the Board has delegated authority to the president or his designee to approve all such fees. The schedules for all park-

ing fees, parking administrative fees, meter rates, prorated and refund schedules, including those for the SRC, will thereafter be posted in the public area of the parking services office, filed with the university rules coordinator, and posted on the parking services web site.

(2) Payments: Fees may be paid at parking services by cash, check, or money order. A payroll deduction plan is available for permanent university employees and eligible graduate students during the fall semester only.

(3) The annual fee for any shorter period relative to all permits shall be prorated.

(4) The proper fee must be paid for all vehicles parked in metered areas unless otherwise authorized.

(5) Staff members whose work schedules qualify them for night time differential pay may purchase a permit for one-half the regular fee. Verification will be required.

(6) Refunds: Annual permits being relinquished may be returned to parking services for a prorated refund. Identifiable remnants of the permit must be returned. Provision of the permit holder's copy of the permit receipt will facilitate the refund process. A minimum ten-dollar service charge will be retained by parking services. Further, the balance of any fees and fines owed parking services will be deducted from any refund due. Refunds for temporary permits will not be granted.

[Statutory Authority: RCW 28B.30.150.02-14-071, § 504-15-650, filed 6/28/02, effective 7/29/02. Statutory Authority: RCW 28B.30.095, [28B.30].125, [28B.30].150.01-13-102, § 504-15-650, filed 6/20/01, effective 7/21/01; 95-13-003, § 504-15-650, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-650, filed 5/16/90, effective 7/1/90.]

#### **WAC 504-15-750 WSU/UI reciprocal agreement. (1)**

Purpose: Washington State University and the University of Idaho have developed a cooperative parking agreement for the purpose of enhancing the accessibility to either campus for faculty, staff, and students participating in cooperative programs. Selected parking permits from each university have been deemed valid in specific parking areas.

(2) University of Idaho permit holders at WSU: The following applies to University of Idaho permit holders who wish to park at Washington State University:

(a) UI gold and retiree permits are valid in WSU green, yellow, red, and blue zones.

(b) UI red permits are valid in WSU yellow, red, and blue zones.

(c) UI blue and silver permits are valid in WSU blue zones.

(d) UI green permits (housing, visitor permits, or vendor permits) are not valid at Washington State University.

(e) UI parking permits are not valid in WSU orange zones, gray zones, or housing areas.

(f) Annual or temporary permits may be available for other parking areas on a space-available basis, and for an additional fee.

(3) WSU faculty, staff, and students assigned to, enrolled at, or who pay fees to Washington State University or employees of other activities or agencies located on the Pullman campus must display a WSU parking permit when parking at WSU. Any attempt by the above personnel to use a UI

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parking permit in lieu of a WSU permit may result in a fine for illegal use of a parking permit.

(4) WSU permit holders at UI: The following applies to Washington State University permit holders who wish to park at the University of Idaho. It is provided for information only, and is subject to change by the UI. WSU permit holders are subject to all UI parking and traffic regulations.

(a) WSU orange, green, and golden cougar permits are valid in UI gold, red, and blue areas.

(b) WSU yellow, red, blue, and gray permits are valid in UI red and blue areas.

(c) WSU housing permits and visitor permits are not valid at the University of Idaho.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-003, § 504-15-750, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-750, filed 5/16/90, effective 7/1/90.]

### **PART IV: FINES, SANCTIONS, AND APPEALS**

#### **WAC 504-15-810 Violations, fines, and sanctions. (1)**

Violations and fines: Parking violations will be processed by the University. Fines must be paid at parking services or other authorized locations. Schedules for parking violations, fines, and sanctions are posted in the public area of the parking services office and on the parking services web site.

(2) Reduction of fines: Fines for violations in subsection (1)(a) and (b) of this section paid within twenty-four hours will be reduced by one-half. Eligible violations received on Friday or Saturday can be paid on the following Monday to satisfy the twenty-four hour requirement. Mailed fines must be postmarked within twenty-four hours to receive the one-half reduction. If a permit holder of record neglects to display his/her permit and receives a notice of violation for No parking permit, (subsection (1)(c) of this section), that fine will be reduced to five dollars when possession of a valid parking permit for the location is verified by the parking services within twenty-four hours.

(3) Visitors: The first violation of the notices listed in subsection (1)(c) of this section, No parking permit, and subsection (1)(d) of this section, No parking permit for this area, issued to visitors are considered warning notices upon presentation to the parking services office.

(4) Inoperable vehicles: It is the owner's responsibility to immediately contact parking services in the event that their vehicle becomes inoperable.

[Statutory Authority: RCW 28B.30.150.02-14-071, § 504-15-810, filed 6/28/02, effective 7/29/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-003, § 504-15-810, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-810, filed 5/16/90, effective 7/1/90.]

#### **WAC 504-15-830 Other violations and sanctions. (1)**

Schedules for parking violations, fines, and sanctions are posted in the public area of the parking services office and on the parking services web site.

(2) Late payment of fines: Forty-five days after issuance of a notice of violation a charge shall be added to all unpaid parking violations. If a student or staff member fails to pay the fine assessed for any violation, the fine will be referred to

the WSU controller's office for collection. The controller may, if other collection efforts fail, deduct outstanding fines from the salary warrants of employees or withhold the amount of the outstanding fines from damage deposits or other funds held for any student in order to secure payment. Where collection efforts are unsuccessful, the controller may notify the registrar to refrain from issuing student transcripts or to withhold permission to reenroll for a subsequent term until outstanding fines are paid. The procedures discussed above are not exclusive, however, and failure by anyone to pay fines may lead to towing or use of the wheel lock device described in these regulations. Nor are the procedures discussed above a precondition to towing or use of the wheel lock.

(3) Impound by wheel lock or towing:

(a) Any vehicle with an accumulation of three or more unpaid parking violations, or any vehicle displaying a lost, stolen, or counterfeit permit may be temporarily immobilized by use of a wheel lock device placed on a wheel. A fee will be assessed on vehicles which are immobilized with a wheel lock.

(b) Any vehicle may be towed away at owner's/operator's expense if the vehicle:

(i) Has been immobilized by wheel lock more than twenty-four hours; or

(ii) Is illegally parked in a marked tow-away zone; or

(iii) Is a hazard or obstruction to vehicular or pedestrian traffic (including, but not limited to, vehicles parked at curbs or rails painted yellow or red or in crosswalks); or

(iv) Cannot be impounded with a wheel lock device; or

(v) Is illegally parked in a disability space.

(c) The driver and/or owner of a towed vehicle shall pay towing and storage expenses.

(d) Any vehicle immobilized by use of the wheel lock device in excess of twenty-four hours will be assessed a storage fee for each calendar day or portion thereof, beyond the first twenty-four hours.

(e) The university assumes no responsibility in the event of damages resulting from towing, use of wheel lock devices, storage, or attempts to move a vehicle with a wheel lock device installed.

(f) No vehicle impounded by towing or wheel lock devices, shall be released until the following fines are paid in cash:

(i) All unpaid parking violation penalties against said vehicle and any other vehicle registered to the violator;

(ii) A wheel lock fee;

(iii) All towing and storage fees.

(g) Any vehicle impounded pursuant to these regulations in excess of thirty calendar days shall be considered an abandoned vehicle and shall be disposed of in accordance with chapter 46.55 RCW.

(h) A person wishing to challenge the validity of any fines or fees imposed under this subsection may appeal such fines or fees as elsewhere provided in these regulations. However, in order to secure release of the vehicle, such person must pay the amount of such fines or fees as a bond which will be refunded to the extent the appeal is successful.

(i) An accumulation of six unpaid violations during any twelve-month period, exclusive of meter violations, and

overtime in time zone violations, will subject the violator to revocation or denial of parking privileges. Vehicles without permits which accumulate the above number of violations may be prohibited from parking on university property.

(4) Failure to pay fines: Failure to pay a fine or comply with other penalties assessed pursuant to these regulations, after exhausting or failing to exercise appeals provided for in these regulations, constitutes a violation of RCW 28B.10.560. A citation or complaint for such violation may be issued and filed with the district court. Upon request of the university, the department of licensing may withhold vehicle registration pending the payment of outstanding parking fines.

[Statutory Authority: RCW 28B.30.150. 02-14-071, § 504-15-830, filed 6/28/02, effective 7/29/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-003, § 504-15-830, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-830, filed 5/16/90, effective 7/1/90.]

**WAC 504-15-860 Appeals procedure.** (1) Purpose:

The parking appeals committee serves two primary functions:

(a) To assure an impartial evaluation of the circumstances relating to a particular parking violation; and

(b) To aid in the appraisal of parking and traffic problems.

(2) Procedure: Any person who has received notice of a parking violation may appeal the alleged violation. The appellant may request more information from parking services. The appeal must be in writing and received at parking services in the safety building within ten calendar days after receipt of notice of the violation. Forms for this purpose are available from parking services. The parking appeals committee will make an initial decision on the appeal within twenty calendar days during the academic year and forty-five calendar days during the summer months after receipt of the appeal. The committee will serve a brief statement of the reasons for its decision on appellant within ten days of the decision.

(3) Review of initial decision: If the appellant is dissatisfied with the initial decision, he/she may request a hearing before a hearing officer or appeals committee. Such request must be made within ten calendar days of service of the notice of the initial decision. If no such request is received, the initial decision shall be final. During the review hearing the appellant and representatives of parking services may present and cross-examine witnesses. The hearing officer or appeals committee shall render a decision in writing and serve appellant with the decision within five calendar days after the review hearing.

(4) Appeal to district court: RCW 28B.10.560 provides that a person who is not satisfied with the final decision of the university may appeal to district court. The application for appeal to district court shall be in writing and must be filed at the parking services office in the safety building within ten calendar days after service of written notice of the final decision. Parking services will forward the documents relating to the appeal to the district court.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-003, § 504-15-860, filed 6/8/95, effective 7/9/95. Statutory Authority:

RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-860, filed 5/16/90, effective 7/1/90.]

**PART V: TRAFFIC RULES**

**Chapter 504-18 WAC**

**PARKING REGULATIONS—INTERCOLLEGIATE COLLEGE OF NURSING/WASHINGTON STATE UNIVERSITY COLLEGE OF NURSING**

**WAC 504-15-900 Speed limits.** Driving on campus roads and streets is permitted at any time, unless otherwise posted or restricted by signs and/or by these regulations. The maximum speed limit unless otherwise posted is twenty-five miles per hour.

[Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-900, filed 5/16/90, effective 7/1/90.]

**WAC 504-15-920 Closed and restricted areas.** In certain designated areas on campus, such as the mall in the campus core, driving is restricted to mall service vehicles and vehicles bearing handicap permits.

[Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-920, filed 5/16/90, effective 7/1/90.]

**WAC 504-15-930 Bicycles, skateboards, and roller-skates.** (1) The riding and use of bicycles, skateboards, and rollerskates is prohibited from the Terrell Mall, and all building plazas, interior building spaces, parking structures, and parking structure ramps.

(2) Bicycles, skateboards, and rollerskates may be ridden and used on sidewalks when a bike path is not provided. Operators must move at a safe speed and yield to pedestrians at all times.

(3) Bicycles, skateboards, and rollerskates may not be ridden on or over stairways, steps, ledges, benches, planting areas, or any other fixtures.

(4) Bicyclists must obey all traffic rules of the road when operating a bicycle in roadways.

(5) Bicycles may be secured only at bicycle racks and facilities designed for such purpose.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-003, § 504-15-930, filed 6/8/95, effective 7/9/95.]

**WAC 504-15-940 Pedestrians.** (1) When traffic control signals are in place at intersections, pedestrians shall be subject to them.

(2) When traffic control signals are not in place or not in operation at pedestrian crossings, a vehicle must yield the right of way, by slowing down or stopping, when the pedestrian in the crossing is upon the same half of the roadway as the vehicle, or when the pedestrian is approaching so closely from the opposite half of the roadway as to be in danger.

(3) No pedestrian shall suddenly leave a curb or other place of safety and walk or run into the path of a vehicle which is so close that it is impossible for the driver to yield.

(4) Pedestrians who are between adjacent intersections at which traffic control signals are in operation must not cross at any place except in a marked crosswalk.

[Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-940, filed 5/16/90, effective 7/1/90.]

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**WAC**

504-18-100	Purpose of regulations.
504-18-110	Authorization.
504-18-120	Definitions.
504-18-130	General.
504-18-140	Parking permits.
504-18-150	Parking permit fees.
504-18-160	Parking areas.
504-18-170	Administration and enforcement.

**WAC 504-18-100 Purpose of regulations.** Parking on the lots provided at the intercollegiate college of nursing/Washington State University college of nursing in Spokane is governed by these regulations. The purpose of these regulations is:

- (1) To regulate parking with priority given to
  - (a) Services of the college of nursing;
  - (b) Staff who need vehicles in connection with their work;
  - (c) Staff and students who need private vehicles because of disability or other approved reasons.
- (2) To provide funds to obtain and maintain suitable college of nursing parking facilities and other approved college of nursing purposes.

[Statutory Authority: RCW 28B.30.125 and 28B.30.150. 01-18-019, § 504-18-100, filed 8/24/01, effective 9/24/01; Order 73-8, § 504-18-100, filed 10/5/73.]

**WAC 504-18-110 Authorization.** Washington State University is the coordinating institution for Eastern Washington University, Gonzaga University, Whitworth College, and Washington State University, the participating institutions in the intercollegiate college of nursing/Washington State University college of nursing in Spokane, and the participating institutions have delegated authority to Washington State University to act as their agent. The board of regents, Washington State University, is authorized by state law to establish parking regulations and to provide penalties for infractions of regulations (RCW 28B.10.560 and 28B.15.031).

[Statutory Authority: RCW 28B.30.125 and 28B.30.150. 01-18-019, § 504-18-110, filed 8/24/01, effective 9/24/01; 95-07-042, § 504-18-110, filed 3/8/95, effective 4/8/95; Order 73-8, § 504-18-110, filed 10/5/73.]

**WAC 504-18-120 Definitions.** (1) The words "college" or "college of nursing" for purposes of these regulations mean the intercollegiate college of nursing/Washington State University college of nursing.

(2) The words "motor vehicle" or "vehicle" include automobiles, trucks, motorcycles, motor scooters, and all other motor-driven conveyances licensed for use on public streets.

(3) The word "staff" as it appears herein refers to faculty and staff of the college and employees of noncollege organizations who work in college facilities.

(4) "Visitor" refers to those persons having no direct relationship with the college as do staff and students, but who do have official business with the college of nursing.

[Statutory Authority: RCW 28B.30.125 and 28B.30.150. 01-18-019, § 504-18-120, filed 8/24/01, effective 9/24/01; 95-07-042, § 504-18-120, filed 3/8/95, effective 4/8/95; Order 73-8, § 504-18-120, filed 10/5/73.]

**WAC 504-18-130 General.** (1) These regulations apply to all parking facilities owned or leased by Washington State University for use by the college of nursing.

(2) Washington State University and the college of nursing assume no responsibility for damage or theft of cars driven or parked on college facilities.

(3) Vehicles may not be parked overnight on college parking lots unless otherwise posted or authorized.

(4) A disabled or inoperative vehicle shall not be parked on the college lots for a period in excess of 72 hours. Vehicles which have been parked for periods in excess of 72 hours and which appear to be disabled or inoperative may be impounded and stored at the expense of either the owner or operator thereof. Neither the university nor its employees shall be liable for loss or damage of any kind resulting from such impounding and storage.

(5) The university reserves the right to have towed and impounded any illegally parked vehicle at the owner's or driver's expense. The university assumes no responsibility in the event of damage resulting from the impoundment or storage of any illegally parked vehicle.

[Statutory Authority: RCW 28B.30.125 and 28B.30.150. 01-18-019, § 504-18-130, filed 8/24/01, effective 9/24/01; Order 73-8, § 504-18-130, filed 10/5/73.]

**WAC 504-18-140 Parking permits.** (1) General information

(a) Parking permits will be issued by the office of finance and operation of the college in Spokane, following application and the payment of the appropriate fee. Parking permits will be evidenced by flashers. By means of design, color, permit number, type and year, such flashers will identify each vehicle and designate the type of parking permitted. No permit shall be valid for longer than one year. Each permit shall terminate at the commencement of the next succeeding fall term of an academic year.

(b) All parking permits and flashers must be affixed in an approved location so that they are clearly visible and readable from the outside of the vehicle. Transferable permits will be issued to multiple vehicle families or vehicle pool groups of either staff or students where only one vehicle at a time will be parked on college lots.

(2) Staff members

(a) A parking permit is required of any staff member who wishes to park a vehicle on a college lot.

(b) Staff disability flashers are for a specified parking place upon certification by a physician that the health of the staff member requires a parking place close to work. The permits may be issued for up to a year depending upon the nature of the disability.

(3) Students

A parking permit is required of any student who wishes to park a vehicle on the college lots.

(4) Visitor parking

(a) Vehicles of official visitors to the college with tax-exempt licenses will be allowed to park on college lots without permits.

(b) Visitor permits may be requested by those who are not employed by or enrolled at the Spokane college. These permits are issued free of charge by the receptionist of the college of nursing in Spokane.

(5) Motorcycles

Motorcycle permits may be purchased by either staff or students and are valid only in designated motorcycle areas. Pool flashers and transferable card permits are valid on motorcycles.

[Statutory Authority: RCW 28B.30.125 and 28B.30.150. 01-18-019, § 504-18-140, filed 8/24/01, effective 9/24/01; 95-07-042, § 504-18-140, filed 3/8/95, effective 4/8/95; Order 73-8, § 504-18-140, filed 10/5/73.]

**WAC 504-18-150 Parking permit fees.** (1) A schedule of parking fees will be available at the college of nursing receptionist's desk, posted at the college's office of finance and operations, and filed with the university rules coordinator.

[Statutory Authority: RCW 28B.30.125 and 28B.30.150. 01-18-019, § 504-18-150, filed 8/24/01, effective 9/24/01; 95-07-042, § 504-18-150, filed 3/8/95, effective 4/8/95; Order 74-4, § 504-18-150, filed 12/4/74; Order 73-8, § 504-18-150, filed 10/5/73.]

**WAC 504-18-160 Parking areas.** Parking on the college parking lots is permitted only within the marked stalls. All areas outside of the marked parking stalls are "no parking" zones. Each parking area has signs to indicate the type of permit or permits required. 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 subsequent vehicles to occupy a portion of more than one space, shall not constitute an excuse for a violation of this section. Parking on college lots is limited to motor vehicles which have the official permits properly placed, except as otherwise provided for in these regulations.

(1) Parking areas for staff.

Vehicles displaying staff parking permits may be parked in any area posted staff or student. They may not be parked in service or restricted areas.

(2) Parking areas for students.

Vehicles displaying student lot permits may be parked in any area posted as a student lot. They may not be parked in a staff lot or service or restricted areas.

(3) Parking areas for visitors.

Vehicles displaying tax exempt licenses, or visitor permits, may be parked in areas posted for staff or students.

(4) Motorcycle areas.

Motorcycle areas are designated by signs and the letter "M" painted on the parking surface.

(5) Contractors.

Employees of construction projects must park in areas specified for each project.

[Statutory Authority: RCW 28B.30.125 and 28B.30.150. 01-18-019, § 504-18-160, filed 8/24/01, effective 9/24/01; Order 73-8, § 504-18-160, filed 10/5/73.]

**WAC 504-18-170 Administration and enforcement.**

(1) The finance officer of the ICNE college of nursing in Spokane is responsible for the administration and enforcement of the college parking regulations.

(2) Anyone observed in violation of parking regulations may be given a notice of violation.

(3) The university reserves the right to impound any illegally parked vehicle at either or both the owner's or driver's expense.

(4) Parking violations will be processed by the office of finance and operations of the college in Spokane and will be paid in that office. Parking violations may be appealed in writing within 10 days of the violation. WAC 504-18-170(7) describes the appeals procedure.

(5) The fines for staff and students will be:

(a) \$10.00 for absence of parking permit when required, or improper parking, or parking in an area not allowed by permit.

(b) \$20.00 for parking in a disabled parking space without a disability permit.

(6) Failure of a student or staff member to pay the fine assessed for any violation will result in the total amount of the fines being referred to Washington State University for collection. Washington State University, may, if other collection efforts fail, withhold outstanding fines from damage deposits or other funds held for students. Where collection efforts are unsuccessful, Washington State University may refrain from issuing copies of student transcripts or withhold permission to reenroll for an ensuing term until outstanding fines are paid.

(7) Appeal procedure

This procedure serves two primary purposes: To assure an impartial evaluation of certain circumstances and situations relating to an appeal and to aid in the appraisal of parking problems. The initial appeal must be in writing. The forms for this purpose may be obtained at the office of finance and operations of the college in Spokane. Appeals are reviewed and acted on by the college finance officer or designee.

[Statutory Authority: RCW 28B.30.125 and 28B.30.150. 01-18-019, § 504-18-170, filed 8/24/01, effective 9/24/01; 95-07-042, § 504-18-170, filed 3/8/95, effective 4/8/95; Order 73-8, § 504-18-170, filed 10/5/73.]

**Chapter 504-19 WAC**

**CAMPUS TRAFFIC AND PARKING REGULATIONS FOR WASHINGTON STATE UNIVERSITY VANCOUVER**

**WAC**

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**PART I: INTRODUCTION**

**WAC 504-19-010 Authorization.** Pursuant to the authority granted by RCW 28B.30.125, 28B.30.150, 28B.10.560, and chapter 34.05 RCW, the board of regents of Washington State University establishes the following regulations to govern parking and traffic at Washington State University Vancouver, hereinafter referred to as WSUV.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-010, filed 7/15/96, effective 8/15/96.]

**WAC 504-19-020 Purposes of regulations.** The purposes of these regulations are to:

- (1) Expedite university business and provide maximum safety and convenience;
- (2) Regulate parking, with priority given to:
  - (a) Services of the university;
  - (b) Persons who need vehicles in connection with their work; and
  - (c) Staff and students who need private vehicles because of a disability or other approved reason; and
- (3) Provide and maintain suitable campus parking and traffic facilities.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-020, filed 7/15/96, effective 8/15/96.]

**WAC 504-19-030 Knowledge of parking regulations.** It is the responsibility of all individuals parking on the campus to read and fully understand these regulations. Lack of knowledge of these regulations will not be accepted as grounds for dismissal of citations.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-030, filed 7/15/96, effective 8/15/96.]

**WAC 504-19-040 Applicable parking and traffic laws and regulations.** The following regulations apply upon state lands owned and/or controlled by WSUV:

(1) The motor vehicle and other traffic laws of the state of Washington (Revised Code of Washington);

(2) The WSUV parking and traffic regulations.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-040, filed 7/15/96, effective 8/15/96.]

**WAC 504-19-050 Emergencies.** The president delegates to the WSUV campus dean the authority to suspend, modify, or repeal any or all provisions in this chapter for an authorized WSU special event or in the event of an emergency, disaster, or other like contingency. Such action shall be limited in duration and scope to meet the institutional needs of WSUV and/or address the dangers of the contingency.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150, 28B.10.560, and chapter 34.05 RCW. 01-19-028, § 504-19-050, filed 9/13/01, effective 10/14/01; 96-15-050, § 504-19-050, filed 7/15/96, effective 8/15/96.]

**WAC 504-19-080 Severability.** If any provision of this chapter, chapter 504-19 WAC, or its application to any person or circumstance is held invalid, the remainder of the chapter or its application to other persons or circumstances is unaffected.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-080, filed 7/15/96, effective 8/15/96.]

