

# Title 132R WAC

## COMMUNITY COLLEGES—BIG BEND COMMUNITY COLLEGE

### Chapters

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<b>132R-200</b>	<b>Policy on personnel files.</b>

### Chapter 132R-17 ELECTIONS

132R-17-010	Purpose. [Order 73-12, § 132R-17-010, filed 9/11/73.] Repealed by 90-02-018, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
132R-17-020	Request for election-canvass of certificated employees by independent and neutral person or association. [Order 73-12, § 132R-17-020, filed 9/11/73.] Repealed by 90-02-018, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
132R-17-030	Notice of election—Organizations to be included on ballot—Time for filing. [Order 73-12, § 132R-17-030, filed 9/11/73.] Repealed by 90-02-018, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
132R-17-040	Contents of notice of election—Designation of chief election officer—Duties. [Order 73-12, § 132R-17-040, filed 9/11/73.] Repealed by 90-02-018, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
132R-17-050	List of certificated employees—Posting of list. [Order 73-12, § 132R-17-050, filed 9/11/73.] Repealed by 90-02-018, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
132R-17-060	Election inspectors—Duties—Right to challenge voter—Improper conduct. [Order 73-12, § 132R-17-060, filed 9/11/73.] Repealed by 90-02-018, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
132R-17-070	Ballots. [Order 73-12, § 132R-17-070, filed 9/11/73.] Repealed by 90-02-018, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
132R-17-080	Record of vote—Signature—Challenge. [Order 73-12, § 132R-17-080, filed 9/11/73.] Repealed by 90-02-018, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
132R-17-090	Incorrectly marked ballot. [Order 73-12, § 132R-17-090, filed 9/11/73.] Repealed by 90-02-018, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
132R-17-100	Privacy for voter—Equipment. [Order 75-10, § 132R-17-100, filed 4/10/75; Order 73-12, § 132R-17-100, filed 9/11/73.] Repealed by 90-02-018, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
132R-17-110	Folding ballot—Ballot box. [Order 75-10, § 132R-17-110, filed 4/10/75; Order 73-12, § 132R-17-110, filed 9/11/73.] Repealed by 90-02-018, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
132R-17-120	Challenged ballot—Procedure. [Order 73-12, § 132R-17-120, filed 9/11/73.] Repealed by 90-02-018, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
132R-17-130	Employees present entitled to vote—Sealing ballot box—Unused ballots. [Order 73-12, § 132R-17-130, filed 9/11/73.] Repealed by 90-02-018, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
132R-17-140	Election inspectors duties after voting has terminated. [Order 75-10, § 132R-17-140, filed 4/10/75; Order 73-12, § 132R-17-140, filed 9/11/73.] Repealed by 90-02-018, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
132R-17-150	Disposition of challenged ballots—Tally sheets—Investigation by chief election officer. [Order 73-12, § 132R-17-150, filed 9/11/73.] Repealed by 90-02-018, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
132R-17-160	Counting of ballots—Procedure—Certification of results of election—Retention of ballots—Signed voting lists. [Order 73-12, § 132R-17-160, filed 9/11/73.]

### DISPOSITION OF CHAPTERS FORMERLY CODIFIED IN THIS TITLE

#### Chapter 132R-08

#### REDUCTION IN FORCE OF CLASSIFIED EMPLOYEES

132R-08-010	Purpose of rules. [Order 71-9, § 132R-08-010, filed 9/16/71.] Repealed by 90-02-018, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
132R-08-020	Definitions. [Order 71-9, § 132R-08-020, filed 9/16/71.] Repealed by 90-02-018, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
132R-08-030	Initial procedures for reduction in force. [Order 71-9, § 132R-08-030, filed 9/16/71.] Repealed by 90-02-018, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
132R-08-040	Initial order of layoff. [Order 71-9, § 132R-08-040, filed 9/16/71.] Repealed by 90-02-018, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
132R-08-050	Options in lieu of layoff. [Order 71-9, § 132R-08-050, filed 9/16/71.] Repealed by 90-02-018, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
132R-08-060	Procedure for establishing order of layoff and notice requirements. [Order 71-9, § 132R-08-060, filed 9/16/71.] Repealed by 90-02-018, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
132R-08-070	Distribution of layoff notice. [Order 71-9, § 132R-08-070, filed 9/16/71.] Repealed by 90-02-018, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
132R-08-080	Reemployment rights of laid off employees. [Order 71-9, § 132R-08-080, filed 9/16/71.] Repealed by 90-02-018, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.