**WAC 504-19-100 Definitions.** The definitions in this section are applicable within the context of these regulations.

(1) Campus. Describes all property owned, leased, and/or controlled by WSUV which is or may hereafter be dedicated mainly to the educational, research, recreational, parking, or other activities of WSUV.

(2) Disability zone. A parking zone identified with a sign bearing the international disability symbol that is restricted at all times to use by vehicles bearing a valid WSU disability parking permit or indicator, or any state-issued disability parking permit.

(3) Holiday (WSUV holiday). A day when all campus facilities are generally closed (e.g., Thanksgiving Day, Christmas Day, New Year's Day). Vacation days are not considered holidays. See definition of vacation.

(4) Illegal use of permit. A parking violation in which a citation is issued under the following circumstances:

(a) Use of a permit/indicator on an unspecified vehicle.

(b) Use of a counterfeit permit/indicator.

(c) Use of a permit/indicator obtained under false pretenses.

(d) Use of a modified permit/indicator.

(e) Use and/or retention of a permit/indicator by person(s) ineligible, or no longer eligible, for such permit as described and authorized in this chapter.

(5) Indicator. A vinyl, plastic, or paper instrument displayed adjacent to a parking permit which more clearly defines the parking areas available to a permit holder.

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(6) Loading zone. A loading dock or an area signed "loading zone" adjacent to a facility or in a parking area. Such an area is intended for loading and unloading bulky or voluminous material. Loading zones are restricted at all times.

(7) Moped. Any two-wheeled or three-wheeled motor vehicle with an engine displacement of 50 cc or less.

(8) Motorcycle. Any two-wheeled or three-wheeled motor vehicle with an engine displacement greater than 50 cc.

(9) Motor vehicle. All motor-driven conveyances except wheelchairs.

(10) No parking zone. Any area not specifically marked and/or signed for parking. Such areas include, but are not limited to, areas with adjacent curbs or rails painted yellow or red.

(11) Park/parking. This refers to the placement or standing of a vehicle, with or without a driver in attendance, and with or without the engine running.

(12) Parking permit. A vinyl, plastic, or paper instrument sanctioned by WSUV that is displayed from a vehicle and authorizes parking in specified areas.

(13) Service vehicle. A vehicle used to provide a service for WSUV or a tenant or contractor of WSUV (e.g., a university-owned vehicle or a privately owned vehicle with a valid service permit displayed).

(14) Service zone. Parking spaces designated for the use of university vehicles, other government-owned vehicles, and vehicles displaying a service indicator or commercial permit. Authorized vehicles may park in these zones for a maximum of fifteen minutes, except for vehicles that display a service indicator issued for an extended time. Service zones are restricted at all times.

(15) Staff. For the purposes of these regulations, "staff" includes all faculty, classified staff, administrative and professional employees, temporary employees, and other support personnel employed by the university, and the personnel of other activities located on campus. Teaching assistants, research assistants, and other students employed by the university are not "staff." They are considered as students for the purpose of these rules.

(16) Student. Any person who has been admitted to the university, and who is either attending classes or actively pursuing a degree or certificate.

(17) Summer session. The summer session includes all summer school sessions beginning on the first day of the earliest session and ending on the last day of the latest session.

(18) Vacation. A period of time when classes or final exams are not in session. Except for holidays that fall within this period, the business offices of WSUV typically are open during this time.

(19) Vehicle. See motor vehicle.

(20) Visitors. Persons who are not staff or students and who only visit the campus on an occasional basis.

(21) Wheel lock. A device used to temporarily immobilize a vehicle (i.e., on-the-spot impoundment).

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-100, filed 7/15/96, effective 8/15/96.]



**PART II: ENFORCEMENT**

**WAC 504-19-200 Enforcement authority.** WSUV public safety is charged with the impartial enforcement of these regulations. Enforcement personnel have authority to issue parking citations, to impound vehicles, and to control access to areas.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-200, filed 7/15/96, effective 8/15/96.]

**WAC 504-19-210 Times of enforcement.** Parking regulations are subject to enforcement at all times.

(1) Permit areas: All parking zones are limited to authorized permit holders during specific hours. These hours are posted in each parking zone either at the entrance to parking areas or along roadways where parking is marked. Restricted spaces are enforced at all times.

(2) Restricted spaces: These spaces are restricted for their designated purpose at all times (twenty-four hours a day, seven days a week):

- (a) Disability.
- (b) Load/unload.
- (c) Service.
- (d) Reserved.
- (e) Reserved (bagged) meters.
- (f) Specially signed areas.

(3) Metered spaces: Parking meters are in effect during the times posted on each meter. During these times the meter must be paid the posted amount. Additional time cannot be purchased beyond the meter's posted time limit (e.g., a thirty-minute meter will allow a maximum of thirty minutes to be purchased at one time).

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-210, filed 7/15/96, effective 8/15/96.]

**WAC 504-19-220 Signed and marked areas.** (1) Parking on campus is allowed only in the marked and/or signed spaces in areas and on streets. All other areas outside these designated areas are "no parking zones." Each parking area has signs or markings to indicate the type of permit or permits required and the times they are required.

(2) Individual parking spaces are marked, and no vehicle may be parked so as to occupy any portion of more than one parking space. The fact that other vehicles were parked in a manner requiring a vehicle to occupy a portion of more than one space shall not constitute an excuse for a violation of this rule.

(3) Should there be a conflict between these regulations, map designation, and on-site signs regarding parking instructions, the on-site sign takes precedence.

(4) Permit areas and restricted spaces are not always signed individually.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-220, filed 7/15/96, effective 8/15/96.]

(2003 Ed.)

**WAC 504-19-250 Motorcycles, mopeds, and bicycles.**

(1) The general traffic regulations applicable to motor vehicles apply equally to motorcycles, mopeds, and bicycles. Motorcycles or mopeds may not be driven on sidewalks or in the mall area. Bicycles may be used on sidewalks, though pedestrians always have the right of way. Owners of motorcycles and mopeds are responsible for all violations including violations issued even if said vehicle is moved by someone else after being legally parked.

(2) Motorcycles and mopeds: Motorcycles and mopeds may park only in spaces which are marked by signs or the letter "M" painted on the parking surface. Motorcycles and mopeds must display a valid WSUV motorcycle permit during posted times. During all other times, these spaces are restricted to use by motorcycles and mopeds only.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-250, filed 7/15/96, effective 8/15/96.]

**WAC 504-19-300 Responsibility for citations.** (1)

Each permit registrant shall be responsible for parking citations on vehicles:

- (a) Registered with WSUV public safety; and/or
- (b) Displaying the registrant's permit.

(2) Owners of vehicles will be held primarily liable for citations.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-300, filed 7/15/96, effective 8/15/96.]

**WAC 504-19-350 Use of areas for emergency, maintenance, or special needs.** WSUV reserves the right to close any campus parking area at any time it is deemed necessary for maintenance, safety, or to meet special needs. WSUV public safety will provide notice to users when possible.

Public safety and maintenance personnel performing official duties may deviate from these regulations as required to conduct emergency procedures.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-350, filed 7/15/96, effective 8/15/96.]

**WAC 504-19-360 Liability.** The university assumes no responsibility for the care and protection of any vehicle or its contents at any time the vehicle is on university property.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-360, filed 7/15/96, effective 8/15/96.]

**PART III: PARKING PERMITS**

**WAC 504-19-410 Issuance and use of permits.** Parking permits are available at various locations upon application and payment of the appropriate fees. A parking permit and/or indicator which specifies parking area(s) where the vehicle may be parked will be issued.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-410, filed 7/15/96, effective 8/15/96.]

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**WAC 504-19-420 Consent to withholding of fines.** All permit applications shall provide that the university may withhold unpaid fines from any sums owed the permit holder and to treat the same as a debt.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-420, filed 7/15/96, effective 8/15/96.]

**WAC 504-19-430 Change in residence or license plates.** Permit holders changing residence or license plates after initial application must contact WSUV public safety and complete the necessary forms. Failure to do so may result in continued responsibility for citations issued to the old license plate and a loss of parking privileges.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-430, filed 7/15/96, effective 8/15/96.]

**WAC 504-19-440 Term of permit—Transfer of permit.** Permits are valid up to and including the expiration date on the permit.

The ownership of permits is generally not transferable, but exceptions can be made by WSUV public safety provided that the:

(1) Person relinquishing ownership and the eligible purchaser appear in person at WSUV public safety when requesting such a transfer;

(2) Former owner relinquishes all ownership or claim to the permit and pays all outstanding fines; and

(3) New owner completes a new application form for the permit.

If a replacement permit is requested, the old permit must be removed and presented to WSUV public safety to be eligible for a replacement or a refund.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-440, filed 7/15/96, effective 8/15/96.]

**WAC 504-19-450 Replacement permits and indicators.** (1) Sold or traded vehicles. Failure to advise WSUV public safety of a sale or trade for registration purposes may result in continued responsibility to the permit holder for citations received on that permit.

The permit holder has responsibility for removing parking permits prior to selling or trading a vehicle. The identifiable remnants of the original permit must be presented to WSUV public safety to receive a free replacement. Persons failing to comply with this requirement shall pay the cost of a new permit.

(2) Lost/stolen permits. Permit holders are responsible for the security of their permits. The theft or loss of a parking permit should be reported to WSUV public safety immediately upon discovery. A stolen permit will be replaced once at no cost, but only if a theft report of the permit has been filed in the appropriate police jurisdiction and verified by WSUV public safety. The second time the permit is reported stolen, the replacement fee will be ten dollars; the third time, twenty dollars; and thereafter, the original cost of the stolen permit. A lost permit will be replaced once for ten dollars; the second time, twenty dollars; and thereafter at the original cost of the

permit. Lost or stolen permits must be returned to the WSUV public safety office immediately if recovered.

(3) Windshield replacements. When a permit-bearing windshield is replaced, the permit replacement fee will be waived if proof of replacement is presented.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-450, filed 7/15/96, effective 8/15/96.]

**WAC 504-19-460 False information.** No person shall obtain, attempt to obtain, or use in a manner contrary to these regulations, a modified or counterfeit parking permit or a permit issued upon false information. A violation of this section includes giving a false name, address, Social Security number, and/or other information known to be false. It also includes the mere use of a visitor, conference, and commercial permit by staff or students. Violation of this provision shall constitute the illegal use of a parking permit and will be subject to citation and fine.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-460, filed 7/15/96, effective 8/15/96.]

**WAC 504-19-470 Recall of permits.** Parking permits are the property of WSUV and may be recalled by WSUV public safety when:

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

(2) A permit is used on an unauthorized vehicle or by an unauthorized person;

(3) A parking permit application is falsified;

(4) A counterfeit, modified, or lost/stolen permit is used;

or

(5) The parking fee is unpaid.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-470, filed 7/15/96, effective 8/15/96.]

**WAC 504-19-510 Permits—General.** WSUV public safety will issue permits for designated areas of the campus. Any vehicle parked on WSUV property, other than a pay area or metered space, must clearly display a valid permit for a given area during the posted hours when permits are required.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-510, filed 7/15/96, effective 8/15/96.]

**WAC 504-19-520 Permits—Form and display.** All permits must be displayed in the approved position on the vehicle with permit numbers visible. Permits not displayed in accordance with the provisions of this section are not valid, and vehicles displaying them improperly are subject to citation.

(1) Autos and trucks:

(a) Hanging permits, both annual and temporary, must be displayed hanging from the rear-view mirror post.

(b) Transferable cards and affixed decals must be displayed on the front windshield at the lower left corner (driver's side). Decals must be mounted completely by means of their own adhesive (not by tape).

(2) Motorcycles and mopeds: Motorcycle and moped permits must be mounted completely by means of their own adhesive and prominently displayed on the left rear side of the vehicle or on top of the rear tail light.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-520, filed 7/15/96, effective 8/15/96.]

**WAC 504-19-540 Zone permits—Availability and use.** Staff and students are generally assigned to specific parking areas called zones. Parking zones are color-coded with respect to their price and numbered with respect to the specific parking area assignment of each permit holder. Permit holders may park in their assigned zone as reflected by the combination of color and number on their permit and corresponding sign, or they may park in other zones as signed.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-540, filed 7/15/96, effective 8/15/96.]

**WAC 504-19-560 Other permits—Availability and use.** (1) Visitor permits: Visitor permits may be used only by bona fide visitors as defined by this chapter. Use by any other person constitutes illegal use of a parking permit. Visitor permits are valid in any zone and parking spaces signed for visitors only. Visitor permits are not valid at meters or restricted spaces.

(2) Golden cougar permits: Golden cougar permits are special visitor permits that are issued to retired faculty and staff free of charge. They are issued on an annual basis and are valid in any zone. Faculty and staff who remain regularly employed by the university after formal retirement are not eligible to use a golden cougar permit in lieu of a regular paid permit.

(3) President's associates decals: President's associates decals are issued to eligible members of the WSU foundation. They are valid in any zone. However, WSU faculty, staff, and students may not use a president's associates decal in lieu of a paid zone permit.

(4) Conference permits: Conference permits are available to visitors who participate in conferences held on the WSUV campus. They are available on a daily basis only. Conference permits are valid in any assigned zone.

(5) Motorcycle permits: Motorcycle permits are valid within boundaries of areas specifically posted and/or marked for motorcycle permits.

(6) Construction permits: A construction permit is issued to personnel who are working on a construction site on campus. Construction permits are assigned to a specific parking area.

(7) Carpool: Upon completion of application, bona fide carpools with three or more participants will be given preference in the assignment of parking zones, and will be issued a permit instrument that will facilitate the carpool. Obtaining or using a carpool permit under false pretenses constitutes the illegal use of a permit.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-560, filed 7/15/96, effective 8/15/96.]

(2003 Ed.)

**WAC 504-19-580 Special indicator decals/hangers.** Special indicator decals or hangers may be issued to staff and student permit holders who have otherwise valid parking permits in the following cases:

(1) Service indicator decals/hangers which are valid for a maximum of fifteen minutes in a marked service zone. A separate mall service indicator allows a maximum of fifteen-minute parking in the pedestrian mall. These are available to staff or students who must use a private vehicle for university business.

(2) Reserved parking indicator decals/hangers which are valid in parking spaces that are signed for the corresponding permit and indicator.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-580, filed 7/15/96, effective 8/15/96.]

**WAC 504-19-600 Disability permits.** WSUV strives to comply with the Americans with Disabilities Act (ADA) parking standards.

There are two types of disability permits:

(1) Permanent physical disability. Disability permits are available to permanently disabled WSUV staff and students at the established fee. Disability permit holders may park in any zone and meter spaces if disability parking spaces are not available. They may not park in service zones or reserved spaces if disability parking spaces are not available.

(2) Temporary physical disability. Disability permits are available to temporarily disabled staff and students for a maximum of six weeks, although they may be renewed.

Staff and students must obtain a temporary disability form from WSUV public safety. These disabled parking privileges will be granted only after submission of the form that shows the applicant meets criteria established by the ADA. The form must be completed by a health care provider. WSUV public safety will not accept substitute forms or letters.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-600, filed 7/15/96, effective 8/15/96.]

**WAC 504-19-650 Permit fees.** Schedules for parking fees, parking administrative fees, meter rates, prorate and refund schedules, and the effective date thereof will be posted in the public area of WSUV public safety and filed with the university rules coordinator.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-650, filed 7/15/96, effective 8/15/96.]

#### PART IV: FINES, SANCTIONS, AND APPEALS

**WAC 504-19-810 Violations, fines, and sanctions.** (1) Violations and fines: Parking violations will be processed by the university. Fines must be paid at authorized locations, at the following rates:

(a) Overtime/nonpayment at meter	\$ 10.00
(b) Overtime in time zone	\$ 10.00
(c) No parking permit	\$ 25.00
(d) No parking permit for this area	\$ 20.00

(e) No parking zone	\$ 20.00
(f) Improper display of permit/indicator	\$ 5.00
(g) Blocking traffic	\$ 25.00
(h) Unauthorized parking in a disability space	\$ 50.00
(i) Parking in a fire zone	\$ 50.00
(j) Unauthorized parking in reserved area	\$ 40.00
(k) Illegal use of permit	\$ 65.00
(l) Display of lost or stolen permit	\$ 200.00
(m) Wheel lock fee	\$ 50.00
(n) Unauthorized/overtime parking in service space	\$ 25.00
(o) Unauthorized/overtime parking on the pedestrian mall	\$ 50.00
(p) All other parking violations	\$ 20.00

(2) Reduction of fines: Fines for violations in subsection (1)(a) and (b) of this section paid within twenty-four hours will be reduced by one-half. Eligible violations received on Friday or Saturday can be paid on the following Monday to satisfy the twenty-four-hour requirement. Mailed fines must be postmarked within twenty-four hours to receive the one-half reduction. If a permit holder of record neglects to display his/her permit and receives a notice of violation for no parking permit, (subsection (1)(c) of this section), that fine will be reduced to five dollars when possession of a valid parking permit for the location is verified by WSUV public safety within twenty-four hours.

(3) Visitors: The first violation of the notices listed in subsection (1)(c) of this section, no parking permit, and subsection (1)(d) of this section, no parking permit for this area, issued to visitors are considered warning notices upon presentation to WSUV public safety.

(4) Inoperable vehicles: It is the owner's responsibility to immediately contact WSUV public safety in the event that their vehicle becomes inoperable.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-810, filed 7/15/96, effective 8/15/96.]

**WAC 504-19-830 Other violations and sanctions. (1)**

**Late payment of fines:** Failure to pay fines and charges will result in the total amount assessed being referred for collection. Forty-five days after issuance of a notice of violation a ten-dollar charge shall be added to all unpaid parking violations.

If a student or staff member fails to pay the fine assessed for any violation, the fine will be referred to the WSU controller's office for collection. The controller may, if other collection efforts fail, deduct outstanding fines from the salary warrants of employees or withhold the amount of the outstanding fines from damage deposits or other funds held for any student in order to secure payment. Where collection efforts are unsuccessful, the controller may notify the registrar to refrain from issuing student transcripts or to withhold permission to reenroll for a subsequent term until outstanding fines are paid. The procedures discussed above are not exclusive, however, and failure by anyone to pay fines may lead to towing or use of the wheel lock device described in these reg-

ulations. The procedures discussed above are not a precondition to towing or use of the wheel lock.

(2) Impound by wheel lock or towing:

(a) Any vehicle with an accumulation of three or more unpaid parking violations or any vehicle displaying a lost or stolen permit may be temporarily immobilized by use of a wheel lock device placed on a wheel. A fifty-dollar fee will be assessed on vehicles which are immobilized with a wheel lock.

(b) Any vehicle may be towed away at owner's/operator's expense if the vehicle:

- (i) Has been immobilized by wheel lock more than twenty-four hours; or
- (ii) Is illegally parked in a marked tow-away zone; or
- (iii) Is a hazard or obstruction to vehicular or pedestrian traffic (including, but not limited to, vehicles parked at curbs or rails painted yellow or red or in crosswalks); or
- (iv) Cannot be impounded with a wheel lock device; or
- (v) Is illegally parked in a disability space.

(c) The driver and/or owner of a towed vehicle shall pay towing and storage expenses.

(d) Any vehicle immobilized by use of the wheel lock device in excess of twenty-four hours will be assessed a storage fee of ten dollars for each calendar day or portion thereof, beyond the first twenty-four hours.

(e) The university assumes no responsibility in the event of damages resulting from towing, use of wheel lock devices, storage, or attempts to move a vehicle with a wheel lock device installed.

(f) No vehicle impounded by towing or wheel lock devices shall be released until the following fines are paid in cash:

- (i) All unpaid parking violation penalties against said vehicle and any other vehicle registered to the violator;
- (ii) A fifty-dollar wheel lock fee;
- (iii) All towing and storage fees.

(g) Any vehicle impounded pursuant to these regulations in excess of thirty calendar days shall be considered an abandoned vehicle and shall be disposed of in accordance with chapter 46.55 RCW.

(h) A person wishing to challenge the validity of any fines or fees imposed under this subsection may appeal such fines or fees as elsewhere provided in these regulations. However, in order to secure release of the vehicle, such person must pay the amount of such fines or fees as a bond which will be refunded to the extent the appeal is successful.

(i) An accumulation of six unpaid violations during any twelve-month period, exclusive of meter violations, and overtime in time zone violations, will subject the violator to revocation or denial of parking privileges. Vehicles without permits which accumulate the above number of violations may be prohibited from parking on university property.

(3) Failure to pay fines: Failure to pay a fine or comply with other penalties assessed pursuant to these regulations after exhausting or failing to exercise appeals provided for in these regulations constitutes a violation of RCW 28B.10.560. A citation or complaint for such violations may be issued and filed with the district court. Upon request of the university, the department of licensing may withhold vehicle registration pending the payment of outstanding parking fines.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150, 28B.10.560, and chapter 34.05 RCW. 01-19-028, § 504-19-830, filed 9/13/01, effective 10/14/01; 96-15-050, § 504-19-830, filed 7/15/96, effective 8/15/96.]

**WAC 504-19-860 Appeals procedure.** (1) Purpose: The parking appeals committee serves two primary functions:

- (a) To assure an impartial evaluation of the circumstances relating to a particular parking violation; and
- (b) To aid in the appraisal of parking and traffic problems.

(2) Procedure: Any person who has received notice of a parking violation may appeal the alleged violation. The appellant may request more information from WSUV public safety. The appeal must be in writing and received at WSUV public safety within ten calendar days after receipt of notice of the violation. Forms for this purpose are available from WSUV public safety. The parking appeals committee will make an initial decision on the appeal within twenty calendar days during the academic year and forty-five calendar days during the summer months after receipt of the appeal. The committee will serve a brief statement of the reasons for its decision on appellant within ten days of the decision.

(3) Review of initial decision: If the appellant is dissatisfied with the initial decision, he/she may request a hearing before a hearing officer or appeals committee. Such request must be made within ten calendar days of service of the notice of the initial decision. If no such request is received, the initial decision shall be final. During the review hearing the appellant and representatives of WSUV public safety may present and cross-examine witnesses. The hearing officer or appeals committee shall render a decision in writing and serve appellant with the decision within five calendar days after the review hearing.

(4) Appeal to district court: RCW 28B.10.560 provides that a person who is not satisfied with the final decision of the university may appeal to district court. The application for appeal to district court shall be in writing and must be filed at the WSUV public safety office within ten calendar days after service of written notice of the final decision. WSUV public safety will forward the documents relating to the appeal to the district court.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-860, filed 7/15/96, effective 8/15/96.]

## PART V: TRAFFIC RULES

**WAC 504-19-900 Speed limits.** Driving on campus roads and streets is permitted at any time, unless otherwise posted or restricted by signs and/or by these regulations. The maximum speed limit unless otherwise posted is twenty-five miles per hour.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-900, filed 7/15/96, effective 8/15/96.]

**WAC 504-19-920 Closed and restricted areas.** In certain designated areas on campus, such as the mall in the campus core, driving is restricted to mall service vehicles.

(2003 Ed.)

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-920, filed 7/15/96, effective 8/15/96.]

**WAC 504-19-930 Bicycles, skateboards, and roller blades.** (1) The riding and use of bicycles, skateboards, and roller blades is prohibited from all building plazas, and interior building spaces.

(2) Bicycles, skateboards, and roller blades may be ridden and used on sidewalks when a bike path is not provided. Operators must move at a safe speed and yield to pedestrians at all times.

(3) Bicycles, skateboards, and roller blades may not be ridden on or over stairways, steps, ledges, benches, planting areas, or any other fixtures.

(4) Bicyclists must obey all traffic rules of the road when operating a bicycle in roadways.

(5) Bicycles may be secured only at bicycle racks and facilities designed for such purpose.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-930, filed 7/15/96, effective 8/15/96.]

**WAC 504-19-940 Pedestrians.** (1) When traffic control signals are in place at intersections, pedestrians shall be subject to them.

(2) When traffic control signals are not in place or not in operation at pedestrian crossings, a vehicle must yield the right of way, by slowing down or stopping, when the pedestrian in the crossing is upon the same half of the roadway as the vehicle, or when the pedestrian is approaching so closely from the opposite half of the roadway as to be in danger.

(3) No pedestrian shall suddenly leave a curb or other place of safety and walk or run into the path of a vehicle which is so close that it is impossible for the driver to yield.

(4) Pedestrians who are between adjacent intersections at which traffic control signals are in operation must not cross at any place except in a marked crosswalk.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-940, filed 7/15/96, effective 8/15/96.]

## Chapter 504-21 WAC

### UNIVERSITY POLICY ON STUDENT EDUCATION RECORDS

#### WAC

504-21-010	University policy on student education records.
504-21-020	Definition of a student.
504-21-030	Education records—Student's right to inspect.
504-21-040	Requests and appeal procedures.
504-21-050	Release of personally-identifiable records.
504-21-060	University records.
504-21-070	Student records officer.
504-21-080	Right of student to register objections.
504-21-090	Notice of rights given under Family Educational Rights and Privacy Act of 1974.

**WAC 504-21-010 University policy on student education records.** Public Law 93-380, the Family Educational Rights and Privacy Act of 1974, requires that the university adopt guidelines concerning the right of a student to inspect his or her education records, and guidelines concerning the

release of personally-identifiable information to third parties. The act further provides that such a student has the right to a hearing in order to provide for the correction or deletion of inaccurate, misleading or otherwise inappropriate data. The act also provides that students be informed of the types of education records maintained by the university that are directly related to students.

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

[Order 77-1, § 504-21-010, filed 5/2/77.]

**WAC 504-21-020 Definition of a student.** A student is defined as any person who is or has been officially enrolled at Washington State University and with respect to whom the university maintains education records or personally-identifiable information.

[Order 77-1, § 504-21-020, filed 5/2/77.]

**WAC 504-21-030 Education records—Student's right to inspect.** (1) A student has the right to inspect and review his or her education records. A list of the types of education records maintained by the university and the record locations may be obtained by the student at the office of student affairs or at the registrar's office.

(a) For purposes of this chapter the term "education records" means those records, files, documents and other materials which contain information directly related to a student.

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

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

(ii) Records of the university police department which are maintained by the law enforcement unit of WSU that were created by the WSU law enforcement unit for the purposes of law enforcement.

(iii) Records made and maintained in the normal course of business which relate exclusively to the person's capacity as an employee and are not available for any other purposes. Records relating to an individual in attendance at the agency or institution who is employed as a result of his or her status as a student are education records and not excepted under this paragraph.

(iv) Records on a student which are created or maintained by a physician, psychiatrist, psychologist or other recognized professional or para-professional, acting in a professional or para-professional capacity, or assisting in that capacity and which are created, maintained or used only in connection with the provision of treatment to the student, and are not available to anyone other than persons providing such treatment. Such records can be personally reviewed by a physician or other appropriate professional of the student's choice. In addition, health care information may be disclosed if authorized by state law.

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(v) Records that contain information about an individual after he or she is no longer a student at that agency or institution.

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

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

(i) Admission to any educational institution, or

(ii) Employment application information and documents filed and maintained at the student's request at the university office of career services and placement.

(iii) Receipt of an honor or honorary recognition.

(iv) Faculty evaluations and other education records placed in departmental files where the department serves in a placement or referral capacity.

(b) A student's waiver of his or her right of access to confidential statements is valid only if:

(i) The student, upon request, shall be notified of the names of all persons making confidential statements concerning him; and

(ii) Confidential statements shall be used solely for the purpose for which they were originally intended; and

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

(iv) The waiver is made in writing and signed by the student, regardless of age.

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

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

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

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

(6) Student education records may be destroyed in accordance with a department's routine retention schedule where the departmental procedure has been approved by the university records officer. In no case will any record which is requested by a student for review in accordance with these regulations be removed or destroyed prior to final disposition of the record request.

[Statutory Authority: RCW 28B.30.150 and 20 U.S.C. 1232g, 95-07-043, § 504-21-030, filed 3/8/95, effective 4/8/95; Order 77-1, § 504-21-030, filed 5/2/77.]

**WAC 504-21-040 Requests and appeal procedures.**

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

(2) The person or office receiving a proper request for review of information must respond to a request for education records within a reasonable period of time, but in no case more than 45 days after the request has been made. A university employee or office which is unable to comply with a student's request within the above-stated time period shall inform the student of that fact and the reasons therefor in writing.

(3)(a) A student who believes his or her request has not been properly answered by a particular person or office should consult the appropriate dean or director having supervisory responsibility for the office.

(b) If a student remains dissatisfied after consulting with the appropriate dean or director, the student may then request a hearing before the university's student records committee. Following the hearing, the university's student records committee shall render its decision within a reasonable period of time. The decision of the university's student records committee shall be final, *except as provided in WAC 504-21-080*.

(c) In no case shall any request for review by a student be considered by the university's student records officer which has not been filed with that officer in writing within 90 days from the date of the initial request to the custodian of the record.

(d) The student records committee shall not review any matter regarding the appropriateness of official academic grades. (University Academic Regulation 104, "academic complaint procedure" should be followed in all cases involving grading disputes.)

(e) Eligible students are hereby notified of their right to file a complaint with the Department of Education concerning any alleged failure of Washington State University to comply with the Family Educational Rights and Privacy Act of 1974, as amended.

[Statutory Authority: RCW 28B.30.150 and 20 U.S.C. 1232g, 95-07-043, § 504-21-040, filed 3/8/95, effective 4/8/95; Order 77-1, § 504-21-040, filed 5/2/77.]

**WAC 504-21-050 Release of personally-identifiable records.**

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

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

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

(c) Persons or organizations, other than parents or legal guardians, providing to the student financial aid, or determining financial aid decisions concerning eligibility, amount, condition, and enforcement of terms of said aid.

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

(e) Education records may be used for legitimate academic research; provided that

(i) The procedures utilized and the reported findings do not violate the student's confidence;

(ii) Students' names will not be included in the study or in any way linked with the data;

(iii) Case histories and case records are sufficiently disguised to prevent identification of the individuals involved; and

(iv) The student's written permission is obtained where individual identification occurs.

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

(g) Any person or entity designated by judicial order or lawfully-issued subpoena, upon condition that a reasonable attempt has been made to notify the student of all such orders or subpoenas in advance of the compliance therewith unless the subpoena is issued for a law enforcement purpose or is issued by a federal grand jury and the court or other issuing agency has ordered that the existence of the subpoena not be disclosed. Any university employee or office receiving a subpoena or judicial order for education records should immediately notify the WSU division of the office of the attorney general.

(h) Parents or legal guardians of a student who have established that student's status as their dependent according to Internal Revenue Code.

(i) An alleged victim of any crime of violence or non-forcible sexual offense, as they are defined in Appendix A to 34 CFR Part 99, shall be informed of the results of any disciplinary proceeding conducted by WSU against the alleged perpetrator of that crime with respect to that crime.

(j) To the office of the attorney general when disclosure is to comply with a judicial order or to provide legal advice.

(k) WSU may provide to parents or guardians of students under age twenty one information regarding violations of

federal, state, or local laws or the university's conduct code where such violations concern the use or possession of alcohol or controlled substances and where WSU determines that those students have committed such violations.

(l) When either the student initiates legal action against WSU or when WSU initiates legal action against the student, WSU may disclose to the court any educational records of the student that are relevant to the legal action.

(m) Information may be disclosed in conformance with other exceptions to the prior written consent requirement of the Family Educational Rights and Privacy Act and implementing regulations found at 34 C.F.R. § 99. A copy of these regulations may be obtained from the Office of the Registrar.

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

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

(b) The reasons for such release, and

(c) The names of the parties to whom such records will be released unless the nature of the activity is such that advance identification of recipients is not possible such as employment assistance provided by the university office of career services and placement, in which case an effort will be made to identify recipients of information as they become known.

(3) In cases where records are made available without student consent as permitted by WAC 504-21-050 (1)(b), (c), (d), (e), (f), (i) and (j) the university shall maintain a record which will indicate the parties which have requested or obtained access to a student's records maintained by the university and which will indicate the legitimate interest of the requesting party. Releases in accordance with WAC 504-21-050 (1)(a) need not be recorded.

(4) Personally-identifiable education records released to third parties, with or without student consent, shall be accompanied by a printed statement indicating that the information cannot be subsequently released in a personally-identifiable form to any other parties without obtaining consent of the student unless such disclosures are made pursuant to WAC 504-21-050 (1)(g), (h), (j), (k), or (l) or the information released is directory information as defined in paragraph 5 of this section.

(5) The term "directory information" used in WAC 504-21-050(1) is defined as student's name (including any former name), local and permanent addresses and telephone numbers, electronic mail address(es), major and minor fields of study, participation in officially-recognized activities in sports, weight and height of members of athletic teams, dates of attendance, enrollment status (e.g., undergraduate of graduate; full time or part-time), grade level, degrees, certificates, and awards received including the president's honor roll, and the most recent previous educational institution attended by the student. Students may request that the university not release directory information by filing a request with the registrar's office or the office of payroll services.

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

[Statutory Authority: RCW 28B.30.150. 01-19-027, § 504-21-050, filed 9/13/01, effective 10/14/01. Statutory Authority: RCW 28B.30.150 and 20 U.S.C. 1232g. 95-07-043, § 504-21-050, filed 3/8/95, effective 4/8/95; Order 77-1, § 504-21-050, filed 5/2/77.]

**WAC 504-21-060 University records.** All university employees or offices who have custody of education records will develop procedures in accord with WAC 504-21-010 through 504-21-060. Any supplementary regulations found necessary by departments will be filed with the student records committee, which will be responsible for periodic review of policy and procedures.

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

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-21-060, filed 5/18/89, effective 7/1/89; Order 77-1, § 504-21-060, filed 5/2/77.]

**WAC 504-21-070 Student records officer.** The president's designee shall be responsible for reviewing unusual requests for information and for assisting in the interpretation of these rules. The designee shall also be responsible for hearing appeals as defined in WAC 504-21-040.

[Statutory Authority: RCW 28B.30.150 and 20 U.S.C. 1232g. 95-07-043, § 504-21-070, filed 3/8/95, effective 4/8/95; Order 77-1, § 504-21-070, filed 5/2/77.]

**WAC 504-21-080 Right of student to register objections.** Any student who objects to the accuracy or truthfulness of any information contained in any university education record that is related to him or her may, after processing an unsuccessful appeal pursuant to WAC 504-21-040, submit a written view regarding his or her education records to the provost, who shall *review the appeal and take necessary action which may include reconsideration by the student records officer or inclusion* of the written objection or summary thereof in such education records; provided, however, no student has any right to post objections to academic grades and have the same appear on the student's academic record.

[Statutory Authority: RCW 28B.30.150 and 20 U.S.C. 1232g. 95-07-043, § 504-21-080, filed 3/8/95, effective 4/8/95; Order 77-1, § 504-21-080, filed 5/2/77.]

**WAC 504-21-090 Notice of rights given under Family Educational Rights and Privacy Act of 1974.** In accordance with the requirements of the Family Education Rights and Privacy Act of 1974, the university will make its best efforts to notify all students of the rights under this act. Such notification shall be done through the Washington Administrative Code procedure, notices to the campus newspaper and radio and television services, and such other publications and media that the university deems appropriate.

[Statutory Authority: RCW 28B.30.150 and 20 U.S.C. 1232g. 95-07-043, § 504-21-090, filed 3/8/95, effective 4/8/95; Order 77-1, § 504-21-090, filed 5/2/77.]



**Chapter 504-24 WAC**  
**POLICIES AND REGULATIONS FOR STUDENT**  
**LIVING GROUPS**

**WAC**

504-24-020	Social policies and procedures.
504-24-030	Undergraduate housing requirement.
504-24-035	Alcohol policies.
504-24-040	Living group discipline jurisdiction.

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

504-24-010	Disciplinary structure and procedures. [Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution No. 6/80-15), § 504-24-010, filed 6/11/80; Order 77-2, § 504-24-010, filed 8/3/77; Order 75-1, § 504-24-010, filed 7/7/75, effective 9/1/75; Order 73-6, § 504-24-010, filed 8/1/73; Order 4, § 504-24-010, filed 10/20/71; Order 3, § 504-24-010, filed 8/5/71.] Repealed by 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), filed 5/18/89, effective 7/1/89. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150.
504-24-011	Formal hearing option—Designation of hearing officer or panel. [Order 77-2, § 504-24-011, filed 8/3/77; Order 4, § 504-24-011, filed 10/20/71.] Repealed by 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), filed 5/18/89, effective 7/1/89. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150.
504-24-015	Agreed resolutions in student discipline cases. [Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-24-015, filed 5/26/87.] Repealed by 95-07-044, filed 3/8/95, effective 4/8/95. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150.

**WAC 504-24-020 Social policies and procedures. (1) Security hours.**

(a) Living groups are secured during the following hours: 11:00 p.m. - 6:30 a.m. daily.

(b) It is understood that a living group has the prerogative of maintaining additional security hours if decided by a vote of the living group. The living group's current security hours should be on file in the department of residence living.

**(2) Guest rules.**

(a) Guests must comply with the regulations of the living groups they are visiting.

(b) Keys or card keys will not be issued to guests.

(c) The host or hostess shall be responsible for the action(s) of guests.

(d) All guests must be escorted while in the building.

(e) Guests are defined as anyone not residing in the residence hall.

**(3) Visitation.**

Each living group is permitted to develop its own visitation schedule for its main lounge and lobbies. No visitation on living floors is permitted between hours of 2:00 a.m. and 6:30 a.m.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-24-020, filed 5/26/87. Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution No. 6/80-15), § 504-24-020, filed 6/11/80; Order 77-2, § 504-24-020, filed 8/3/77; Order 73-6, § 504-24-020, filed 8/1/73; Order 4, § 504-24-020, filed 10/20/71; Order 3, § 504-24-020, filed 8/5/71.]

**WAC 504-24-030 Undergraduate housing requirement. (1) University-recognized housing includes residence halls, fraternities, sororities, and co-op houses.**

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(2) Housing requirements for single undergraduate students. All single undergraduate freshmen under twenty years of age are required to live in organized living groups which are officially recognized by the university (residence halls, fraternities and sororities) for one academic year.

(a) Exemptions. Exemptions will be considered when a student demonstrates to the department of residence life that either:

(i) The student has attended an institution of higher education as a regularly enrolled student for at least two regular semesters or three regular quarters (excluding summer sessions);

(ii) The student is living with immediate family in a family situation (mother and/or father; legal guardian; aunt or uncle; or grandparent(s));

(iii) The student has secured a statement from a physician or psychologist stating that residence in recognized student housing would detrimentally affect the student's physical health or emotional well-being; or

(iv) The student demonstrates that living in recognized University housing would cause undue financial hardship.

(b) Process. Applications for permission to reside off campus are available from the Washington State University Department of Residence Life, Streit-Perham Office Suite, Pullman, WA 99164-1726. Applications are reviewed and a determination is made whether an exemption will be granted. Persons applying for such exemption will be informed of the decision in writing. Requests for reconsideration of the decision may be submitted to the vice-provost for student affairs. The vice-provost or his/her designee will evaluate the appeal and approve or deny the appeal.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-044, § 504-24-030, filed 3/8/95, effective 4/8/95. Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-24-030, filed 5/26/87. Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution No. 6/80-15), § 504-24-030, filed 6/11/80; Order 77-2, § 504-24-030, filed 8/3/77; Order 73-7, § 504-24-030, filed 10/5/73; Order 73-6, § 504-24-030, filed 8/1/73; Order 4, § 504-24-030, filed 10/20/71; Order 3, § 504-24-030, filed 8/5/71.]

**WAC 504-24-035 Alcohol policies. (1) The use of alcohol by living groups is restricted as stated in WAC 504-25-050, residence hall contracts, and as stated in other annual agreements between the university and living groups.**

(2) Specific living groups within the university community may choose to employ local regulations more restrictive than those imposed by the state or the university.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-044, § 504-24-035, filed 3/8/95, effective 4/8/95.]

**WAC 504-24-040 Living group discipline jurisdiction. (1) Residence halls.**

(a) Residence hall contracts. Each university residence hall has a framework of rules, policies, and traditions for the effective operation of its program. A student signing a residence hall contract agrees to abide by the residence hall policies set forth in the residence hall contract.

(b) Residence hall conduct board.

(i) Residence hall conduct boards are empowered to hear cases of alleged violations of the residence hall contract and

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to issue sanctions when a board finds a resident or residents responsible for a violation of a residence hall contract. Residence hall conduct board hearings shall be conducted in accord with this chapter.

(ii) Student conduct code. Violations of a residence hall contract which also amount to a violation of university conduct regulations may also subject an accused student to the university conduct system, regardless of whether or not the violation is handled at the hall level.

(2) Fraternities and sororities.

(a) Governing regulations. Each of the fraternities and sororities has developed policies and regulations governing the conduct of members and the operation of the organizations. Annual agreements between the university and each fraternity and sorority also govern the behavior of members. In joining one of these groups a student assumes the responsibilities of the living group organization.

(b) Student conduct code. Violations of fraternity or sorority living group policies or regulations which also amount to a violation of the university conduct regulations or violations of fraternity or sorority living group agreements with the university may also subject the accused student or students to the university conduct system, regardless of whether or not the member's fraternity or sorority organization handles the violation at a living group level.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-044, § 504-24-040, filed 3/8/95, effective 4/8/95.]

### Chapter 504-25 WAC

#### STANDARDS OF CONDUCT FOR STUDENTS

##### WAC

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

504-25-005	Prologue. [Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-001, § 504-25-005, filed 3/2/95, effective 4/2/95; 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-005, filed 5/18/89, effective 7/1/89.] Repealed by 02-15-075, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.150.
504-25-010	Introduction. [Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-045, § 504-25-010, filed 3/8/95, effective 4/8/95; 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-010, filed 5/18/89, effective 7/1/89.] Repealed by 02-15-075, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.150.
504-25-210	Disciplinary procedures. [Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-045, § 504-25-210, filed 3/8/95, effective 4/8/95; 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-210, filed 5/18/89, effective 7/1/89.] Repealed by 02-15-075, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.150.
504-25-220	Students charged with violations of the standards of conduct. [Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-045, § 504-25-220, filed 3/8/95, effective 4/8/95; 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-220, filed 5/18/89, effective 7/1/89.] Repealed by 02-15-075, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.150.
504-25-225	The hearing. [Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-045, § 504-25-225, filed 3/8/95, effective 4/8/95; 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-225, filed

- 5/18/89, effective 7/1/89.] Repealed by 02-15-075, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.150.
- 504-25-235 Appeals. [Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-045, § 504-25-235, filed 3/8/95, effective 4/8/95; 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-235, filed 5/18/89, effective 7/1/89.] Repealed by 02-15-075, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.150.
- 504-25-240 Other interventions. [Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-045, § 504-25-240, filed 3/8/95, effective 4/8/95; 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-240, filed 5/18/89, effective 7/1/89.] Repealed by 02-15-075, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.150.

**WAC 504-25-001 Terms of enrollment.** Washington State University is guided by a commitment to excellence. The university aims to create an environment that cultivates individual virtues and institutional integrity in the community. The mission of the university is supported when students take responsibility for their conduct both in and out of the classroom. Under the terms of enrollment, students acknowledge the university's authority to take disciplinary action for conduct on or off university property that is detrimental to the university's mission.

[Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-001, filed 7/15/02, effective 8/15/02.]

**WAC 504-25-002 Washington State University.** The term "university" means all Washington State University campus locations. The term "university" also applies to distance learning.

[Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-002, filed 7/15/02, effective 8/15/02.]

**WAC 504-25-003 Definition of a student.** A student is any person who is enrolled at Washington State University for the current academic period. A student is also defined as one who has an ongoing relationship with the university between academic periods at the time the misconduct occurred.

[Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-003, filed 7/15/02, effective 8/15/02.]

**WAC 504-25-004 Scope of the standards of conduct.** A student is subject to discipline on or off university property. Off-campus conduct may be addressed when it is detrimental to the university's mission.

[Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-004, filed 7/15/02, effective 8/15/02.]

## PART I CONDUCT REGULATIONS

**WAC 504-25-011 Good standing.** The award of a degree is conditioned upon the student's good standing in the university and satisfaction of all university graduation requirements. "Good standing" means the student has resolved any unpaid fees or acts of academic or behavioral misconduct, and complied with all sanctions imposed as a result of the misconduct. The university shall deny award of

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a degree if the student is dismissed from the university based on his or her misconduct. (See also Rule 45 in the General Catalog.)

[Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-011, filed 7/15/02, effective 8/15/02.]

**WAC 504-25-012 Effect of alcohol or drugs.** Any conduct that may have been influenced by alcohol or drugs will generally not limit or excuse the student's responsibility for his or her action.

[Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-012, filed 7/15/02, effective 8/15/02.]

**WAC 504-25-013 Responsibility for guests.** A student or student organization is responsible for the conduct of guests on or in university property and at functions sponsored by the university or sponsored by any registered university organization.

[Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-013, filed 7/15/02, effective 8/15/02.]

**WAC 504-25-014 Students studying abroad.** Students who participate in any university sponsored or sanctioned foreign study program shall observe the following rules and regulations:

- (1) The laws of the host country;
- (2) The academic and disciplinary regulations of the educational institution or residential housing program where the student is studying; and
- (3) Any other agreements related to the student's study program in a foreign country.

[Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-014, filed 7/15/02, effective 8/15/02.]

**WAC 504-25-015 Academic dishonesty.** Academic dishonesty, such as cheating, plagiarism, fabrication, and fraud, is prohibited. See Part III for specific definitions of academic dishonesty.

[Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-015, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-001, § 504-25-015, filed 3/2/95, effective 4/2/95; 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-015, filed 5/18/89, effective 7/1/89.]

**WAC 504-25-018 Copyright and intellectual property.** Violation of copyright laws and the intellectual property rights of others is prohibited. Prohibited acts include, but are not limited to:

- (1) Posting the works of another person on an internet website without the permission of the creator;
- (2) Copying the creative works of another without the permission of the creator;
- (3) Selling a recording of a presentation by another without the permission of the presenter;
- (4) Claiming the works of another as one's own;
- (5) Using the copyrighted works or intellectual property of another for profit without the permission of the owner;
- (6) Copying or digitally transmitting video or audio files without the permission of the owner; or displaying a copyrighted work publicly without the permission of the owner.

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[Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-018, filed 7/15/02, effective 8/15/02.]

**WAC 504-25-020 Discrimination.** (1) Discrimination on the basis of race, national or ethnic origin, creed, age, sex, marital status, veteran status, sexual orientation, or disability is prohibited in conformity with federal and state laws.

(2) Discrimination includes sexual or racial harassment by students. Sexual and racial harassment are defined as conduct that is (a) sexually or racially motivated and (b) has the purpose or effect of unreasonably interfering with a person's work or educational performance or creating an intimidating, hostile, or offensive environment.

[Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-020, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-045, § 504-25-020, filed 3/8/95, effective 4/8/95; 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-020, filed 5/18/89, effective 7/1/89.]

**WAC 504-25-025 Sexual offenses.** (1) Sexual offenses of any kind, including, but not limited to acquaintance rape, indecent liberties, assault of a sexual nature, and/or other unwanted sexual contact are prohibited.