#### Chapter 132R-16

#### TENURE REGULATIONS

132R-16-010,	132R-16-020, 132R-16-030, 132R-16-040, 132R-16-050, 132R-16-060, 132R-16-065, 132R-16-070, 132R-16-080, and 132R-16-090. [Order 70-8, filed 6/8/70.] Repealed by Order 74-3, filed 3/18/74.
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- Repealed by 90-02-018, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
- 132R-17-170 Electioneering within the polls forbidden. [Order 73-12, § 132R-17-170, filed 9/11/73.] Repealed by 90-02-018, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
- 132R-17-180 Contest of election—Time for filing objections—Investigation of objections. [Order 73-12, § 132R-17-180, filed 9/11/73.] Repealed by 90-02-018, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
- 132R-17-190 Persons eligible to vote—Definition "certificated employee." [Order 73-12, § 132R-17-190, filed 9/11/73.] Repealed by 90-02-018, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
- 132R-17-200 Election determined by majority of valid votes cast—Run-off election. [Order 73-12, § 132R-17-200, filed 9/11/73.] Repealed by 90-02-018, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
- 132R-17-210 Time lapse for new election. [Order 73-12, § 132R-17-210, filed 9/11/73.] Repealed by 90-02-018, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.

**Chapter 132R-128**  
**REGULATIONS ON TENURE,**  
**NONRENEWAL OF FACULTY PROBATIONERS' CONTRACTS,**  
**AND FACULTY DISMISSALS**

- 132R-128-010 Purpose. [Order 73-10, § 132R-128-010, filed 6/18/73.] Repealed by 85-14-078 (Resolution No. 82-6), filed 7/1/85. Statutory Authority: RCW 28B.50.852.
- 132R-128-020 Definitions. [Order 76-28, § 132R-128-020, filed 12/23/76; Order 75-6, § 132R-128-020, filed 3/6/75; Order 73-10, § 132R-128-020, filed 6/18/73.] Repealed by 85-14-078 (Resolution No. 82-6), filed 7/1/85. Statutory Authority: RCW 28B.50.852.
- 132R-128-030 Composition of review committees. [Order 75-6, § 132R-128-030, filed 3/6/75; Order 73-10, § 132R-128-030, filed 6/18/73.] Repealed by 85-14-078 (Resolution No. 82-6), filed 7/1/85. Statutory Authority: RCW 28B.50.852.
- 132R-128-040 Review committee evaluation procedures. [Order 73-10, § 132R-128-040, filed 6/18/73.] Repealed by 85-14-078 (Resolution No. 82-6), filed 7/1/85. Statutory Authority: RCW 28B.50.852.
- 132R-128-050 Review committee evaluation standards. [Order 73-10, § 132R-128-050, filed 6/18/73.] Repealed by 85-14-078 (Resolution No. 82-6), filed 7/1/85. Statutory Authority: RCW 28B.50.852.
- 132R-128-060 Communication of evaluation to probationers. [Order 73-10, § 132R-128-060, filed 6/18/73.] Repealed by 85-14-078 (Resolution No. 82-6), filed 7/1/85. Statutory Authority: RCW 28B.50.852.
- 132R-128-070 Recommendations regarding tenure. [Order 73-10, § 132R-128-070, filed 6/18/73.] Repealed by 85-14-078 (Resolution No. 82-6), filed 7/1/85. Statutory Authority: RCW 28B.50.852.
- 132R-128-080 Board decisions regarding tenure. [Order 73-10, § 132R-128-080, filed 6/18/73.] Repealed by 85-14-078 (Resolution No. 82-6), filed 7/1/85. Statutory Authority: RCW 28B.50.852.
- 132R-128-090 Dismissals. [Order 73-10, § 132R-128-090, filed 6/18/73.] Repealed by 85-14-078 (Resolution No. 82-6), filed 7/1/85. Statutory Authority: RCW 28B.50.852.
- 132R-128-100 Dismissal for sufficient cause. [Order 76-28, § 132R-128-100, filed 12/23/76; Order 73-10, § 132R-128-100, filed 6/18/73.] Repealed by 85-14-078 (Resolution No. 82-6), filed 7/1/85. Statutory Authority: RCW 28B.50.852.
- 132R-128-110 Nonrenewal of tenured faculty contracts. [Order 73-10, § 132R-128-110, filed 6/18/73.] Repealed by 85-14-078 (Resolution No. 82-6), filed 7/1/85. Statutory Authority: RCW 28B.50.852.
- 132R-128-120 Tenure considerations. [Order 73-10, § 132R-128-120, filed 6/18/73.] Repealed by 85-14-078 (Resolution No. 82-6), filed 7/1/85. Statutory Authority: RCW 28B.50.852.
- 132R-128-121 Summary suspension. [Order 76-18, § 132R-128-121, filed 8/4/76.] Repealed by 85-14-078 (Resolution No. 82-6), filed 7/1/85. Statutory Authority: RCW 28B.50.852.
- 132R-128-122 Hearing. [Order 76-18, § 132R-128-122, filed 8/4/76.] Repealed by 85-14-078 (Resolution No. 82-6), filed 7/1/85. Statutory Authority: RCW 28B.50.852.

- 132R-128-130 Severability. [Order 73-10, § 132R-128-130, filed 6/18/73.] Repealed by 85-14-078 (Resolution No. 82-6), filed 7/1/85. Statutory Authority: RCW 28B.50.852.

**Chapter 132R-130**  
**COLLECTIVE BARGAINING**  
**RELATING TO TENURE**

- 132R-130-010 Tenure. [Statutory Authority: RCW 28B.50.852. 82-14-075 (Resolution No. 82-6), § 132R-130-010, filed 7/6/82.] Repealed by 90-02-018, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.