(a) Rape is defined under state law [as] sexual intercourse with a person who did not consent by his or her words or conduct. Consent to sexual activity means actual words or conduct indicating the person has freely and voluntarily agreed to have sexual intercourse.

(i) Silence or mere passivity from a state of intoxication or unconsciousness does not imply consent to sexual intercourse.

(ii) Lack of consent is implied if violence is threatened or used.

(b) Indecent liberties means knowingly causing sexual contact with a person by forcible compulsion or when the person is incapable of consent by reason of mental defect, mental incapacitation, or physical helplessness. Sexual contact is defined as any nonconsensual touching of the sexual or other intimate parts of a person done for the purpose of gratifying the sexual desire of either party.

(c) The university prohibits sexual contact when such contact amounts to assault under Washington law. Assault includes harmful and offensive contact with another person.

[Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-025, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-045, § 504-25-025, filed 3/8/95, effective 4/8/95; 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-025, filed 5/18/89, effective 7/1/89.]

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

**WAC 504-25-030 Physical assault or threatened physical assault.** No person may intentionally strike, shove, hit, punch, kick or otherwise subject another person to physical contact, or threaten bodily harm without the consent of the person.

[Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-030, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-030, filed 5/18/89, effective 7/1/89.]

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**WAC 504-25-035 Hazing is prohibited.** [:] (1) No student or other person enrolled at Washington State University may conspire to engage in hazing or participate in hazing of another.

(a) Hazing includes any method of initiation into a student organization or living group, or any pastime or amusement engaged in with respect to such an organization or living group that causes, or is likely to cause, bodily danger, physical harm, or serious mental or emotional harm to any student or other person attending a public or private institution of higher education or other postsecondary educational institution of higher education or other postsecondary educational institution in this state.

(b) Hazing does not include customary athletic events or other similar contests or competitions.

[Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-035, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-045, § 504-25-035, filed 3/8/95, effective 4/8/95; 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-035, filed 5/18/89, effective 7/1/89.]

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

**WAC 504-25-040 Harassment.** Intentional conduct directed at a specific person that seriously alarms, annoys, harasses, or is detrimental to such person, and serves no legitimate or lawful purpose is prohibited.

[Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-040, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-040, filed 5/18/89, effective 7/1/89.]

**WAC 504-25-041 Malicious harassment.** Maliciously and intentionally committing one of the following acts because of a perception of the victim's race, color, religion, ancestry, national origin, gender, sexual orientation, or mental, physical, or sensory handicap is prohibited:

(1) Causing physical injury to the victim or another person;

(2) Causing physical damage to or destruction of the property of the victim or another person;

(3) Threatening a specific person or group of persons and placing that person, or members of the specific group of persons, in reasonable fear of harm to person or to property.

[Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-041, filed 7/15/02, effective 8/15/02.]

**WAC 504-25-042 Stalking.** Following or intentionally and repeatedly harassing another person, and placing the person being followed or harassed in reasonable fear that the stalker intends to injure a person or property is prohibited.

[Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-042, filed 7/15/02, effective 8/15/02.]

**WAC 504-25-045 Reckless endangerment.** Engaging in conduct that creates a substantial risk of physical harm to another person is prohibited.

[Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-045, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.095,

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28B.30.125 and 28B.30.150. 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-045, filed 5/18/89, effective 7/1/89.]

**WAC 504-25-050 Alcohol.** (1) Illegal use, manufacture, possession, or sale of intoxicating beverages is prohibited by local, state, and federal law.

(2) Consumption, possession, sale, or distribution of alcohol by students in public areas of any university-owned or controlled property or at university functions must comply with all local, state and federal laws.

[Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-050, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-045, § 504-25-050, filed 3/8/95, effective 4/8/95; 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-050, filed 5/18/89, effective 7/1/89.]

**WAC 504-25-055 Drugs and drug paraphernalia.** The use, sale, possession, manufacture, and/or distribution of illegal drugs and drug paraphernalia is prohibited.

[Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-055, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-045, § 504-25-055, filed 3/8/95, effective 4/8/95; 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-055, filed 5/18/89, effective 7/1/89.]

**WAC 504-25-060 Firearms and dangerous weapons.**

(1) No student may carry, possess, or use any firearm, explosive, dangerous chemical, or dangerous weapon (including, but not limited to, shotguns, rifles, pistols, airguns, pellet guns, longbows, hunting bows, throwing weapons, etc.) on university property except in transit to or from approved storage, to leave campus, or when authorized by the university.

(2) Any student who wants access to his or her firearm while enrolled at the university must store the firearm with the Washington State University Department of Public Safety.

[Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-060, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-045, § 504-25-060, filed 3/8/95, effective 4/8/95; 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-060, filed 5/18/89, effective 7/1/89.]

**WAC 504-25-065 Illegal entry and trespassing.** Illegal or attempted illegal entry or trespassing on university property is prohibited.

[Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-065, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-065, filed 5/18/89, effective 7/1/89.]

**WAC 504-25-070 Theft or damage of property or services.** Actual or attempted theft of, or damage to, property or services belonging to the university, any member of its community, or a campus visitor is prohibited. Knowing possession of stolen property is also prohibited.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-070, filed 5/18/89, effective 7/1/89.]

**WAC 504-25-075 Safety equipment.** Improper use or disablement of safety or fire safety equipment, such as fire extinguishers, fire alarms, or exit signs, is prohibited.

(2003 Ed.)

[Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-075, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-075, filed 5/18/89, effective 7/1/89.]

**WAC 504-25-080 Misrepresentation, fraud and falsification of university records.** Providing false, misrepresented, or fraudulent information to university officials or on university records is prohibited. Such information includes but is not limited to:

- (1) Providing false identification;
- (2) Falsifying, misrepresenting, forging, altering, or fraudulently obtaining a university transcript or diploma;
- (3) Withholding or misrepresenting relevant information on any university form or federal financial aid form;
- (4) Offering any false information in any university disciplinary proceeding, academic exercise or hearing, employment situation, or in any other university situation;
- (5) Maliciously altering or misusing university documents, records, permits, or identification.

[Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-080, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-045, § 504-25-080, filed 3/8/95, effective 4/8/95; 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-080, filed 5/18/89, effective 7/1/89.]

**WAC 504-25-085 Computer abuses.** Conduct that violates the university's electronic use policy is prohibited and includes:

- (1) Copying university-owned or licensed software or data for personal or external use without prior approval;
- (2) Copying another computer user's software or data without permission of its owner, even if it is readily accessible by electronic means;
- (3) Knowingly accepting or using software or data which has been obtained by unauthorized means.
- (4) Modifying or damaging, attempting to modify or damage, computer equipment, software, data bases, or communications lines without permission;
- (5) Disrupting or attempting to disrupt computer operations;
- (6) Invading the privacy of an individual by using electronic means to ascertain confidential information, even if an individual or department inadvertently allows access to such information;
- (7) Abusing or harassing another computer user through electronic means;
- (8) Using the university's computing facilities in the commission of a crime;
- (9) Using computer services without authorization;
- (10) Allowing another individual to use one's computer identity/account or using another individual's computer identity/account.

(a) This includes, but is not limited to, logging on to the account, accessing programs, and reading or altering computer records. The university, through information technology, must authorize and allocate time on the mainframe computers.

- (11) Violation of any written policy, regulation or law concerning use of computers.

[Title 504 WAC—p. 37]

[Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-085, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-085, filed 5/18/89, effective 7/1/89.]

**WAC 504-25-090 Disruption.** (1) Students have the right to freedom of speech, including the right to dissent or protest, but this expression cannot interfere with the rights of others or disrupt the university's activities. The following conduct will not be permitted:

(a) Disruption of classes, laboratories, offices, services, meetings, or ceremonies;

(b) Obstruction of free movement of people or vehicles; provided, peaceful picketing is permitted so long as it takes place outside buildings and does not interfere with the flow of traffic;

(c) Conduct which threatens harm, incites violence, or endangers the health and safety of any person;

(d) Threats of disruption, including bomb threats;

(e) Damaging, defacing or abusing university facilities, equipment, or property, or the property of university community members; or

(f) Inciting others to engage in prohibited conduct.

[Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-090, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-090, filed 5/18/89, effective 7/1/89.]

**WAC 504-25-095 Disturbing the peace.** Creating noise in such a way as to interfere with the university's mission is prohibited.

[Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-095, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-095, filed 5/18/89, effective 7/1/89.]

**WAC 504-25-100 Public indecency.** Public indecency, including public urination, and obscenity is prohibited.

[Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-100, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-045, § 504-25-100, filed 3/8/95, effective 4/8/95; 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-100, filed 5/18/89, effective 7/1/89.]

**WAC 504-25-105 Interference with university or student programs or activities.** Intentionally or recklessly interfering with any university or student program or activity, including teaching, research, administration, meetings or fire, security, or emergency services, is prohibited.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-105, filed 5/18/89, effective 7/1/89.]

**WAC 504-25-110 Violation of university policies.** Violation of any university policy or rule is prohibited.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-110, filed 5/18/89, effective 7/1/89.]

[Title 504 WAC—p. 38]

**WAC 504-25-115 Violation of local ordinances, state or federal law.** Students shall comply with local, state, and federal laws and may be subject to university discipline or any violation.

[Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-115, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-115, filed 5/18/89, effective 7/1/89.]

**WAC 504-25-120 Failure to comply with a proper order.** Willful refusal or failure to comply with a proper order or request of a university official, or law enforcement officer acting in performance of their duties is prohibited.

[Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-120, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-045, § 504-25-120, filed 3/8/95, effective 4/8/95; 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-120, filed 5/18/89, effective 7/1/89.]

**WAC 504-25-125 Assisting illegal or prohibited conduct.** Aiding, assisting in, or serving as an accomplice in the commission of any illegal act or any act prohibited by the university's standards of conduct is prohibited.

[Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-125, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-125, filed 5/18/89, effective 7/1/89.]

**WAC 504-25-130 Violation of a disciplinary sanction.** Violation of any term or condition of any disciplinary sanction constitutes a new violation and may subject the student to additional sanctions.

[Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-130, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-130, filed 5/18/89, effective 7/1/89.]

**WAC 504-25-135 Failure to cooperate with a university investigation.** Failure to cooperate with a university investigation or interfering with an investigation by withholding evidence, or encouraging or threatening another to interfere with an investigation or to lie is prohibited. However, the student has the right to remain silent and not incriminate himself or herself if the allegation may lead to criminal liability.

(1) Any student who fears for his or her safety may request that testimony be given by telephone or other means.

[Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-135, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-135, filed 5/18/89, effective 7/1/89.]

**WAC 504-25-137 Misuse of keys or access cards.** Unauthorized possession, duplication, or use of keys or cards that permit access to any university-related services, housing, vehicles, or premises is prohibited.

[Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-137, filed 7/15/02, effective 8/15/02.]

**WAC 504-25-138 Misuse of university-issued student identification.** Unauthorized possession, including but not limited to lending, selling, processing, duplicating, or using university-issued student identification is prohibited.

[Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-138, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-045, § 504-25-138, filed 3/8/95, effective 4/8/95.]

**WAC 504-25-139 Identity theft.** Knowingly using or transferring another person's identification for any unlawful purpose is prohibited.

[Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-139, filed 7/15/02, effective 8/15/02.]

**WAC 504-25-140 Other conduct.** Any other conduct that is detrimental to the university's mission or threatens the health or safety of the community is prohibited.

[Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-140, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-140, filed 5/18/89, effective 7/1/89.]

## PART II

### DISCIPLINARY PROCESS AND PROCEDURES

**WAC 504-25-200 Disciplinary action.** The university's disciplinary process is educational, but sanctions for serious violations can include temporary or permanent dismissal from the university. University disciplinary action is independent of any civil or criminal proceeding and is not influenced by the outcome of those proceedings. The university shall address allegations of student misconduct in a timely manner.

[Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-200, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-200, filed 5/18/89, effective 7/1/89.]

**WAC 504-25-201 Student rights.** (1) A student or student organization that has allegedly violated the standards of conduct has the following rights:

- (a) The right to notice and the basis for the allegation.
- (b) The right to remain silent and not incriminate oneself if the allegation may lead to criminal liability.
- (c) The right to a hearing.
- (d) The right to seven calendar days notice prior to a hearing.
- (e) The right to present written information to the university officer or the conduct board prior to the hearing, including signed witness statements.
- (f) The right to consult an adviser and have one adviser present at the hearing. The adviser may advise the student or student organization during the hearing, but is not permitted to directly address the university officer or the conduct board. The adviser is prohibited from examining witnesses.
- (g) The right to one administrative appeal.
- (h) The right to seek judicial review in a court of law after the university enters its final order.

(2) A student or student organization has the following additional rights if the conduct board hears the matter:

(a) The right to request the removal of a conduct board member for prejudice. The request must be made in writing and support the basis for the alleged prejudice.

(b) The right to review any written material to be presented to the conduct board at least 48 hours prior to the hearing, including the names of witnesses expected to testify. Any new information or evidence shall be released to the accused student or student organization within 24 hours of receipt.

(c) The right to hear the testimony of all witnesses.

(d) The right to question witnesses by submitting written questions to the chairperson.

(e) The right to have an audio recording made of the hearing.

[Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-201, filed 7/15/02, effective 8/15/02.]

**WAC 504-25-202 Emergency interventions and interim action.** (1) A student or student organization involved in alleged misconduct is entitled to a hearing prior to the imposition of any disciplinary action. However, if there is cause to believe that the student or student organization poses an imminent threat to himself, herself, itself, to others or to property, immediate action may be taken prior to a hearing. An interim suspension shall not create a presumption of guilt. The vice president for student affairs or designee may take one or more of the following interim actions:

(a) Interim restrictions. A student may be restricted from university facilities or assigned to alternate university housing. Students may also be restricted from contacting a person or a group.

(b) Interim suspension. A student may be suspended pending a hearing.

(2) The vice-president for student affairs or designee shall notify the student or student organization in writing of the terms of the emergency restriction, suspension, and the reasons for the decision.

(3) If interim action is taken, the student or student organization is entitled to a hearing as soon as is reasonably possible, but not later than ten calendar days after the action is taken.

[Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-202, filed 7/15/02, effective 8/15/02.]

**WAC 504-25-203 Parental notification.** The Family Educational Right to Privacy Act (FERPA) provides that an educational institution may notify a student's parent or legal guardian if the student is under the age of twenty-one and has violated a federal, state, or local law involving the use or possession of alcohol or a controlled substance.

[Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-203, filed 7/15/02, effective 8/15/02.]

**WAC 504-25-205 Types of hearings.** (1) An administrative hearing is an informal process conducted by a university officer that will not result in suspension or dismissal.

(2) Conduct board hearings are more formal proceedings that may result in suspension, dismissal or loss of a student organization's recognition or charter.

(3) Student conduct hearings are conducted as brief adjudicative proceedings pursuant to RCW 34.05.482 through 34.05.494

(4) Two or more students or organizations may be required to participate in a joint hearing if they are alleged to have taken part in the same incident, act, event, or series of related acts.

[Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-205, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-205, filed 5/18/89, effective 7/1/89.]

**WAC 504-25-215 University officer, conduct board, and appeal board.** (1) The university officer is a student affairs staff member or a graduate assistant in the office of student affairs..

(2) University conduct board members are recommended by the vice president for student affairs and appointed by the president of the university. This board is composed of two faculty members, two students, and a faculty or staff chairperson. The chairperson conducts the proceedings.

(3) In matters involving an academic integrity violation, the faculty members shall be teaching faculty. If the accused student is a graduate student, at least one graduate student shall be on the conduct board.

(4) The appeal board is composed of three university administrators appointed by the president of the university.

(5) [All university officers and hearing board members shall be impartial.]

(a) Impartial means the person is not personally involved in the alleged act or does not have a personal interest in the outcome of the disciplinary proceeding.

[Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-215, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-045, § 504-25-215, filed 3/8/95, effective 4/8/95; 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-215, filed 5/18/89, effective 7/1/89.]

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

**WAC 504-25-221 Complaint.** (1) Any person may file a complaint in writing with the office of student affairs against a student or student organization.

(a) The complainant must have direct knowledge of the alleged misconduct and be willing to appear at a hearing if necessary.

(b) The university officer determines if the alleged misconduct constitutes a violation of the standards of conduct.

(c) If the university officer determines there may be a violation, the student or student organization is requested to attend a preliminary conference.

(d) The student or student organization is notified in writing of the allegation against them.

(2) If a student withdraws after a complaint has been filed, the hearing may be conducted in the student's absence. If the student is found responsible for a violation of the standards of conduct, the university may impose disciplinary sanctions.

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(a) Failure to comply with a university sanction or failure to resolve a conduct complaint shall affect a student's good standing in the university.

[Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-221, filed 7/15/02, effective 8/15/02.]

**WAC 504-25-222 Preliminary conference.** (1) The preliminary conference is an opportunity to evaluate the student's or student organization's alleged involvement in the matter. The university officer shall:

(a) Inform the student of the nature of the complaint;

(b) Educate the student about the university's disciplinary process;

(c) Notify the student of his or her rights and responsibilities; and

(d) Encourage the student to submit a written explanation of the alleged incident.

(2) If a student or student organization admits responsibility for the alleged incident and the violation will not result in suspension or expulsion, the student or student organization may waive the notice requirement and resolve the matter with a university officer at that time.

(3) If there is no admission of responsibility, the matter will be set for a administrative or conduct board hearing.

[Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-222, filed 7/15/02, effective 8/15/02.]

**WAC 504-25-223 Notice.** (1) Any student or student organization charged with violating the standards of conduct shall be notified in writing at least seven calendar days prior to the hearing. The notice shall include:

(a) The specific charges, including the university policy or regulation allegedly violated;

(b) The approximate time and place of the alleged act;

(c) The time and place of the hearing.

[Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-223, filed 7/15/02, effective 8/15/02.]

**WAC 504-25-224 Service of notice.** (1) Notice of a hearing with a university officer is sent by regular mail.

(2) Notice of a conduct board hearing is sent by certified mail return receipt requested and by regular mail to the student or student or organization's last known local address. If the student is no longer enrolled at the time notice is sent, the notice is sent to the student's permanent address.

(3) The student or student organization is responsible for keeping an updated address on file.

[Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-224, filed 7/15/02, effective 8/15/02.]

**WAC 504-25-226 Administrative hearing.** (1) Administrative hearings are informal hearings conducted by a university officer.

(a) The university officer has the sole discretion to send the matter to a conduct board at any time before an initial order is issued. A student may request that a conduct board hear the case, but the final decision on the matter is made by the university officer and is not subject to appeal.

(2003 Ed.)



(2) If the student or student organization fails to appear at a hearing after proper notice, the university officer has the discretion to proceed in the student or organization's absence and determine responsibility and appropriate sanctions.

(3) The hearings are closed to the public in conformity with federal privacy law.

(4) The administrative hearing is not a legal proceeding.

(5) The university officer is not bound by the rules of evidence and may admit any relevant information, but shall exclude immaterial or unduly repetitious information.

(6) The university must prove the allegation by a preponderance of the evidence.

(a) Preponderance of the evidence means evidence that would lead a reasonable person to conclude that it is more likely than not that a violation occurred.

(7) A hearing may be continued to another time if any person disrupts the proceedings.

(8) At the conclusion of the hearing the student is informed in writing of the university officer's decision, the reasons for the decision, the sanction, and the right to appeal the decision.

(9) The written decision is the initial order. Any sanction imposed is effective from the date of the initial order.

(10) If the student does not appeal the university officer's initial decision within twenty-five calendar days from the date of the decision letter, it becomes the university's final order.

(11) Administrative hearing decisions involving individual students are confidential. However, the university may disclose the outcome of a disciplinary decision in compliance with the Family Educational Right to Privacy Act (FERPA) under the following exemptions:

(a) Disclosure to other university officials with a legitimate educational interest;

(b) Disclosure to an alleged victim of any crime of violence;

(c) Disclosure in connection with a health or safety emergency; and

(d) Future exemptions that may apply as amended by federal law. Students will be notified annually of any new exemptions that may apply.

(12) The university officer shall keep a written record of the hearing. This record shall include all documents relevant to the university officer's decision.

[Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-226, filed 7/15/02, effective 8/15/02.]

**WAC 504-25-227 Administrative hearing appeal.** (1) Any student or student organization found responsible for a violation of the standards of conduct has the right to one appeal. The appeal is a review of the record and the appeal letter, it not a new hearing.

(2) The university officer's written decision is the initial order.

(3) The university officer's initial order may be appealed to the vice president for student affairs or designee.

(4) If the student does not appeal the university officer's initial decision within twenty-five calendar days from the date of the decision letter, it becomes the university's final order.

(2003 Ed.)

(5) An appeal letter shall be in writing and filed with the office of student affairs. The university officer may also submit written arguments on behalf of the university.

(6) On appeal the student must prove that he or she is not responsible for a violation.

(7) The following shall be the basis for an appeal:

(a) A procedural error that materially affected the decision;

(b) New information not previously available that would have materially affected the decision;

(c) The decision was not supported by substantial evidence.

(d) The standards of conduct do not apply to the alleged violation.

(e) The sanction is too severe or inappropriate for the violation.

(8) The student bears the burden of proof.

(a) Burden of proof means the student or student organization must prove he, she, or it is not responsible for the violation of the standards of conduct.

(9) The vice president for student affairs or designee shall review the record and make one of the following determinations:

(a) Affirm the conduct board's decision;

(b) Reverse the conduct board's decision;

(c) Affirm, reverse or modify the sanctions imposed by the conduct board.

(10) The university appeals board's decision letter is the university's final order and shall advise the student or student organization of the right to judicial review.

(a) The request for judicial review of a final university order must be filed with the court within thirty-five calendar days of the date of the university appeals board's decision letter.

[Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-227, filed 7/15/02, effective 8/15/02.]

**WAC 504-25-228 Conduct board hearing.** (1) Conduct board hearings are more formal proceedings that may result in suspension or dismissal. The student or student organization is responsible for presenting his, her, or its own case.

(a) A student may request an administrative hearing, but the final decision on the matter is made by the university officer and is not subject to appeal.

(2) If the student or student organization fails to appear at a hearing after proper notice, the university conduct board has the discretion to proceed in the student or student organization's absence and determine responsibility and appropriate sanctions.

(3) The hearings are closed to the public in conformity with federal privacy law.

(4) The conduct board hearing is not a legal proceeding.

(5) The conduct board is not bound by the rules of evidence and may admit any relevant information, but shall exclude immaterial or unduly repetitious information.

(6) The university and the student or student organization have the right to have witnesses testify about the alleged incident.

(7) The university must prove the allegation by a preponderance of the evidence.

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(a) Preponderance of the evidence means evidence that would lead a reasonable person to conclude that it is more likely than not that a violation occurred.

(b) The conduct board's decision is made by a simple majority vote.

(8) Conduct board hearings are generally held between the hours of 5:00 p.m. and 10:00 p.m. Deliberations may continue after 10:00 p.m. at the discretion of the board.

(9) The chairperson presides over the hearing and may recess a hearing or order a continuance on a different day and time as the circumstances may require.

(10) The student or student organization may request a recess, but recesses should be kept short and to a minimum. The chairperson may approve or deny a request for a recess.

(11) Any person may be excluded from the proceeding for disruptive behavior.

(12) The decision process is closed to everyone except the members of the conduct board. In some cases, an assistant attorney general may advise the conduct board on procedural matters.

(13) Conduct board decisions involving individual students are confidential. However, the university may disclose the outcome of a disciplinary decision in compliance with the Family Educational Right to Privacy Act (FERPA) under the following exemptions:

(a) Disclosure to university officials with a legitimate educational interest;

(b) Disclosure to an alleged victim of any crime of violence;

(c) Disclosure is in connection with a health or safety emergency; and

(d) Future exemptions that may apply as amended by federal law. Students will be notified annually of any new exemptions that may apply.

(14) Decisions involving student groups or living groups may be disclosed to the public pursuant to a public records request without violating individual students' privacy rights.

(a) Personally-identifiable student information shall be redacted.

(15) The student or student organization may be informed of the outcome of the hearing prior to receiving written notification.

(16) The student or student organization shall be notified of the conduct board's decision within ten calendar days from the date the matter is heard. The student or student organization shall receive written notice of the decision, the reasons for the decision, the sanction, and the right to appeal.

(17) Written notice of the decision is sent by certified and regular mail to the student or president of the student organization's last known address.

(18) The written decision is the initial order. Any sanction imposed is effective from the date of the initial order.

(19) If the student or student organization does not appeal the conduct board's decision within twenty-five calendar days from the date of the decision letter, it becomes the university's final order.

(20) The conduct board hearing record shall include:

(a) All documents relevant to the conduct board's decision, and

(b) An audio recording of the proceedings.

[Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-228, filed 7/15/02, effective 8/15/02.]

**WAC 504-25-229 Conduct board appeal.** (1) Any student or student organization found responsible for a violation of the standards of conduct has the right to one appeal. The appeal is a review of the record and the appeal letter, it is not a new hearing.

(2) The conduct board's written decision is the initial order.

(3) The university conduct board's initial order may be appealed to the university appeal board.

(4) If the student does not appeal the conduct board's initial order within twenty-five calendar days from the date of the decision letter, it becomes the final university order.

(5) An appeal letter shall be in writing and filed with the office of student affairs. The university officer may also submit written arguments on behalf of the university.

(6) The following shall be the basis for an appeal:

(a) A procedural error that materially affected the decision;

(b) New information not previously available that would materially affect the decision.

(c) The decision was not supported by substantial evidence;

(d) The standards of conduct do not apply to the alleged conduct.

(e) The sanction is too severe or inappropriate for the violation.

(7) The student bears the burden of proof. Burden of proof means the student must prove they are not responsible for the violation of the standards of conduct.

(8) The university appeal board shall review the record and make one of the following determinations:

(a) Affirm the conduct board's decision;

(b) Reverse the conduct board's decision;

(c) Affirm, reverse or modify the sanctions imposed by the conduct board.

(9) The student or student organization shall be notified of the appeal board's decision within ten calendar days from the date the matter is heard. The university appeal board's decision letter is the final order and shall advise the student or student organization of the right to judicial review.

(a) The request for judicial review of a final university order shall be filed with the court within thirty-five calendar days of the date of the university appeal board's decision letter.

[Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-229, filed 7/15/02, effective 8/15/02.]

**WAC 504-25-230 Sanctions.** (1) Any of the following sanctions or any combinations of sanctions may be imposed on a student or student organization for a violation of the standards of conduct. Sanctions imposed by the university officer or university conduct board are effective from the date of the initial order.

(a) Warning. A letter notifying the student that the allegation is not a violation under the standards of conduct, but repeated behavior may result in a violation.

(b) Educational project. The student is required to complete an educational project designed to create an awareness about the student's behavior.

(c)[(b)] Community service[:][.] Assignment of labor or responsibilities to any student or student organization within the university or local community may be imposed up to a maximum of eighty hours per student or per member of an organization.

(d) Disciplinary probation. Disciplinary probation means formal conditions are imposed on a student's continued attendance at the university for a specific period of time. Disciplinary probation serves as a warning that future misconduct may result in more severe sanctions.

(e) Restitution. Restitution may include reimbursement for damaged or stolen property and any medical expenses incurred by a person injured as a result of the student's or student organization's misconduct.

(f) No contact order. This may include a prohibition of direct or indirect physical and/or verbal contact with another individual or group.

(g) Loss of privileges. Loss of the right to reside in a specific housing unit or in any university-owned or approved housing, or loss of the right to participate in extracurricular activities for a specific period of time.

(h) Loss of recognition or charter. A student organization's recognition or charter may be withheld permanently or for a specific period of time. A fraternity or sorority may be prohibited from housing freshmen.

(i) Hold on transcript and/or registration. This is a temporary measure restricting release of a student's transcript or access to registration. Upon satisfactory completion of the conditions of the sanction, the hold shall be released.

(j) Revocation of degree. A student's degree may be revoked if it was falsely or fraudulently obtained, or if the student was dismissed from the university based on his or her misconduct.

(k) Suspension. The student is suspended for a specific period of time. Upon satisfactory completion of stated conditions, reinstatement shall be granted. A student may be excluded from specific areas of campus for safety reasons.

(l) Dismissal. The student's enrollment is immediately terminated. Dismissal means that a student's academic relationship with the university is permanently ended.

(m) Special sanctions for hazing. Pursuant to RCW 28B.10.902, additional sanctions will be imposed in cases where there is a finding of responsibility for hazing as provided in RCW 28B.10.900 and WAC 504-25-035 as amended:

(i) A person who participates in the hazing of another shall forfeit any entitlement to state-funded grants, scholarships, or awards for a specific period of time.

(ii) Any organization, association, or student living group that knowingly permits hazing to be conducted by its members or by others subject to its direction or control shall be deprived of any official recognition or approval granted by Washington State University.

[Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-230, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-045, § 504-25-230, filed 3/8/95, effective 4/8/95; 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-230, filed 5/18/89, effective 7/1/89.]

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

#### WAC 504-25-231 Reconsideration of final orders. (1)

A student or student organization may file a written request for reconsideration with the university appeal board within fourteen calendar days from the date of the university's final order.

(a) The written request for reconsideration shall state the specific basis for the request.

(b) The request for reconsideration is intended to correct obvious mistakes in the order and is not an opportunity to reargue the case.

(c) A request for reconsideration is not a prerequisite for obtaining judicial review with a court of law and denial of the request is not subject to judicial review.

(d) The university appeal board has ten calendar days from the date of the request to consider the request for reconsideration. The university appeal board shall issue one of the following orders in response to the request:

- (i) Deny the request;
- (ii) Grant the request; or
- (iii) Dissolve or modify the sanctions.

[Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-231, filed 7/15/02, effective 8/15/02.]

**WAC 504-25-245 Records. (1)** Disciplinary records will be maintained for a minimum of seven years in accordance with the university's retention schedule.

(2) The disciplinary record is confidential.

(3) A student may request a copy of his or her own disciplinary record at his or her own reasonable expense by making a written request to the office of student affairs.

(a) Personally-identifiable student information shall be redacted to protect another student's privacy rights.

(4) A student may authorize the release of his/her own disciplinary record to a third party in compliance with the Federal Educational Rights and Privacy Act (FERPA) by making a written request to the office of student affairs.

(a) Identifying student information shall be redacted to protect another student's privacy rights.

(5) The university may inform an alleged victim of the outcome of any disciplinary proceeding involving a crime of violence as defined by Federal Educational Rights and Privacy Act (FERPA).

(6) The university may not communicate a student's disciplinary record to any person or agency outside the university without the prior written consent of the student, except as required or permitted by law.

(a) The student's parents or legal guardians may review [these records] [a student's disciplinary record] if the student is a minor or a dependent for tax purposes as defined by the Federal Educational Rights and Privacy Act (FERPA).

(b) The university provides annual notification of a student's privacy rights in accordance with federal law.

[Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-245, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-045, § 504-25-245, filed 3/8/95, effective 4/8/95.]

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tive 4/8/95; 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-245, filed 5/18/89, effective 7/1/89.]

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

### PART III ACADEMIC INTEGRITY STANDARDS AND PROCEDURES

**WAC 504-25-300 Introduction.** As an institution of higher education, Washington State University is committed to principles of truth and academic honesty. All members of the university community share the responsibility for maintaining and supporting these principles. When a student enrolls in Washington State University, the student assumes an obligation to pursue academic endeavors in a manner consistent with the standards of academic integrity adopted by the university. To maintain the academic integrity of the community, the university cannot tolerate acts of academic dishonesty including any forms of cheating, plagiarism, or fabrication. Washington State University reserves the right and the power to discipline or to exclude students who engage in academic dishonesty. To that end, the university has established the following rules defining prohibited academic dishonesty and the process followed when such behavior is alleged. These rules incorporate Washington State University's academic integrity policy, the university-wide document establishing policies and procedures to foster academic integrity. This policy is applicable to undergraduate and graduate students alike, as it pertains to dishonesty in course work and related academic pursuits. In cases of dishonesty in research and original scholarship, the university's *Policy and Procedural Guidelines for Misconduct in Research and Scholarship* may take precedence over the policies and procedures contained herein.

[Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-001, § 504-25-300, filed 3/2/95, effective 4/2/95.]

**WAC 504-25-305 Overview of academic integrity procedures.** (1) The university prohibits acts of academic dishonesty in order to foster the principles of truth and academic honesty. The academic integrity procedures used by the university are considered a part of creating an educational environment that does not award undeserved credit.

(2) Settlement procedures, hearings, or appeals conducted as part of the academic integrity procedures are not subject to many of the constraints of criminal or civil hearings.

(3) The purposes of the academic integrity procedures are as follows:

- (a) To determine the facts about the allegation(s);
- (b) To determine the responsibility of the accused student;
- (c) To determine the appropriate penalty if the accused student is found responsible for a violation;
- (d) To help any students found responsible for any violation of the academic integrity standards understand the negative impact of their actions; and

(e) To educate the students, although sanctions can include temporary or permanent removal from the university.

(4) Students involved in these procedures should expect to be treated fairly and go through the process in a timely manner.

(5) A student's mental state, or use of drugs or alcohol, that may have influenced a student's behavior will generally not limit the responsibility of the student for his or her action.

[Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-001, § 504-25-305, filed 3/2/95, effective 4/2/95.]

**WAC 504-25-310 Definitions.** (1) Academic dishonesty. Academic dishonesty includes cheating, falsification, fabrication, multiple submission, plagiarism, abuse of academic materials, complicity, or misconduct in research, all of which are defined below.

(2) Cheating. Cheating is the intentional use of, or attempt to use, unauthorized material, information, or study aids in any academic activity to gain advantage. Cheating includes, but is not limited to, communicating improperly with others, especially other students, during tests or the preparation of assignments for classes; copying from books, notes or other sources during a test when this is not permitted; copying from another student's work (reports, laboratory work, computer programs, files, etc.); making improper use of calculators or other devices during a test; illegitimately procuring or using copies of current examinations; allowing a substitute to take an examination or write a paper for oneself.

(3) Falsification. Falsification is the intentional and unauthorized alteration of information in the course of an academic activity. Falsification includes, but is not limited to, altering the record of data, experimental procedures, or results; falsely describing the source of information (e.g., reproducing a quotation from a book review as if it had been obtained from the book itself); altering academic records; altering a returned examination paper and then seeking a higher grade based on the result.

(4) Fabrication. Fabrication is the intentional invention or counterfeiting of information in the course of an academic activity without proper authorization. Fabrication includes, but is not limited to, counterfeiting data, research results, information, or procedures with inadequate foundation in fact; counterfeiting a record of internship or practicum experiences; submitting a false excuse for absence or tardiness.

(5) Multiple submission. Multiple submission includes, but is not limited to, submitting the same paper or oral report for credit in two courses without the responsible instructor's permission; making minor revisions in a paper or report for which credit has already been received and submitting it again as a new piece of work.

(6) Plagiarism. Plagiarism is knowingly representing the work of another as one's own, without proper acknowledgment of the source. The only exceptions to the requirement that sources be acknowledged occur when the information, ideas, etc., are common knowledge. Plagiarism includes, but is not limited to, submitting as one's own work the work of a "ghost writer" or work obtained from a commercial writing service; quoting directly or paraphrasing closely from a source without giving proper credit; using figures, graphs, charts, or other such material without identifying the sources.

(7) Abuse of academic materials. Abuse of academic materials occurs when a student intentionally or knowingly destroys, steals, mutilates, or otherwise makes inaccessible library or other academic resource material that does not belong to him or her. Abuse of academic materials includes, but is not limited to, stealing, destroying, or mutilating library materials; stealing or intentionally destroying another student's notes or laboratory data; hiding resource materials so others may not use them; destroying computer programs or files needed in others' academic work; copying computer software in ways that violate the terms of the licensing agreement that comes with the software.

(8) Complicity in academic dishonesty. A student is guilty of complicity in academic dishonesty if he or she intentionally or knowingly helps or attempts to help another or others to commit an act of academic dishonesty of any of the types defined above. Complicity in academic dishonesty includes, but is not limited to, knowingly allowing another to copy from one's paper during an examination or test; distributing test questions before the time scheduled for the test; collaborating on academic projects when students are expected to work independently; taking a test for another student, or signing a false name on a piece of academic work.

(9) Misconduct in research. Graduate and undergraduate students on research appointments for the university are responsible for compliance with the university's *Policy and Procedural Guidelines for Misconduct in Research and Scholarship* found in the faculty manual, under the title of "*Faculty Code of Professional Ethics*." Misconduct in research is treated as academic dishonesty.

(10) Responsible instructor. The responsible instructor in the academic integrity process is the person who assigns the grades, supervises students' work, or is responsible for teaching operations in the course of study in which the alleged violation occurred. The term "responsible instructor" can include, but is not limited to, instructors, graduate assistants, another instructor, and clinical supervisors. If the conduct does not relate to a particular course, the role of instructor for these procedures may be a department chair or academic advisor.

[Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-001, § 504-25-310, filed 3/2/95, effective 4/2/95.]

**WAC 504-25-315 Academic integrity processes.** (1) Every act of academic dishonesty affects academic evaluation of the student and also is a violation of the university's standards of conduct. Responsible instructors retain the authority and responsibility to assign grades to students, considering from an academic standpoint the nature of the student's action. This is the case even when the case is referred to the university academic integrity process. Students have recourse to appealing the responsible instructor's assignment of grades according to usual academic policy. See academic regulation 104.

(2) All clear instances of academic dishonesty shall be reported to the office of student affairs as outlined in WAC 504-25-335(2). The first reported instance at WSU of academic dishonesty by a student will be treated as purely an academic matter unless, in the judgment of the responsible instructor, more serious action should be taken through the

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disciplinary process. Any allegation of subsequent academic dishonesty will be treated as a matter to be referred to the office of student affairs.

[Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-001, § 504-25-315, filed 3/2/95, effective 4/2/95.]

**WAC 504-25-320 Reports of academic dishonesty.**

Any member of the university community who witnesses an apparent act of academic dishonesty shall report the act either to the instructor responsible for the course or activity or to the office of student affairs.

[Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-001, § 504-25-320, filed 3/2/95, effective 4/2/95.]

**WAC 504-25-325 Judicial officer and hearing boards.** (1) **Judicial officer.** Judicial officers are assistants in the office of student affairs and serve as the investigators and prosecutors. Judicial officers are appointed for each Washington State University campus. The judicial officer for a particular case prepares the case and the materials after notification of a violation by an instructor. The judicial officer also serves as the secretary of the academic integrity conduct board.

(2) **Academic integrity conduct board.** The academic integrity conduct board is a subcommittee of the university conduct board whose members are recommended by the vice-provost for academic affairs and appointed by the president. The academic integrity conduct board shall consist of at least five teaching faculty and four students. A hearing panel comprised of three faculty and two student members of the academic integrity conduct board will hear all cases regarding academic dishonesty in which a finding of responsibility could result in expulsion or suspension. In a case involving allegations of misconduct in research by a graduate student, at least one member shall be a member of the graduate faculty.

(3) **Academic integrity conduct board chair.** One faculty member of the academic integrity conduct board shall be appointed the chair by the president. The chair shall serve on all academic integrity conduct board hearing panels.

(4) **Faculty hearing officers.** Faculty hearing officers are faculty members of the academic integrity conduct board. Faculty hearing officers are appointed for each Washington State University campus. A case may be heard by a faculty hearing officer when, in the judgment of the university judicial officer, the offense is such that the sanction to be imposed shall not include suspension or expulsion.

(5) **University appeals board.** The university appeals board hears appeals of action taken by the academic integrity conduct board in accordance with WAC 504-25-360.

[Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-001, § 504-25-325, filed 3/2/95, effective 4/2/95.]

**WAC 504-25-330 Acts of academic dishonesty that violate the conduct regulations and the academic integrity standards.** Whenever the judicial officer determines that an alleged violation could constitute a violation of both the conduct regulations, chapter 504-25 WAC, Part I, and the academic integrity standards, chapter 504-25 WAC, Part III, the

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alleged violation will be handled under the procedures of chapter 504-25 WAC, Part II. The judicial officer shall assign such cases to either an administrative hearing officer or the university conduct board in the manner described in WAC 504-25-210.

[Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-001, § 504-25-330, filed 3/2/95, effective 4/2/95.]

**WAC 504-25-335 Academic integrity procedures.** (1) Initial evaluation of evidence.

(a) A responsible instructor assembles the available evidence when he or she acquires evidence of a student violation of the academic integrity standards. The instructor determines whether the case warrants further investigation or action.

(b) In cases of misconduct in research by students, the initial evaluation will be conducted in accordance with the university's policy on misconduct in research. If it is determined that misconduct has occurred, the matter will be referred to the office of student affairs. Referral to student affairs does not affect the ability of the university independently to terminate employment if the misconduct relates to the student's appointment.

(2) Grading by instructor—referral for conduct action. If the responsible instructor finds that a violation of academic integrity has occurred, the instructor should proceed to assign a grade, or take other appropriate action, considering the academic nature of the violation.

The instructor shall notify the office of student affairs of any finding that a violation has occurred. The office of student affairs shall notify the instructor of whether or not the alleged violation is a first offense.

If the violation is a first offense, the office of student affairs will take no additional action, unless the instructor deems the violation serious enough as to warrant further action. In such serious first offense cases, the office of student affairs shall review the case and handle it according to the procedures set forth in this chapter.

If the offense is not a first violation, the office of student affairs shall review the case and handle it according to the procedures set forth in this chapter.

If the responsible instructor's grade is appealed and a department chair, dean, or the provost subsequently finds that a violation did not occur, or that the academic sanction was too severe, this finding should be conveyed to the instructor. A report shall be filed with the office of student affairs indicating the finding and the accompanying action, if any.

(3) University conduct process.

(a) The university judicial officer for the campus where the violation occurred shall prepare cases for a hearing when an alleged violation of academic integrity standards is referred to the university conduct process.

(b) The university judicial officer shall contact and interview the accused student.

(c) During the interview, the student is informed of the charge(s) and asked to make a written statement about the incident.

(d) The student is informed of the individual's rights and responsibilities in the academic integrity process.

(e) The judicial officer may interview other people involved.

(f) Evaluation of the allegation.

(i) The judicial officer may discontinue any investigation when the allegation is deemed to be without basis. Before discontinuing the investigation, the judicial officer shall contact the responsible instructor.

(ii) In the event the judicial officer finds there is a basis to the allegation, the student may be officially charged with violation of the standards of conduct.

(g) Assignment of the type of hearing.

(i) The judicial officer will evaluate the seriousness of the charge and assign the case to either a faculty hearing officer or the academic integrity conduct board.

(ii) Any alleged violation which could result in suspension or expulsion shall be referred to the academic integrity conduct board, unless the student requests and is granted a hearing by a faculty hearing officer.

(iii) Every other violation shall be assigned to a faculty hearing officer at the campus where the student attends.

(h) Notice. When any student is charged by the judicial officer with a violation of the academic integrity standards, the accused party must be notified at least seven calendar days in advance of the hearing. The notice must be in writing and include the following:

(i) The specific charges, citing the appropriate university policy or regulation allegedly violated;

(ii) The time and place of the alleged act(s) insofar as may be reasonably known; and

(iii) The time and place of the hearing.

[Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-001, § 504-25-335, filed 3/2/95, effective 4/2/95.]

**WAC 504-25-340 Rights of students charged with violations of the academic integrity standards.** Students charged with violations of the academic integrity standards shall have the same rights afforded students in disciplinary procedures for violations of the standards of conduct. These rights are codified as WAC 504-25-220.

[Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-001, § 504-25-340, filed 3/2/95, effective 4/2/95.]

**WAC 504-25-350 Hearing guidelines.** The guidelines established for administrative hearings and hearings before the university conduct board for violations of standards of conduct shall apply for hearings of alleged violations of the academic integrity standards. These guidelines are codified in WAC 504-25-225.

[Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-001, § 504-25-350, filed 3/2/95, effective 4/2/95.]

**WAC 504-25-355 Sanctions.** (1) The hearing officer or academic integrity conduct board may impose any of the following sanctions or any combination of the sanctions for violations of the academic integrity standards:

(a) A formal warning.

(b) Addition of a notation to the grade recommended by the instructor. The notation shall indicate that the student was

found responsible for an act of academic dishonesty in the course for which the grade was given.

(c) Academic assignment or other creative interventions designed to promote the ethical development of the student. Such assignments or interventions shall not be devised to embarrass or unduly burden the student.

(2) The academic integrity board, or the hearing officer if the student has elected not to go before the board, may impose the following additional sanctions for violations of the academic integrity standards:

(a) Suspension from the university for a specified interval of time.

(b) Expulsion from the university.

[Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-001, § 504-25-355, filed 3/2/95, effective 4/2/95.]

#### **WAC 504-25-360 Appeals.** (1) Who may appeal.

(a) Any student charged with any violation(s) of the academic integrity standards and found responsible for any violation(s) by a hearing panel or administrative hearing officer is entitled to one administrative appeal.

(b) The judicial officer, after consulting with the responsible instructor, is entitled to one administrative appeal when a student is found not responsible or the judicial officer deems the sanction inappropriate.

(2) Types of appeals.

(a) Appeals of findings by a faculty hearing officer go to the vice-provost for academic affairs.

(b) Appeals of findings by the academic integrity conduct board go to the university appeals board. Membership of the university appeals board is defined by WAC 504-25-215.

(3) Procedure for filing an appeal.

(a) An appeal must be filed within twenty-one calendar days of the date the student received the decision.

(b) All requests to review decisions must be in writing and delivered to the vice-provost for student affairs.

(c) The request must state the grounds for appeal.

(d) Students may request an appeal based on the following:

(i) There was a procedural error which materially affected the decision;

(ii) New evidence has been found which was not previously available and which would have materially affected the decision;

(iii) The decision was not supported by substantial evidence; or

(iv) The sanction is too severe or not appropriate.

(e) The judicial officer may only request an appeal based on the following:

(i) The decision was not supported by substantial evidence; or

(ii) The sanction is too severe, not severe enough, or not appropriate.

(4) Appeal process.

(a) During the appeal process, the burden of proof shifts to the appealing party.

(b) The appeal is a review of the record of the hearing plus the letter of appeal, including any written argument(s) submitted by the appealing party and nonappealing party and

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a statement of the new evidence if that is the ground for the appeal.

(c) An appeal is not a new hearing.

(d) The vice-provost for student affairs or the university appeals board may permit oral argument. The student and the judicial officer shall be notified at least three days in advance of the argument.

[Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-001, § 504-25-360, filed 3/2/95, effective 4/2/95.]

**WAC 504-25-365 Finding of no responsibility.** If the student is finally found not to have been responsible for a violation of the academic integrity guidelines, the finding will be communicated to the responsible instructor, and the instructor shall evaluate the finding and issue a grade or other appropriate action, taking into consideration the finding. If the student is not satisfied with the grade issued, the student may appeal in accordance with academic policy. See academic regulation 104.

[Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-001, § 504-25-365, filed 3/2/95, effective 4/2/95.]

**WAC 504-25-370 Other interventions.** In limited circumstances the university may use other interventions as codified in WAC 504-25-240.

[Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-001, § 504-25-370, filed 3/2/95, effective 4/2/95.]

**WAC 504-25-375 Records.** Records of academic integrity procedures are confidential. Such records shall be maintained in the manner established for disciplinary records in WAC 504-25-245.

[Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-001, § 504-25-375, filed 3/2/95, effective 4/2/95.]

### **Chapter 504-28 WAC**

#### **POLICIES AND REGULATIONS APPLYING TO ALL STUDENT ORGANIZATIONS**

##### **WAC**

504-28-010	Student organizations.
504-28-020	Advisors to recognized student organizations.
504-28-030	Scheduling of events.
504-28-050	Financial projects.

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

504-28-040	Chaperone policy. [Order 3, § 504-28-040, filed 8/5/71.] Repealed by Order 75-1, filed 7/7/75, effective 9/1/75.
504-28-060	Advertising policies. [Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-28-060, filed 5/26/87. Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution No. 6/80-15), § 504-28-060, filed 6/11/80; Order 77-2, § 504-28-060, filed 8/3/77; Order 75-1, § 504-28-060, filed 7/7/75, effective 9/1/75; Order 5, § 504-28-060, filed 9/26/72; Order 3, § 504-28-060, filed 8/5/71.] Repealed by 95-07-046, filed 3/8/95, effective 4/8/95. Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125.

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**WAC 504-28-010 Student organizations.** (1) Recognition process.

(a) Recognition. The university recognizes a wide variety of student groups to facilitate diverse interests of the student body. Attendant to recognition, groups are granted certain privileges and assume certain responsibilities as set forth in these rules. Recognition in no way implies that the university plans, organizes, or sanctions any particular activity or policy of a student group.

(b) Union board. The union board recommends and reviews policies pertaining to all student organizations. Based on those policies the associate director, activities and recreational sports, determines whether or not it is appropriate that the university recognize a particular organization. The board serves as an appeal body.

(2) Membership in organizations.

(a) Full membership in student organizations will be restricted to enrolled graduate and undergraduate students at Washington State University.

(b) Faculty and others may participate as honorary or associate members (at the option of the group) as specified in the group's constitution.

(c) Only full members may be eligible to vote on matters of business or hold elective office in the organization.

(3) Obtaining recognition for organizations.

(a) To become an approved student organization, recognition must be granted by the associate director, activities and recreational sports, or the union board. Contact the activities/recreational sports office, CUB 337.

(b) Before requesting recognition, the group should hold a meeting of interested persons to draft a constitution, elect officers, and select an advisor. Constitutions normally include:

(i) Name of the organization.

(ii) Purpose and objectives.

(iii) Qualifications for membership.

(iv) Sources of financial support (e.g., dues, initiation fees, local and national aid, and financial projects).

(v) Description of offices including qualifications, duties and method of election.

(vi) National-local affiliations and any financial obligation (to an affiliate) resulting therefrom.

(vii) Parliamentary authority and method of amending the constitution.

(viii) Adoption and amendment procedures.

(ix) A description of the organization's safety program.

(x) Responsibilities of the advisor.

(c) Washington State University will not recognize any student organization which denies membership to any student because of race, religion, sex, color, national or ethnic origin, age, marital status, sexual orientation, veteran status or disability except that the permissibility of a single-sex organization will be evaluated in accord with Title IX guidelines. Recognized student organizations must insure that additional policies and procedures do not create de facto differentiation.

(d) Students who feel they have been denied membership in violation of (c) of this subsection may appeal to the union board.

(e) Washington State University shall not recognize a student group if recognition would violate local, state, or federal law.

(4) Requirements and responsibilities of recognized organizations.

(a) Officers of organizations are responsible for seeing that the organization abides by university rules and regulations, concerning scheduling, financial projects, advertising, and other policies of the union board.

(b) Recognized organizations must have an advisor (see WAC 504-28-020 Advisors).

(c) Funds must be deposited into a faculty, student, and alumni account in the controller's office, which acts as a free banking service.

(d) The following records must be kept current in the activities/recreational sports office:

(i) Constitution and bylaws.

(ii) Officer roster card.

(iii) Student organization report (forms available in the activities/recreational sports office); including activities, accomplishments, and financial status.

(iv) Special event forms.

(5) Privileges of recognized organizations.

(a) Recognized organizations have the right to sponsor on-campus activities.

(b) Recognized student organizations may use university facilities and services through appropriate scheduling offices.

(c) The activities/recreational sports office staff is available to serve approved organizations in all areas of concern.

(d) Free banking service is provided to approved organizations through faculty student alumni accounts.

[Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-046, § 504-28-010, filed 3/8/95, effective 4/8/95. Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-28-010, filed 5/26/87. Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution No. 6/80-15), § 504-28-010, filed 6/11/80; Order 77-2, § 504-28-010, filed 8/3/77; Order 75-1, § 504-28-010, filed 7/7/75, effective 9/1/75; Order 73-5, § 504-28-010, filed 8/1/73; Order 5, § 504-28-010, filed 9/26/72; Order 3, § 504-28-010, filed 8/5/71.]

**WAC 504-28-020 Advisors to recognized student organizations.** (1) Advisors are members of the Washington State University faculty or staff or graduate students whom the student members choose and whose interest in the group indicates that they would judiciously advise the organization concerning its goals, purposes and procedures. Advisors guide the group in accordance with the purposes and ideals of the university and the organization. They do not directly control the group's programs and activities.

(2) Advisors assist the union board to implement the policies for student organizations.

(3) Responsibilities may include the following:

(a) Attending the organization's meetings.

(b) Assisting in planning the program.

(c) Supervising the handling of funds and approving all expenditures and contracts.

(d) Assisting in arranging for university facilities and equipment.

[Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-046, § 504-28-020, filed 3/8/95, effective 4/8/95. Statutory Authority:



RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-28-020, filed 5/26/87. Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution No. 6/80-15), § 504-28-020, filed 6/11/80; Order 77-2, § 504-28-020, filed 8/3/77; Order 5, § 504-28-020, filed 9/26/72; Order 3, § 504-28-020, filed 8/5/71.]

**WAC 504-28-030 Scheduling of events.** (1) Facilities. Recognized student groups schedule facilities by contacting the appropriate campus departments. The activities/recreational sports office will assist groups in determining whom to contact.

(a) To schedule rooms in the Wilson Compton Union (CUB), contact CUB scheduling. That office will determine if a special events form needs to be completed. Forms are available in the activities/recreational sports office, CUB 337.

(b) For scheduling of departmental, faculty and student events for conferences and conventions involving people from off-campus, contact the office of university relations.

(c) To schedule classrooms on campus, contact the registrar's office (French Administration Building).

(d) To schedule use of the coliseum, contact performing arts coliseum, coliseum director's office.

(e) To schedule gym facilities for use from 8:00 a.m. to 5:00 p.m. Monday through Friday, contact kinesiology, leisure studies department. Scheduling of gym facilities for use after 5:00 p.m. and on weekends is handled through the activities/recreational sports office in CUB 337.

(f) To schedule Bryan Auditorium, contact the registrar's office.

(g) To schedule R.R. Jones Theatre and Daggy Little Theatre, contact Daggy Hall, Room 251.

(h) For use of special services, contact physical plant. For use of lecterns, lighting, P.A. set-ups and janitorial services, fill out the form "Request for services for special events," available at the physical plant and activities/recreational sports office. This form must be authorized at the activities/recreational sports office before turning it into physical plant.

(i) For scheduling of the Terrell Mall or library plaza, see WAC 504-32-010.

(3) Individuals and nonuniversity groups must first contact the director of the CUB to schedule rooms in the CUB, the Terrell Mall, and the Library Plaza. Any other use by individuals and nonuniversity groups must be approved by the facilities use committee.

(4) Time scheduling recommendations. Most buildings and facilities on campus close by midnight. Groups wishing their events to extend past this time should make arrangements with the appropriate scheduling office.

(5) Special scheduling information.

(a) The activities/recreational sports office staff is available to advise on appropriate forms, arrangements, publicity, etc.

(b) Any recognized student organization may sponsor political speakers on campus. All such groups should follow the normal procedure in scheduling.

(c) ASWSU may run concerts on a speculative basis. All other recognized student organizations may have concerts only if they have sufficient funds to back all concert expenses

100%. The activities/recreational sports office staff is available to advise on concert arrangements and contract negotiations.

(d) Committee meetings and social activities should be scheduled in facilities which are accessible to disabled individuals.

[Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-046, § 504-28-030, filed 3/8/95, effective 4/8/95. Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-28-030, filed 5/26/87. Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution No. 6/80-15), § 504-28-030, filed 6/11/80; Order 75-1, § 504-28-030, filed 7/7/75, effective 9/1/75; Order 5, § 504-28-030, filed 9/26/72; Order 3, § 504-28-030, filed 8/5/71.]

**WAC 504-28-050 Financial projects.** (1) Definition.

(a) A financial project is any approved activity of a student organization which is undertaken to raise funds and/or to defray expense. Projects may be for the benefit of organizations themselves or for charity groups.

(2) Approval.

(a) The union board and/or its designated representative has been given the responsibility of approving all financial projects so that the following services can be provided:

(i) Planning advice.

(ii) Advertising and publicity assistance.

(iii) Facility and equipment arrangements.

(iv) Consumer protection.

(b) The financial projects requested and the proposed budget must be completed, approved, and filed with the activities/recreational sports office in advance of the proposed date using the special events form. Forms are available in the activities/recreational sports office.

(c) For approval, the organization must have funds on hand to cover 100% of the estimated expenses of a proposed financial project.

(d) Projects involving films are subject to additional union board policies. Copies of the policies are available in CUB scheduling and the activities/recreational sports office.

(e) Scholarship fund projects must be administered in accordance with university policy governing such funds. Sponsoring organizations may reserve the right to select recipients and to establish the amount of grants in accordance with policies of the student financial aids office.

(f) Financial projects involving tables in the west entrance of the CUB, on the mall, or on the library plaza must be approved using the special events form. The forms may be picked up in the activities/recreational sports office. After approval the table requests are taken to scheduling to reserve a table. There shall be only one table per organization, available on a first-come, first-served basis.

(g) Raffles are subject to state law. Contact the activities/recreational sports office for current regulations.

(h) Retailing of student classroom books, supplies, and equipment by university departments, personnel, or students on the campus is prohibited.

(3) Additional requirements.

(a) All advertising and publicity for each project must include:

(i) The name of the sponsoring organization.

(ii) The product or service being sold.

(b) Any distributing, soliciting or selling must be done without individuals hawking or shouting.

(c) An organization seeking approval to sell a product or service must provide proof of ownership prior to approval.

(d) Individual students wishing to sell goods on campus must contact the director of the Compton Union Building.

[Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-046, § 504-28-050, filed 3/8/95, effective 4/8/95. Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-28-050, filed 5/26/87. Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution No. 6/80-15), § 504-28-050, filed 6/11/80; Order 75-1, § 504-28-050, filed 7/7/75, effective 9/1/75; Order 73-5, § 504-28-050, filed 8/1/73; Order 5, § 504-28-050, filed 9/26/72; Order 3, § 504-28-050, filed 8/5/71.]

### Chapter 504-32 WAC

#### RULES FOR USE OF MALL

##### WAC

504-32-010	Rules for use of the mall.
504-32-060	Outdoor dances, concerts, carnivals and fairs.

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

504-32-020	Recognized organizations who schedule. [Order 75-1, § 504-32-020, filed 7/7/75, effective 9/1/75; Order 73-5, § 504-32-020, filed 8/1/73; Order 5, § 504-32-020, filed 9/26/72; Order 3, § 504-32-020, filed 8/5/71.] Repealed by 87-12-013 (Order 87-1), filed 5/26/87. Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW.
504-32-030	Tables on mall. [Order 5, § 504-32-030, filed 9/26/72; Order 3, § 504-32-030, filed 8/5/71.] Repealed by 80-07-015 (Order 80-2, Resolution No. 6/80-15), filed 6/11/80. Statutory Authority: RCW 28B.30.125 and 28B.30.150.
504-32-040	Posting and distribution of literature, handbills, notices. [Order 5, § 504-32-040, filed 9/26/72; Order 3, § 504-32-040, filed 8/5/71.] Repealed by Order 75-1, filed 7/7/75, effective 9/1/75.
504-32-050	Solicitation of funds. [Order 75-1, § 504-32-050, filed 7/7/75, effective 9/1/75; Order 5, § 504-32-050, filed 9/26/72; Order 3, § 504-32-050, filed 8/5/71.] Repealed by 80-07-015 (Order 80-2, Resolution No. 6/80-15), filed 6/11/80. Statutory Authority: RCW 28B.30.125 and 28B.30.150.

**WAC 504-32-010 Rules for use of the mall.** (1) Recognized student organizations may schedule the mall for activities that do not interfere with university functions or activities, disturb offices, classes, or study facilities, harm property, or block entrances into buildings.

(2) The mall is scheduled through the student activities board or its designee. Contact the activities/recreation office.

(3) The mall may be used with amplified sound from 5 p.m.-7 p.m. Monday through Thursday and from noon to 7 p.m. on Saturday. Other times may be arranged through the student activities board.

(4) Sound amplification equipment (hand-held loudspeaker) may be checked out from the campus police department, safety building, upon presentation of valid ID cards, which will be held by the security division until the equipment is returned. Other sound equipment is available through the instructional media service.

(5) The mall may be used by student organization fund raisers in accordance with previously stated rules and regula-

tions. Any private or commercial use of the mall is prohibited.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-32-010, filed 5/26/87. Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution No. 6/80-15), § 504-32-010, filed 6/11/80; Order 5, § 504-32-010, filed 9/26/72; Order 3, § 504-32-010, filed 8/5/71.]

**WAC 504-32-060 Outdoor dances, concerts, carnivals and fairs.** (1) Campus street dances and outdoor concerts may be sponsored by recognized student organizations. Requests for approval should be submitted to the office of student activities/recreation. Decisions on requests will be made after consultations with appropriate university departments.

(2) All other organizations and individuals who wish to sponsor any of the above events must submit a written request to the facility use committee.

(3) The sponsoring organization is responsible for repairing or reimbursing for any damage that might occur and for cleaning up litter.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-32-060, filed 5/26/87. Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution No. 6/80-15), § 504-32-060, filed 6/11/80; Order 75-1, § 504-32-060, filed 7/7/75, effective 9/1/75; Order 5, § 504-32-060, filed 9/26/72; Order 3, § 504-32-060, filed 8/5/71.]

### Chapter 504-34 WAC

#### WASHINGTON STATE UNIVERSITY FACILITY USE REGULATIONS

##### WAC

504-34-010	Purpose and delegation.
504-34-020	Definitions.
504-34-030	Limitations.
504-34-040	Users.
504-34-050	Private or commercial enterprise.
504-34-070	Outdoor dances and concerts.
504-34-080	Parades.
504-34-090	Carnivals and fairs.
504-34-100	Other requests.
504-34-110	Building hours.
504-34-120	Administrative control.
504-34-140	Advertising policies.

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

504-34-060	Advertising—Outdoor signs. [Order 74-2, § 504-34-060, filed 7/26/74.] Repealed by Order 75-1, filed 7/7/75, effective 9/1/75. See WAC 504-28-060.
504-34-130	Duration. [Order 74-2, § 504-34-130, filed 7/26/74.] Repealed by Order 75-1, filed 7/7/75, effective 9/1/75.

**WAC 504-34-010 Purpose and delegation.** (1) The purpose of the WSU regulations governing use of facilities is to establish guidelines for the use of university facilities under the authority of RCW 28B.30.095 and to delegate authority to administer the regulations adopted within the standards prescribed.

(2) The board of regents delegates to the president or his/her designee, authority to establish procedures for proper review of the use of university facilities; to establish, within the framework of these regulations procedures governing such use; and to review rental schedules where appropriate.

(3) Under authority granted above, the president has appointed a facility use committee. Inquiries concerning the use of university facilities may be directed to the Director of General Services, Room 221 French Administration Building.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-34-010, filed 5/26/87; Order 77-2, § 504-34-010, filed 8/3/77; Order 75-1, § 504-34-010, filed 7/7/75, effective 9/1/75; Order 74-2, § 504-34-010, filed 7/26/74.]

**WAC 504-34-020 Definitions.** University facilities are identified as all buildings and grounds, owned or controlled by Washington State University and the streets, sidewalks, malls, parking lots and roadways within the boundaries of property owned or controlled by Washington State University.

[Order 74-2, § 504-34-020, filed 7/26/74.]

**WAC 504-34-030 Limitations.** (1) University facilities may not be used in ways which substantially obstruct or disrupt educational activities or freedom of movement or other lawful activities on the university campus.

(2) University facilities may not be used by groups, including informal groups, which discriminate in their membership or limit participation in activities on the basis of race, color, or national origin.

(3) The Constitution of the state of Washington specifically prohibits free use of state facilities for religious worship, exercise, or instruction. University facilities may be rented at commercial rates for short-term durations by religious organizations pursuant to these regulations.

(4) University facilities may be used for the purpose of political campaigning by or for candidates who have filed for public office, when sponsored by faculty, staff, or student organizations.

(5) Handbills, leaflets, and similar materials which conform to these limitations may be distributed on campus by students, staff, or faculty. Persons not connected with the university are not authorized to distribute handbills or other materials without prior approval of the facility use committee.

(6) During registration periods signs and posters must not be posted within or near the registration areas or the entrances and exits thereto except those approved by the registrar. Public address systems may not be used within hearing distance of the registration areas. Solicitation and distribution of literature, handbills, or notices within or near the registration areas is prohibited.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-34-030, filed 5/26/87; Order 77-2, § 504-34-030, filed 8/3/77; Order 75-1, § 504-34-030, filed 7/7/75, effective 9/1/75; Order 74-2, § 504-34-030, filed 7/26/74.]

**WAC 504-34-040 Users.** (1) University facilities may be used by faculty or staff groups, or registered student organizations, for cultural, educational, or recreational activities provided for members of the university community and their families.

(2) Educational institutions, state or federal agencies, charitable, or civic organizations may be granted use of facilities

for short courses, conferences, seminars, meetings, programs, and presentations under these provisions when sponsored by the university or its departments. Individuals and organizations desiring use of university facilities must have university-related sponsorship or submit written application to the facility use committee.

(3) In addition to the provisions of these regulations, use of facilities by student organizations shall be consistent with other provisions of the *Student Handbook on Policies and Regulations*. (Chapter 504-28 WAC.)

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-34-040, filed 5/26/87; Order 77-2, § 504-34-040, filed 8/3/77; Order 75-1, § 504-34-040, filed 7/7/75, effective 9/1/75; Order 74-2, § 504-34-040, filed 7/26/74.]

**WAC 504-34-050 Private or commercial enterprise.**

(1) University facilities may be used for private or commercial gain or by charitable organizations only by special permission granted by the president of the university or his/her designee and when an agreement, lease, or other formal arrangement is entered into between the university and the person, corporation, or other entity desiring to engage in commercial activity.

(2) Vending machines may be placed at exterior locations approved by the director of physical plant.

(3) Delivery service such as cleaning, laundry, newspaper, and food service is permitted.

(4) Soliciting and merchandising of any goods, food, services, articles, wares, or merchandise of any nature whatsoever, within the boundaries of Washington State University owned and controlled property is prohibited except by written permission of the president of the university or his/her designee. Vendor representatives authorized by the WSU purchasing department with appropriate identification are exempt from this provision.

(5) University facilities may not be used by faculty or staff in connection with compensated outside service without approval. Approval and fees for such use may be determined by the dean or other principal administrative officer in charge, with the approval of the president of the university or the executive vice president and provost.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-34-050, filed 5/26/87; Order 77-2, § 504-34-050, filed 8/3/77; Order 75-1, § 504-34-050, filed 7/7/75, effective 9/1/75; Order 74-2, § 504-34-050, filed 7/26/74.]

**WAC 504-34-070 Outdoor dances and concerts.**

Street dances and outdoor concerts may be sponsored at approved locations by student organizations recognized by the student activities board on days and at times approved by the student activities board following consultation with appropriate university departments. All other organizations and individuals who seek to sponsor outdoor dances and concerts on university property must submit a written request to the facility use committee. The sponsoring organization is responsible for damage to grounds and for cleaning up litter.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-34-070, filed 5/26/87; Order 75-1, § 504-34-070, filed 7/7/75, effective 9/1/75; Order 74-2, § 504-34-070, filed 7/26/74.]

**WAC 504-34-080 Parades.** Permits for parades on university streets and roads may be obtained upon approval of the director of safety. Parades must be scheduled so as not to interfere with rush-hour traffic and with special consideration for areas such as the hospital.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-34-080, filed 5/26/87; Order 75-1, § 504-34-080, filed 7/7/75, effective 9/1/75; Order 74-2, § 504-34-080, filed 7/26/74.]

**WAC 504-34-090 Carnivals and fairs.** Carnivals and fairs may be sponsored by recognized student organizations in or on university facilities with the approval of the student activities board following consultation with appropriate university departments. All other organizations and individuals who seek to sponsor carnivals or fairs on university property must submit a written request to the facility use committee. The sponsoring organization is responsible for damage to grounds and for cleaning up litter.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-34-090, filed 5/26/87; Order 75-1, § 504-34-090, filed 7/7/75, effective 9/1/75; Order 74-2, § 504-34-090, filed 7/26/74.]

**WAC 504-34-100 Other requests.** All other requests for use of university facilities not covered herein must be referred to the facility use committee for consideration.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-34-100, filed 5/26/87; Order 74-2, § 504-34-100, filed 7/26/74.]

**WAC 504-34-110 Building hours.** Buildings are open according to a schedule developed by the primary occupants of the building, the director of physical plant, and the director of safety. The schedule will be reaffirmed annually during September. The president of the university or his/her designee, the director of physical plant, is the university official authorized to develop and maintain the schedule and to authorize variances to the published schedule.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-34-110, filed 5/26/87; Order 74-2, § 504-34-110, filed 7/26/74.]

**WAC 504-34-120 Administrative control.** Individuals who are not students or members of the faculty or staff and who violate these regulations will be advised of the specific nature of violation, and if they persist in the violation, they will be requested to leave the university property. Failure to comply with such a request will subject such individuals to arrest under provisions of RCW 9A.52.070 and [9A.52.]080 (Criminal trespass) or other applicable laws.

Members of the university community (students, faculty, and staff) who do not comply with these regulations will be reported to the appropriate university office or agency for action in accordance with established university policies.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-34-120, filed 5/26/87; Order 77-2, § 504-34-120, filed 8/3/77; Order 75-1, § 504-34-120, filed 7/7/75, effective 9/1/75; Order 74-2, § 504-34-120, filed 7/26/74.]

[Title 504 WAC—p. 52]

**WAC 504-34-140 Advertising policies.** The following policies apply to all advertising done on campus.

(1) Signs and posters.

(a) All advertising in the CUB must have approval from the activities/recreational sports office.

(b) All advertising announcements to be posted in other campus buildings should be confined to general bulletin boards. For use of other bulletin boards contact the appropriate department or residence hall for approval.

(c) No advertising should be taped to walls or other interior surfaces.

(d) All outdoor advertising is restricted to bulletin boards, the kiosks, and the west entrance of the CUB. Signs put up at the west entrance of the CUB should be approved in the activities/recreational sports office. The size is limited to twelve square feet.

(e) University-related banners may be displayed on the overhead walkways after securing permission from the activities/recreational sports office. They must be constructed of fabric, with air vents, and attached to the structure with rope or twine—tape and wire are not permitted.

(f) Free-standing signs may be placed on campus grounds and the mall with the approval of the director of physical plant.

(g) No signs, handbills, or stickers are to be placed on trees or buildings other than the two places mentioned above. Paint or chalk must not be used on sidewalks or buildings.

(h) Before exhibits or displays are placed on the mall, notification must be made to the disabled student services office.

(i) It is the responsibility of the group to remove advertising within twenty-four hours after the event.

(2) Literature, handbills and notices.

(a) Literature, handbills and notices may be distributed at any reasonable outdoor area on campus consistent with the orderly conduct of university affairs, the maintenance of university property, and the free flow of traffic and persons. Efforts must be made to avoid litter. Individuals or groups distributing are responsible for leaving the area clean, including all discarded handbills. Distribution by means of accosting individuals or by hawking is prohibited.

(3) Public address system.

(a) Requests for public address systems require the signature of the faculty advisor.

(b) Systems are available through the instructional media services.

(c) Use of systems:

(i) Time of use: Monday through Thursday, 5:00 p.m. to 7:00 p.m.; and on Saturday 12:00 noon to 7:00 p.m. (Exceptions may be made by the union board.)

(ii) Discreet and considerate use of public address systems in the vicinity of the hospital is expected.

(iii) Public address systems on moving vehicles must have a police permit.

(4) Athletic events. All advertising at athletic events must be cleared through the office of intercollegiate athletics.

(5) Advertising for student government. Advertising for student government elections shall be according to the rules established by the ASWSU election board.

(2003 Ed.)

(6) Advertising at registration must be approved by the registrar.

[Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-047, § 504-34-140, filed 3/8/95, effective 4/8/95.]

### Chapter 504-36 WAC

#### HEALTH AND SAFETY REGULATIONS

##### WAC

504-36-010	Smoking regulations for campus buildings.
504-36-020	Control of pets.
504-36-030	Spectator events—Safety rules.

**WAC 504-36-010 Smoking regulations for campus buildings.** Smoking shall be prohibited in certain areas to protect public health and welfare in accordance with chapter 248-152 WAC. Such areas shall be posted "nonsmoking" or "no smoking."

(2) Smoking shall also be prohibited in certain areas designated as a fire safety hazard by the Washington State University fire department consistent with current state and national fire and safety codes.

(3) Smoking may be permitted in certain areas at the discretion of the individual or individuals in charge provided:

(a) These areas are not inconsistent with provisions (1) and (2) above.

(b) Suitable receptacles are provided. Compliance with these rules is the responsibility of the individual in charge. The university police will enforce the regulations as required.

If special privileges are desired, the responsible individual shall submit the request to the university safety officer prior to the event.

[Order 77-2, § 504-36-010, filed 8/3/77; Order 3, § 504-36-010, filed 8/5/71.]

**WAC 504-36-020 Control of pets.** (1) Pets are not permitted in university buildings.

(2) Pets are not permitted on university property unless under immediate control of their owner.

(3) Pullman Ordinance B-292 is in effect on the Washington State University campus. Thus, pets that are picked up will be impounded at the city dog pound.

[Order 77-2, § 504-36-020, filed 8/3/77; Order 3, § 504-36-020, filed 8/5/71.]

**WAC 504-36-030 Spectator events—Safety rules.** (1) Protection of the safety and general welfare of students, faculty and staff, performers and officials, and members of the general public attending or participating in spectator events on the campus is a primary concern of Washington State University.

(2) The following rules of conduct are applicable to all public events of Washington State University, including specifically, but not limited to, Martin Stadium and the Performing Arts Coliseum and to all public areas of the facility wherein the event is held (hereafter the "event site").

(a) Behavior which in the judgment of designated university officials constitutes a disruption of the event or safety hazard for other spectators or participants is prohibited.

(2003 Ed.)

(b) Possession and/or consumption of alcoholic beverages or illegal drugs is prohibited. Any such materials found shall be delivered to the custody of designated university officials or their representatives upon request. In addition, violators of this rule may be subject to university disciplinary action (if applicable) and/or legal proceedings, and to removal from the event site.

(c) Possession of glass or metal beverage containers, or devices used for carrying such beverage containers, is prohibited: Provided, That this rule shall not apply to personal canteens or thermos bottles one liter or less in size, containing beverages not in violation of this rule, And provided further, that this rule shall not apply to small soft-sided articles used to carry such permitted containers, as more fully described in subpart (d) of this rule below. All such items shall be subject to a visual inspection upon entry to the event site. Any containers or devices prohibited by this rule shall be removed by the possessor or delivered to the custody of designated university officials or their representatives upon request. This rule shall not apply to approved vendors.

(d) Knapsacks, duffel bags, backpacks, bags used to transport permitted beverage containers or other soft sided bags shall be small enough to fit completely under one seat, and shall be so kept at all times to maintain clear aisles, walkways and stairs. All such items are subject to a visual inspection upon entry into the event site. No hard sided bags, suitcases, coolers or other similar items shall be permitted into the event site.

(e) Aisles, walkways and stairs shall be kept clear of hazards and obstacles (including but not limited to those items discussed in subparts (c) and (d) of this rule) at all times, to ensure safe and easy passage for persons attending the event, university and security officials, and others at the event site.

(f) Possession of any fireworks, weapons, explosive devices or artificial noisemaking devices (such as airhorns) is prohibited in the event site. Any such items shall be surrendered to designated university officials upon request. In addition, possession of such items may subject violators of this rule to university disciplinary action (if applicable) and/or legal proceedings, and to removal from the event site.

(g) Smoking is prohibited in areas designated as "no smoking."

(h) An individual is entitled to occupy only the seat for which he or she has the proper ticket.

(i) Video taping equipment is not permitted into the event site without written permission from the WSU athletic department.

(j) Umbrellas may not be opened or raised in seating areas of any event site, in order to ensure that all persons attending the event have as clear and unobstructed a view of the event as possible. Personal sized umbrellas may be brought into the event site and stored as described in subparts (d) and (e) of this rule.

(3) Where there is reasonable cause to believe that persons are, or are attempting to, violate the requirements identified in WAC 504-36-030(2), such person or persons will be denied license or privilege to enter or remain in or upon the premises, and designated officials may take necessary action to deny entry or to remove such persons from the premises.

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Failure to vacate the premises upon request of designated university officials may result in subsequent legal process under the laws of the state of Washington.

(4) For purposes of WAC 504-36-030 (1) and (2) designated officials include the president of the university, the vice president for business affairs, and the following officials:

- (a) Director of athletics for athletic events;
- (b) Director of the coliseum for coliseum events;
- (c) Director of the Compton Union Building for events in the Compton Union Building;
- (d) Director of the School of Music and Theatre Arts for events sponsored by that school;
- (e) The WSU director of public safety;
- (f) Officers of the WSU police department when (1) acting at the request of any of the above-named officials to enforce university regulations, or (2) enforcing state laws or local ordinances.

[Statutory Authority: RCW 28B.30.125 and [28B.30.]150(1). 97-20-019, § 504-36-030, filed 9/19/97, effective 9/19/97. Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution 6/80-15), § 504-36-030, filed 6/11/80; Order 77-2, § 504-36-030, filed 8/3/77.]

### Chapter 504-40 WAC

#### LIBRARY POLICIES, RULES AND REGULATIONS

##### WAC

504-40-010	General policies.
504-40-020	Library patron identification.
504-40-030	Internal use of library materials, facilities, and services.
504-40-045	External use of library resources.
504-40-055	Loan time periods.
504-40-060	Fines and charges.

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

504-40-040	External use of library resources. [Statutory Authority: RCW 28B.30.125 and 28B.30.150. 81-17-010 (Order 81-2, Resolution No. 7/81-11), § 504-40-040, filed 8/7/81; Order 74-1, § 504-40-040, filed 6/12/74; Order 73-1, § 504-40-040, filed 3/9/73, effective 6/1/73.] Repealed by 95-13-004, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150.
504-40-050	Loan time periods. [Order 74-1, § 504-40-050, filed 6/12/74; Order 73-1, § 504-40-050, filed 3/9/73, effective 6/1/73.] Repealed by 95-13-004, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150.
504-40-070	Interlibrary loan. [Order 74-1, § 504-40-070, filed 6/12/74; Order 73-1, § 504-40-070, filed 3/9/73, effective 6/1/73.] Repealed by 81-07-006 (Order 81-1, Resolution No. 1/81-14), filed 3/6/81. Statutory Authority: RCW 28B.30.125 and 28B.30.150.

**WAC 504-40-010 General policies.** (1) The major functions of the Washington State University libraries are to provide access to the corpus of information and documents essential to the institution's teaching, research, and service programs, especially by acquiring and preserving material; to organize these materials; to store them; to retrieve them upon demand; and to adapt and to assist in adapting them for most effective use.

The WSU libraries' collections contain this information and knowledge in its physical forms—books, journals, manuscripts, microforms, films, recordings, maps, magnetic data files, and other resources including equipment significant to the teacher, the student, and the researcher.

(2) The WSU libraries' policies and regulations are based on the belief that the needs of the university community as a whole take precedence over individual convenience.

(3) Upon request and suitable justification by the library user, exceptions to the regulations may be made. To insure that exceptions are made with the full knowledge of the research and instructional needs of the university community, such exceptions may be made only by an appropriate library faculty or staff member as designated by the director of libraries or the campus librarian at a WSU branch campus.

(4) In the WSU libraries' buildings persons are expected to maintain appropriate public behavior and to adhere to such food and beverage policies as are established by the Director of Libraries. Smoking and other uses of tobacco are prohibited in the libraries.

(5) Violators of WSU libraries' regulations may be subject to appropriate disciplinary action by the university.

(6) Unless otherwise required by law, the WSU libraries will not release the name or address of the borrower who has or had an item checked out or who has placed a hold on an item.

(7) These policies and regulations will apply equally to all libraries operated by the WSU libraries.

(8) The board of regents reserves the right to add, delete, or modify portions of these regulations in accordance with its regulations and applicable laws.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150. 01-19-029, § 504-40-010, filed 9/13/01, effective 10/14/01; 95-13-004, § 504-40-010, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.125 and 28B.30.150. 81-17-010 (Order 81-2, Resolution No. 7/81-11), § 504-40-010, filed 8/7/81; Order 74-1, § 504-40-010, filed 6/12/74; Order 73-1, § 504-40-010, filed 3/9/73, effective 6/1/73.]

#### WAC 504-40-020 Library patron identification. (1)

Under the regulation governing the use of varying types of resources by different groups of library patrons, the WSU libraries' resources, facilities, and services are available to the Washington State University community, citizens of the state, students, faculty and staff of other academic institutions, and special borrowers not otherwise identified who have been granted permission to borrow library materials.

(2) Borrower identification cards: In order to check out library materials, each borrower must present one of the following valid authorized library borrower cards:

- (a) A WSU faculty or staff card;
- (b) A WSU student ID card with current validation;
- (c) An off-campus borrower card with current validation; or
- (d) A proxy card with current validation.

(3) Borrower identification cards are uniformly issued to all members of the university community. Verification of the status of the borrower conferred by the card is the responsibility of the issuing authority and the status cannot be altered by the WSU libraries.

(4) Upon application and with proper identification, the WSU libraries will issue authorized borrower cards to persons (high school age or older) who are not members of the university community.

(5) A borrower card is authorized for use only by the person whose name appears on the card.

(6) Cards used in an unauthorized manner or cards reported as lost or stolen may be confiscated.

(7) Each borrower is responsible for keeping the appropriate university office informed of changes of address.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-004, § 504-40-020, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.125 and 28B.30.150. 81-17-010 (Order 81-2, Resolution No. 7/81-11), § 504-40-020, filed 8/7/81; Order 74-1, § 504-40-020, filed 6/12/74; Order 73-1, § 504-40-020, filed 3/9/73, effective 6/1/73.]

**WAC 504-40-030 Internal use of library materials, facilities, and services.** (1) Although the largest part of the collection is free to circulate outside the WSU libraries, certain kinds of materials are restricted to use within the WSU libraries. These may be consulted or read within the WSU libraries.

(a) Reference materials, abstracts and indexes, special reserve and noncirculating periodicals (bound and unbound) as determined by the appropriate unit of the WSU libraries. These selected materials, normally restricted to in-library use, may circulate in very unusual circumstances with special permission upon approval of an appropriate library faculty or staff member.

(b) Manuscripts, archives, and special collections: These rare, often irreplaceable, and sometimes unique materials may be used only within the manuscripts, archives, and special collections unit. Each user must register with the attendant, must take extreme care in handling the materials, must keep intact their exact order and arrangement, and must make all notes in pencil, or with a typewriter, microcomputer, or similar device.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-004, § 504-40-030, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.125 and 28B.30.150. 81-17-010 (Order 81-2, Resolution No. 7/81-11), § 504-40-030, filed 8/7/81; Order 74-1, § 504-40-030, filed 6/12/74; Order 73-1, § 504-40-030, filed 3/9/73, effective 6/1/73.]

**WAC 504-40-045 External use of library resources.**

(1) Borrowing of library materials:

(a) Borrowers are expected to check out library material personally or by official proxy.

(b) WSU faculty may appoint not more than two proxies to borrow on their behalf, but each proxy must hold his or her own valid authorized borrower card. Information about proxy identification cards may be obtained from the circulation desk of any library.

(c) Borrowers are responsible for material checked out in their names until the material is returned. Faculty utilizing proxy borrowers assume the responsibility for all materials borrowed in their name by their proxies.

(d) WSU faculty, staff, and students stationed at locations away from the Pullman campus may borrow library materials through extended campus library services or inter-library loans.

(2) Due dates for library materials: Material is due on the date and hour specified at the time checked out or as adjusted by recall. Material loaned on an hourly basis is due at the library unit from which it was borrowed by the date and hour specified.

(3) Return of library materials:

(a) Reserve materials, periodicals, and special loans must be returned directly to the library unit from which they were borrowed. If they are returned to another library unit, they will be considered returned at the date and time they are received at the unit from which they were borrowed.

(b) Other material is considered returned on the date it is checked in at any unit of the library system. This does not apply to departmental libraries not operated by the WSU libraries.

(c) Materials returned to "book return" receptacles during closed hours are considered to have been returned at closing time of the previous open day.

(4) Holds:

(a) All borrowers may place holds on nonreserve material which is checked out.

(b) Borrowers may not place a hold on material checked out to themselves.

(c) Library units may place holds on any nonreserve material.

(d) Material on which a hold has been placed may not be renewed.

(e) Material which has one or more holds may be checked out for a maximum of two weeks.

(f) When material on which a hold has been placed is returned, it is held and the requester is informed of its availability.

(g) The following order of priority of holds is observed:

(i) Reserve units.

(ii) Campus borrowers, in order by day of hold.

(iii) Off-campus borrowers, in order by day of hold.

(iv) Other library units.

(h) The order of priority of holds may be adjusted by the unit head or designee.

(5) Recalls and searches:

(a) Recalls:

(i) Material on which a hold has been placed will be recalled if the adjusted date due is earlier than the original date due.

(ii) For holds placed by borrowers, the adjusted date due is two weeks from the date checked out or seven days from the date of the hold, whichever is later.

(b) Searches:

(i) All borrowers and library units may place searches for material which cannot be located.

(ii) If the material on which a search has been placed is located, it is held and the requester is informed of its availability.

(6) Renewal of library material:

(a) Renewals of loaned material are permitted unless material has restricted status or has been requested by another borrower. (See also WAC 504-40-055 (2)(g).)

(b) Renewals may be requested by providing borrower identification number and material identification numbers if necessary.

(c) All material may be renewed indefinitely unless requested by means of a hold.

(d) Overdue material may be renewed subject to same conditions as similar material not overdue. Fines accrue and will be assessed for the overdue period. However, overdue material on which a replacement charge has been assessed

must be brought back to the circulation desk of the library from which it was borrowed for renewal.

(7) There is no limit to the number of items which may be borrowed at one time by WSU faculty, students, and staff, except for reserve materials as outlined in WAC 504-40-055 (2)(g)(i). All other borrowers are limited to twenty-five items at one time.

(8) In accordance with general policy, and upon request and suitable justification by the library user, exceptions to these regulations may be made. To insure that exceptions are made with the full knowledge of the research and instructional needs of the university community, such exceptions may be made only by an appropriate library faculty or staff member as designated by the director of libraries or the campus librarian at a WSU branch campus.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-004, § 504-40-045, filed 6/8/95, effective 7/9/95.]

**WAC 504-40-055 Loan time periods.** (1) Basis of loan time periods: The WSU libraries have established loan time periods based on anticipated demand for the various forms of material by the several classes of users.

(2) Loan time periods:

(a) Noncirculating materials may not be checked out except, in very unusual circumstances, by special permission.

(b) Circulating materials (bound and unbound) may be checked out for two hours, or one, three, seven, fourteen, or thirty days as designated.

(c) The normal loan period for all users is thirty days, subject to recall of material after fourteen days if requested by another borrower.

(d) Books borrowed for the normal loan period by Washington State University faculty and graduate students, if not recalled, may be retained without penalty to the end of the semester. At that time the material must be returned or renewed.

(e) An item may be recalled at any time after it has been borrowed if it is needed for reserve or other restricted status.

(f) Reserve materials:

(i) Only two reserve items may be checked out by one borrower at a time.

(ii) Reserve materials may be renewed only if no one else has requested the item.

(iii) Reserve materials are not subject to recall or to holds.

(iv) Faculty members (and others) who have placed materials from their personal collections on reserve may request return of such personal possessions at any time.

(g) Special collections and categories: Certain material is maintained in special collections or has been defined as belonging to special categories. Borrowers should consult a member of the special collections staff concerning condition of use for these materials.

(h) Exceptions: Upon request and suitable justification by the borrower, exceptions to these regulations may be made. To insure that exceptions are made with the full knowledge of the research and instructional needs of the university community, such exceptions may be made only by an appropriate library faculty or staff member as designated by

the director of libraries or the campus librarian at a WSU branch campus.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-004, § 504-40-055, filed 6/8/95, effective 7/9/95.]

**WAC 504-40-060 Fines and charges.** (1) **System-wide applicability of fines and charges:**

All borrowers are subject to a uniform system of fines and charges for late return of library materials and for replacement costs when required.

(2) **Notice of due dates and overdue materials:**

(a) Overdue notices are sent subsequent to the date due for all materials checked out through the on-line circulation system.

(b) For two-hour, and one-, three-, and seven-day materials and special category materials, overdue notices may be phoned if possible, or borrowers may be notified by mail.

(c) Failure to receive a notice or invoice does not exempt the borrower from charges.

(d) Failure to inform the university of changes of address does not exempt the borrower from charges.

(3) **Fines and charges:**

(a) Fines and/or replacement charges are assessed when library material is not returned by the due date specified for the material.

(b) Approved fine rates, maximum fines for specific types of materials, and basic replacement fees are available in each of the libraries.

(c) Specific fine rates and basic charges for replacement, rebinding, etc., are established for each biennium.

(d) Fine rates and charges for replacement, rebinding, etc., will be reviewed prior to the beginning of each biennium for possible adjustment by appropriate WSU libraries personnel. Proposed adjustments to established fine rates will be submitted through the WSU faculty senate library committee to the WSU faculty senate for approval.

(e) The most recently approved fine schedule is incorporated into these rules by reference. Copies are available at all circulation desks.

(f) All fines accrue from the time material becomes overdue.

(g) Fines do not accrue when the library from which the material was borrowed is closed.

(h) If a loan period has been extended by special permission, the overdue fine is assessed according to the original loan category of the material. For materials circulated by special permission or normally categorized as noncirculating, the fine rate will be assessed on an hourly basis.

(i) The libraries have the right to reduce or forgive fines and charges for patrons with bona fide reasons for not returning materials when due.

(4) **Payment of fines and charges:**

(a) Fines and charges are paid through WSU accounts receivable. Payment may be made by cash, check, or money order. Departmental purchase orders or interdepartmental requisitions and invoices are not acceptable as payment because fines may not be paid by departmental, grant, or any other funds controlled by the university.

(b) Failure to pay fines and charges will result in the total amount assessed being referred for collection. The controller



may, if other collection methods fail, withhold outstanding fines from damage deposits or other funds held for any students. Where collection efforts are unsuccessful, the controller may notify the registrar to refrain from issuing copies of student transcripts or to withhold permission to reenroll for an ensuing term until outstanding fines are paid.

(c) Failure to pay fines and charges may also result in revocation of borrowing privileges by the director of libraries.

**(5) Replacement charges:**

(a) If library material or equipment is lost, or not returned by the time the maximum fine has accumulated, a replacement charge will be assessed.

This replacement charge includes the estimated replacement cost of the material plus a nonrefundable service charge to cover the costs of searching, correspondence, cataloguing, etc. The replacement charge and service charge are added to the maximum fine, and the delinquent borrower is charged this total sum.

(b) If material upon which a replacement charge has been assessed is found and returned within six months of the assessment date, the replacement cost of the material will be refunded. The service charge and overdue fine are not refundable.

(c) Library patrons who mutilate library materials or return mutilated materials that have been checked out to them will be charged a library administrative fee plus replacement costs for each item involved.

(d) All library materials, regardless of fines and fees paid, remain state property.

(e) In accordance with general policy, and upon request and suitable justification by the library user, exceptions to these regulations may be made.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150, 95-13-004, § 504-40-060, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.125 and 28B.30.150, 81-17-010 (Order 81-2, Resolution No. 7/81-11), § 504-40-060, filed 8/7/81; Order 74-1, § 504-40-060, filed 6/12/74; Order 73-1, § 504-40-060, filed 3/9/73, effective 6/1/73.]

**Chapter 504-44 WAC  
PUBLIC RECORDS—INITIATIVE 276**

**WAC**

504-44-010	Purpose.
504-44-020	Definitions.
504-44-030	Description of central and field organization of Washington State University.
504-44-040	Operations and procedures.
504-44-050	Public records available.
504-44-060	Public records officer.
504-44-070	Office hours.
504-44-080	Requests for public records.
504-44-090	Copying.
504-44-100	Exemptions.
504-44-110	Review of denials of public records requests.
504-44-120	Protection of public records.
504-44-130	Records index.
504-44-140	Communications to the university.
504-44-150	Adoption of form.
504-44-990	Appendix A—Request for public records.
504-44-99001	Appendix B—Public records—Request for copies.
504-44-99002	Appendix C—Public records—Request for review.

**WAC 504-44-010 Purpose.** The purpose of this chapter shall be to ensure compliance by Washington State University with the provisions of chapter 1, Laws of 1973 (Initiative

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276), Disclosure—Campaign finances—Lobbying—Records; and in particular with sections 25-32 of that act, dealing with public records.

[Order 73-3, § 504-44-010, filed 7/9/73.]

**WAC 504-44-020 Definitions.** (1) Public records. "Public record" includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.

(2) Writing. "Writing" means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combination thereof; and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums, and other documents.

(3) Washington State University. Washington State University is an institution of higher education authority for which is located in chapter 28B.30 RCW. Washington State University shall hereinafter be referred to as the "university." Where appropriate, the term university also refers to the staff and employees of Washington State University.

[Order 73-3, § 504-44-020, filed 7/9/73.]

**WAC 504-44-030 Description of central and field organization of Washington State University.** Washington State University is an institution of higher education. The administrative offices of the university are located at Pullman, Washington. Agricultural research centers are located at Prosser, Puyallup, Vancouver, Wenatchee, and Mount Vernon, Washington. Cooperative extension offices are maintained in the county seats of all counties in the state. A center for nursing education is located in Spokane, Washington, and a joint center for graduate study in Richland, Washington.

[Order 73-3, § 504-44-030, filed 7/9/73.]

**WAC 504-44-040 Operations and procedures.** The university is a state institution of higher education authorized initially by our legislature in 1890. The university's major lines exclusively include courses of instruction in agriculture in all its branches and subdivisions, veterinary medicine and economic science in its application to agriculture and rural life. At present the existing statutory authority for the university is contained in chapter 28B.30 RCW. The management of the university, its experiment stations, the care and preservation of all property and buildings, are vested in a seven-member board of regents appointed by the governor as provided in RCW 28B.30.100. The chief administrative officer of the university is the president, who also serves as secretary to the board of regents.

The day-to-day operations of the university, initially established by policy approved by the regents, are carried through the office of the president and/or his designee.

Inasmuch as the university is not a regulatory state agency, as such, the general public may be guided by consulting the periodic published bulletins and faculty manual. These materials may be consulted for particular information

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and procedures respecting entry into the university community as a student, employee, or academician.

[Order 73-3, § 504-44-040, filed 7/9/73.]

**WAC 504-44-050 Public records available.** All public records of the university, as defined in WAC 504-44-020 are deemed to be available for public inspection and copying pursuant to these rules, except as otherwise provided by section 31, chapter 1, Laws of 1973 and WAC 504-44-100.

[Order 73-3, § 504-44-050, filed 7/9/73.]

**WAC 504-44-060 Public records officer.** The university's public records shall be in the charge of the public records officer designated by the university. The person so designated shall be located in the administration building of the university. The public records officer shall be responsible for the following: The implementation of the university's rules and regulations regarding release of public records, coordinating the staff of the university in this regard, and generally insuring compliance by the staff with the public records disclosure requirements of chapter 1, Laws of 1973.

[Order 73-3, § 504-44-060, filed 7/9/73.]

**WAC 504-44-070 Office hours.** Public records shall be available for inspection and copying during the customary office hours of the university. For the purposes of this chapter, the customary office hours shall be from 8:00 a.m. to noon and from 1:00 p.m. to 5:00 p.m., Monday through Friday, excluding legal holidays.

[Order 73-3, § 504-44-070, filed 7/9/73.]

**WAC 504-44-080 Requests for public records.** In accordance with requirements of chapter 1, Laws of 1973 that agencies prevent unreasonable invasions of privacy, protect public records from damage or disorganization, and prevent excessive interference with essential functions of the agency, public records may be inspected or copied, or copies of such records may be obtained, by members of the public upon compliance with the following procedures:

(1) The university may ask that a request be made in writing upon a form prescribed by the university which shall be available at its administrative office. The form shall be presented to the public records officer, or to any member of the university's staff, if the public records officer is not available, at the administrative office of the university during customary office hours. The written 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 office, 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 university's current index, an appropriate description of the record requested.

(2) In all cases in which a member of the public is making a request, it shall be the obligation of the public records

officer, or staff member to whom the request is made, to assist the member of the public in appropriately identifying the public record requested.

[Order 73-3, § 504-44-080, filed 7/9/73.]

**WAC 504-44-090 Copying.** No fee shall be charged for the inspection of public records. The university may charge a fee per page of copy for providing copies of public records and for use of the university's copy equipment. This charge is the amount necessary to reimburse the university for its actual costs incident to such copying.

[Order 73-3, § 504-44-090, filed 7/9/73.]

**WAC 504-44-100 Exemptions.** (1) The university reserves the right to determine that a public record requested in accordance with the procedures outlined in WAC 504-44-080 is exempt under the provisions of section 31, chapter 1, Laws of 1973.

(2) In addition, pursuant to section 26, chapter 1, Laws of 1973, the university reserves the right to delete identifying details when it makes available or publishes any public record, in any cases when there is reason to believe that disclosure of such details would be an invasion of personal privacy protected by chapter 1, Laws of 1973. The public records officer 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.

[Order 73-3, § 504-44-100, filed 7/9/73.]

**WAC 504-44-110 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 or other staff member which constituted or accompanied the denial.

(2) Immediately after receiving a written request for review of a decision denying a public record, the public records officer or other staff member denying the request shall refer it to the executive vice president or his designee. Such person shall immediately consider the matter and, after consulting with the attorney general's office, either affirm or reverse such 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 university has returned the petition with a decision or until the close of the second business day following denial of inspection, whichever occurs first.

[Order 73-3, § 504-44-110, filed 7/9/73.]

**WAC 504-44-120 Protection of public records.** It is the policy of the agency, in order to protect public records from damage or disorganization and to prevent excessive interference with other essential functions of the university, that original copies of records are not to be taken from the

university designated area of custody or storage. Any examination and copying of records subject to these regulations is to occur at places designated by the university through the public records officer and/or his designee. The fullest assistance to inquirers and the most timely possible action on requests for information consistent with protection of the public records is to be supplied. In the event of abnormal requests for unusual or potentially exempt records, or in the event of questions not clearly covered by these regulations, the public records officer is to be consulted.

[Order 73-3, § 504-44-120, filed 7/9/73.]

**WAC 504-44-130 Records index.** (1) The agency shall make available to all persons those indexes that are maintained for agency use regarding certain records issued, adopted or promulgated, namely faculty and staff personnel records, student records, and financial and business records. Due to the complexity of the university, the indexing of all materials subject to chapter 1, Laws of 1973, by the university would be unduly burdensome. Accordingly, the regents have caused to be issued in conjunction with these regulations Order No. 73-2 specifying the reasons why such compliance would be unduly burdensome and would constitute an undue interference with university operations. Nevertheless, it is the policy of the university to make available for public inspection and copying all indexes that exist now or are hereafter created and are maintained for agency use consistent with and in conformity to chapter 1, Laws of 1973, and these regulations as now or hereafter amended.

(2) Availability. The following major sources of records are available at the principal office of the university, c/o French Administration Building, Pullman, Washington 99163, and include but are not limited to faculty and staff personnel records, student records, financial and business records, and construction records. These records together with any indexes promulgated by the university are to be available to all persons under the same rules and on the same conditions as generally are applicable to public records subject to these regulations.

[Order 73-3, § 504-44-130, filed 7/9/73.]

**WAC 504-44-140 Communications to the university.** All communications with the university, including but not limited to the submission of materials pertaining to its operations and/or the administration or enforcement of chapter 1, Laws of 1973, and these rules, requests for copies of the university's decisions and other matters, may be addressed as follows: Washington State University, c/o Public Records Officer, French Administration Building, Pullman, Washington 99163.

[Order 73-3, § 504-44-140, filed 7/9/73.]

**WAC 504-44-150 Adoption of form.** Washington State University hereby adopts for use forms for requesting review, inspection and/or copy or copies of its records, the forms attached hereto as Appendix A, B, and C, entitled "Request for public records," "Request for copies," and "Request for review."

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**Order No. 73-2**

In keeping with the intent of chapter 1, Laws of 1973, and Chapter IV thereof regarding public records, it is hereby found by the regents that no master index of records and materials concerning statements of policy adopted by the university, covering administrative staff manuals and instructions to the staff, covering planning policies, etc., and staff report studies, consultant reports, etc., envisioned by section 26 thereof exists or is maintained.

The regents further find that the creation of such an index would not correspondingly enhance the efficiency of the university's existing operations to the extent of any effort expended to produce said indices, but rather would cause an undesirable disruption of existing services and performances in attempting to compile same. In addition, it should be recognized that the university does not operate directly as a regulatory body. The regents hereby direct that existing and future indexes of the university's operations be made available to requesters consistent with chapter 1, Laws of 1973, and the regulations regarding public records as they exist now or as they may be amended in the future.

Ordered in open meeting of the regents this 2nd day of June, 1973.

.....  
President, Board of Regents

.....  
Secretary, Board of Regents

[Order 73-3, § 504-44-150, filed 7/9/73.]

**WAC 504-44-990 Appendix A—Request for public records.**

**REQUEST FOR PUBLIC RECORDS**

Washington State University  
Public Records Office  
332 French Administration Bldg.  
Telephone: 335-5511

Section I. IDENTIFICATION. The information Date requested in boxes 1-4 is not mandatory. If provided, it will allow the records office to contact you, if necessary, in connection with your request.

-----  
1. Name of Requester

-----  
2. Representing (if applicable)

-----  
3. Street Address

-----  
4. City-State-Zip Code

-----  
If there is any particular urgency attached to this request, please indicate the date by which information is needed:

Section II. NATURE OF REQUEST. Please be specific about the records you wish to see. If you do not know the name of the records, make your request in the form of a question. To comply with Chapter IV, Section 26(5), of Initiative 276, please sign the certification below.

I certify that the information obtained as a result of this request for public records will not be used in whole or in part to compile a list for commercial purposes.

.....  
Requester's Signature

DO NOT FILL IN BELOW THIS LINE

Section III. REQUEST FOR REVIEW

Requested by Office Telephone

Section IV. DISPOSITION OF REQUEST

Appendix A

[Order 73-3, Appendix A (codified as WAC 504-44-990), filed 7/9/73.]

WAC 504-44-99001 Appendix B—Public records—Request for copies.

PUBLIC RECORDS  
REQUEST FOR COPIES

Washington State University  
Public Records Office  
332 French Administration Bldg.  
Telephone: 335-5511

Please indicate the records that you wish to have copied, and number of copies of each. When completed, give this request to a staff member who will accompany you to the cashier and then to the nearest copy center. You will be required to pay for the copies before receiving them.

DESCRIPTION OF MATERIALS TO BE COPIED.

.....  
Requester's Signature

Appendix B

[Order 73-3, Appendix B (codified as WAC 504-44-99001), filed 7/9/73.]

WAC 504-44-99002 Appendix C—Public records—Request for review.

PUBLIC RECORDS  
REQUEST FOR REVIEW

Washington State University  
Public Records Office  
332 French Administration Bldg.  
Telephone: 335-5511

A review of the attached request for public records has been requested by the person named below. Note your opinion below and then have your secretary notify the PRO (5-5511) so that the forms may be picked up by our office. Your opinion, as stated, will not be disclosed to the public.

[Title 504 WAC—p. 60]

-----  
Review requested by Office Telephone

Reason for Request for Review:

Opinion:

.....  
Review made by

Appendix C

[Order 73-3, Appendix C (codified as WAC 504-44-99002), filed 7/9/73.]

Chapter 504-48 WAC

STATE ENVIRONMENTAL POLICY ACT RULES

WAC

- 504-48-005 Authority.
- 504-48-015 Adoption by reference.
- 504-48-020 Required methods of public notice.
- 504-48-030 University compliance with flexible thresholds.
- 504-48-040 Emergencies.
- 504-48-050 Designation of responsible official.
- 504-48-060 Procedures on consulted agencies.
- 504-48-070 Severability.

WAC 504-48-005 Authority. Washington State University adopts these procedures under the State Environmental Policy Act (SEPA), RCW 43.21C.120, and the SEPA rules, WAC 197-11-904.

[Statutory Authority: RCW 43.21C.120, 34.05.350, 28B.30.095 and WAC 197-11-904, 90-21-093 (Order 90-3), § 504-48-005, filed 10/19/90, effective 11/19/90.]

WAC 504-48-015 Adoption by reference. The university hereby adopts by reference the 1984 SEPA rules, chapter 197-11 of the Washington Administrative Code, and any amendments thereto, except as follows:

WAC

- 197-11-010 Authority.
- 197-11-020 Purpose.
- 197-11-030 Policy.
- 197-11-810 Exemptions and nonexemptions applicable to specific state agencies.
- 197-11-820 Department of licensing.
- 197-11-825 Department of labor and industries.
- 197-11-830 Department of natural resources.
- 197-11-835 Department of fisheries.
- 197-11-840 Department of game.
- 197-11-845 Department of social and health services.
- 197-11-850 Department of agriculture.
- 197-11-855 Department of ecology.
- 197-11-860 Department of transportation.
- 197-11-865 Utilities and transportation commission.
- 197-11-870 Department of commerce and economic development.
- 197-11-875 Other agencies.
- 197-11-906 Content and consistency of agency procedures.
- 197-11-908 Environmentally sensitive areas.
- 197-11-910 Designation of responsible official.
- 197-11-912 Procedures on consulted agencies.
- 197-11-917 Relationship to chapter 197-10 WAC.

197-11-950 Severability.  
197-11-955 Effective date.

[Statutory Authority: RCW 43.21C.120, 34.05.350, 28B.30.095 and WAC 197-11-904. 90-21-093 (Order 90-3), § 504-48-015, filed 10/19/90, effective 11/19/90.]

#### **WAC 504-48-020 Required methods of public notice.**

When these rules require notice to be given under WAC 197-11-510, the university shall:

(1) Provide notice in such form as a press release or advertisement in WSU Week, Washington State University Daily Evergreen, and a newspaper of general circulation in the county, city or general area that the proposal is located; and

(2) In the case of site-specific project proposals, post a notice on the proposed site.

[Statutory Authority: RCW 43.21C.120, 34.05.350, 28B.30.095 and WAC 197-11-904. 90-21-093 (Order 90-3), § 504-48-020, filed 10/19/90, effective 11/19/90.]

**WAC 504-48-030 University compliance with flexible thresholds.** The university will use the flexible thresholds established by the particular jurisdiction in which a university project is located.

[Statutory Authority: RCW 43.21C.120, 34.05.350, 28B.30.095 and WAC 197-11-904. 90-21-093 (Order 90-3), § 504-48-030, filed 10/19/90, effective 11/19/90.]

**WAC 504-48-040 Emergencies.** Actions that must be undertaken immediately or within a time too short to allow full compliance with these rules, to avoid an imminent threat to public health or safety, to prevent an imminent danger to public or private property, or to prevent an imminent threat of serious environmental degradation, shall be exempt from the procedural requirements of this chapter. Such actions include, but are not limited to, the following:

(1) Emergency pollution control actions responding to accidental discharges, leaks or spills into the air, state waters, or on land.

(2) Implementation of a change in waste disposal procedures caused by unanticipated changes in waste sources which are in compliance with federal and state regulations and standards.

[Statutory Authority: RCW 43.21C.120, 34.05.350, 28B.30.095 and WAC 197-11-904. 90-21-093 (Order 90-3), § 504-48-040, filed 10/19/90, effective 11/19/90.]

#### **WAC 504-48-050 Designation of responsible official.**

For the purposes of SEPA, the responsible agency official is:

Director of Facilities Planning  
122 French Administration Building  
Washington State University  
Pullman, WA 99164-1010

[Statutory Authority: RCW 43.21C.120, 34.05.350, 28B.30.095 and WAC 197-11-904. 90-21-093 (Order 90-3), § 504-48-050, filed 10/19/90, effective 11/19/90.]

**WAC 504-48-060 Procedures on consulted agencies.** The responsible officer designated in WAC 504-48-050 shall be responsible for coordinating, receiving, and reviewing

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comments and requests for information from agencies regarding threshold determinations, scoping, EIS's, and supplemental EIS's.

[Statutory Authority: RCW 43.21C.120, 34.05.350, 28B.30.095 and WAC 197-11-904. 90-21-093 (Order 90-3), § 504-48-060, filed 10/19/90, effective 11/19/90.]

**WAC 504-48-070 Severability.** If any provision of this chapter or its application to any person or circumstance is held invalid, the remainder of this chapter, or the application of the provision to other persons or circumstances, shall not be affected.

[Statutory Authority: RCW 43.21C.120, 34.05.350, 28B.30.095 and WAC 197-11-904. 90-21-093 (Order 90-3), § 504-48-070, filed 10/19/90, effective 11/19/90.]

### **Chapter 504-50 WAC SMALL WORKS ROSTER**

#### **WAC**

504-50-010	Purpose and authority.
504-50-020	Project construction cost.
504-50-030	Creation of small works roster or rosters.
504-50-040	Notice of small works rosters and solicitation of contractors.
504-50-050	Contractors application form—Information required.
504-50-060	Qualification requirements.
504-50-070	Denial or removal of contractors from small works roster—Reasons.
504-50-080	Procedures for use.

**WAC 504-50-010 Purpose and authority.** This chapter of the Washington Administrative Code is adopted pursuant to RCW 39.04.155, authorizing Washington State University to adopt procedures to award contracts for construction, building, renovation, remodeling, alteration, repair, or improvement of real property in lieu of other procedures for such work with an estimated cost of two hundred thousand dollars (\$200,000) or less. The University, in establishing a Small Works Roster, shall use the procedures set forth in this chapter.

[Statutory Authority: RCW 39.04.155. 01-13-103, § 504-50-010, filed 6/20/01, effective 7/21/01.]

**WAC 504-50-020 Project construction cost.** Whenever the estimated cost of any construction... or improvement of real property does not exceed two hundred thousand dollars (\$200,000), the University is authorized to use the Small Works Roster in lieu of public advertisement for bids. In the event that the legislature further increases the Small Works Roster limit, the University is authorized to use the Small Works Roster for any projects up to the legislatively authorized limit. No project shall be broken into units or phases for the purpose of avoiding the maximum dollar amount of a contract that may be met using the Small Works Roster.

[Statutory Authority: RCW 39.04.155. 01-13-103, § 504-50-020, filed 6/20/01, effective 7/21/01.]

**WAC 504-50-030 Creation of small works roster or rosters.** The University may create a single general Small Works Roster, or it may create a Small Works Roster for dif-

[Title 504 WAC—p. 61]

ferent specialties or categories of anticipated work. The rosters may make distinctions between contractors based upon different geographic areas served by the contractors.

[Statutory Authority: RCW 39.04.155. 01-13-103, § 504-50-030, filed 6/20/01, effective 7/21/01.]

**WAC 504-50-040 Notice of small works rosters and solicitation of contractors.** At least once per year, the University shall publish, in a newspaper of general circulation within the counties where small works are expected to be performed, a notice of the existence of any rosters, and shall solicit the names of contractors for such roster or rosters.

[Statutory Authority: RCW 39.04.155. 01-13-103, § 504-50-040, filed 6/20/01, effective 7/21/01.]

**WAC 504-50-050 Contractors application form—Information required.** In response to the notifications above, or at any time, contractors desiring to be included on a Small Works Roster established by Washington State University, may submit a completed application in a format prescribed by the Director, Department of Facilities Operations. Copies of the form may be obtained from the Department of Facilities Operations and will contain the following information:

- (1) Name of contracting firm, including designation as corporation, partnership, sole proprietorship, or otherwise;
- (2) Address of contracting firm;
- (3) Telephone number;
- (4) Fax number;
- (5) E-mail address;
- (6) State contractor's license number;
- (7) Name of the owner or chief operating officer;
- (8) State of Washington Department of Revenue tax number;
- (9) Indication of type of construction firm by categories enumerated on the form;
- (10) An indication of those counties, enumerated on the form, in which the contractor is interested in being considered for projects;
- (11) Indication of whether contractor is certified as a minority or women's business enterprise;
- (12) Three references of satisfactorily completed contracts of a value of not less than twenty-five thousand dollars (\$25,000) within the past two (2) years.

Upon receipt of the application, the University shall evaluate the qualifications of the firm for inclusion on the Small Works Roster, in accordance with WAC 504-XX-050, enter the information set forth therein into its Small Works Roster, and send a copy of the information which is entered to the applicant contractor. Contractors should not consider themselves to be enrolled in a Small Works Roster until they have received this verification.

[Statutory Authority: RCW 39.04.155. 01-13-103, § 504-50-050, filed 6/20/01, effective 7/21/01.]

**WAC 504-50-060 Qualification requirements.** To qualify for placement on the Washington State University Small Works Roster, contractors must demonstrate the following in experience and qualifications:

- (1) Be a licensed contractor in the state of Washington;
- (2) Have successfully completed at least three (3) projects, each with a value of not less than twenty-five thousand dollars (\$25,000) within the past two (2) years;
- (3) Have some experience in public works contracts;
- (4) Have two (2) years experience in the area of expertise for which listing is sought.

[Statutory Authority: RCW 39.04.155. 01-13-103, § 504-50-060, filed 6/20/01, effective 7/21/01.]

**WAC 504-50-070 Denial or removal of contractors from small works roster—Reasons.** A contractor may be denied placement on or, after such placement, may be removed from a Small Works Roster for any of the following reasons:

- (1) The information set forth in the contractor's application is not accurate;
- (2) The contractor fails to notify the University of any changes in the information set forth in its original application for placement on the Small Works Roster within thirty (30) days of the effective date of such change;
- (3) The contractor has failed to respond to three (3) consecutive solicitations for bids on jobs offered through the Small Works Roster;
- (4) The contractor's past performance has demonstrated the firm not to be a responsible bidder as defined in RCW 43.19.1911;
- (5) The contractor fails to complete and return to the University any periodic update submitted by the University to determine the contractor's ongoing interest in maintaining its placement on the Small Works Roster.

[Statutory Authority: RCW 39.04.155. 01-13-103, § 504-50-070, filed 6/20/01, effective 7/21/01.]

**WAC 504-50-080 Procedures for use.** When using a Small Works Roster, the University shall obtain telephone, written or electronic quotations for public works contracts from contractors on the appropriate Small Works Roster to assure that a competitive price is established and to award contracts to the lowest responsible bidder, as defined in RCW 43.19.1911, as follows:

(1) A contract awarded from a Small Works Roster need not be advertised. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation. This paragraph does not eliminate other requirements for architectural or engineering approvals as to quality and compliance with building codes. Quotations may be invited from all appropriate contractors on the appropriate Small Works Roster. As an alternative, quotations may be invited from at least five contractors on the appropriate Small Works Roster who have indicated the capability of performing the kind of work being contracted, in a manner that will equitably distribute the opportunity among the contractors on the appropriate roster. In those cases where there are fewer than five contractors on the appropriate small works roster, quotations will be invited from all contractors on the roster.

(2) If the estimated cost of the work is from one hundred thousand dollars (\$100,000) to two hundred thousand dollars

(\$200,000), the University may choose to solicit bids from less than all the appropriate contractors on the appropriate Small Works Roster but must also notify the remaining contractors on the appropriate Small Works Roster that quotations on the work are being sought. The University has the sole option of determining whether this notice to the remaining contractors is made by:

- (a) Publishing notice in a legal newspaper in general circulation in the area where the work is to be done;
- (b) Mailing a notice to these contractors; or
- (c) Sending a notice to these contractors by facsimile or other electronic means.

(3) For purposes of this resolution, "equitably distribute" means that the University may not favor certain contractors on the appropriate Small Works Roster over other contractors on the appropriate Small Works Roster who perform similar services. At the time bids are solicited, the University representative shall not inform a contractor of the terms or amount of any other contractor's bid for the same project.

(4) A written record shall be made by the University representative of each contractor's bid on the project and of any conditions imposed on the bid. Immediately after an award is made, the bid quotations obtained shall be recorded, open to public inspection, and available by telephone inquiry.

(5) The University shall award the contract for the public works project to the lowest responsible bidder provided that, whenever there is a reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the University may call for new bids. In addition to price, the University shall take into account the following:

- (a) The ability, capacity, and skill of the bidder to perform the contract;
- (b) The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
- (c) Whether the bidder can perform the contract within the time specified by the University;
- (d) The quality of the bidder's performance of previous contracts or services;
- (e) The previous and existing compliance by the bidder with laws relating to the contract or services;
- (f) Such other information as may be secured having a bearing on the decision to award the contract.

[Statutory Authority: RCW 39.04.155. 01-13-103, § 504-50-080, filed 6/20/01, effective 7/21/01.]