**Chapter 132R-132**  
**ACADEMIC TRANSCRIPTS**

- 132R-132-010 Transcripts of records. [Order 73-4, § 132R-132-010, filed 3/23/73.] Repealed by 90-02-018, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
- 132R-132-020 Use of student records. [Order 73-4, § 132R-132-020, filed 3/23/73.] Repealed by 90-02-018, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.

**Chapter 132R-140**  
**SWIMMING POOL AND DIVING REGULATIONS**

- 132R-140-010 Swimming pool regulations. [Order 73-4, § 132R-140-010, filed 3/23/73.] Repealed by 90-02-018, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
- 132R-140-020 Diving rules. [Order 73-4, § 132R-140-020, filed 3/23/73.] Repealed by 90-02-018, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
- 132R-140-030 Penalty for violations of this chapter. [Order 73-4, § 132R-140-030, filed 3/23/73.] Repealed by 90-02-018, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.

**Chapter 132R-156**  
**OFF-CAMPUS HOUSING**

- 132R-156-010 Listing. [Order 73-4, § 132R-156-010, filed 3/23/73.] Repealed by 90-02-018, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
- 132R-156-020 Policy of nondiscrimination. [Order 73-4, § 132R-156-020, filed 3/23/73.] Repealed by 90-02-018, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
- 132R-156-030 Responsibility. [Order 73-4, § 132R-156-030, filed 3/23/73.] Repealed by 90-02-018, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.

**Chapter 132R-160**  
**FOOD SERVICE POLICIES**

- 132R-160-010 Meal tickets. [Order 73-4, § 132R-160-010, filed 3/23/73.] Repealed by 90-02-018, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
- 132R-160-020 Dining etiquette. [Order 73-4, § 132R-160-020, filed 3/23/73.] Repealed by 90-02-018, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
- 132R-160-030 Sack lunches. [Order 73-4, § 132R-160-030, filed 3/23/73.] Repealed by 90-02-018, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
- 132R-160-040 Sick trays. [Order 73-4, § 132R-160-040, filed 3/23/73.] Repealed by 90-02-018, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.

**Chapter 132R-180**  
**REDUCTION IN FORCE POLICY—**  
**ACADEMIC EMPLOYEES—DECLARATION OF EMERGENCY**

- 132R-180-010 Purpose. [Order 74-21, § 132R-180-010, filed 1/7/75.] Repealed by 85-14-078 (Resolution No. 82-6), filed 7/1/85. Statutory Authority: RCW 28B.50.852.
- 132R-180-020 Definitions. [Order 74-21, § 132R-180-020, filed 1/7/75.] Repealed by 85-14-078 (Resolution No. 82-6), filed 7/1/85. Statutory Authority: RCW 28B.50.852.
- 132R-180-030 Determination of need for reduction in force. [Order 74-21, § 132R-180-030, filed 1/7/75.] Repealed by 85-14-078 (Resolution No. 82-6), filed 7/1/85. Statutory Authority: RCW 28B.50.852.
- 132R-180-040 Determination of comprehensive educational services. [Order 74-21, § 132R-180-040, filed 1/7/75.] Repealed by 85-14-078 (Resolution No. 82-6), filed 7/1/85. Statutory Authority: RCW 28B.50.852.

- 132R-180-050 Determination of number of academic employees to be laid off. [Order 74-21, § 132R-180-050, filed 1/7/75.] Repealed by 85-14-078 (Resolution No. 82-6), filed 7/1/85. Statutory Authority: RCW 28B.50.852.
- 132R-180-060 Seniority units and determination of seniority. [Order 76-29, § 132R-180-060, filed 12/23/76; Order 74-21, § 132R-180-060, filed 1/7/75.] Repealed by 85-14-078 (Resolution No. 82-6), filed 7/1/85. Statutory Authority: RCW 28B.50.852.
- 132R-180-070 Order of layoff. [Order 74-21, § 132R-180-070, filed 1/7/75.] Repealed by 85-14-078 (Resolution No. 82-6), filed 7/1/85. Statutory Authority: RCW 28B.50.852.
- 132R-180-080 Reduction in force hearing review committee. [Order 74-21, § 132R-180-080, filed 1/7/75.] Repealed by 85-14-078 (Resolution No. 82-6), filed 7/1/85. Statutory Authority: RCW 28B.50.852.
- 132R-180-090 Rights of academic employees on layoff status. [Order 74-21, § 132R-180-090, filed 1/7/75.] Repealed by 85-14-078 (Resolution No. 82-6), filed 7/1/85. Statutory Authority: RCW 28B.50.852.
- Chapter 132R-185  
CLASSIFIED STAFF  
DEVELOPMENT AND TRAINING POLICY**
- 132R-185-010 Purpose. [Order 75-1, § 132R-185-010, filed 3/6/75.] Repealed by 90-02-018, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
- 132R-185-020 Definitions. [Order 75-1, § 132R-185-020, filed 3/6/75.] Repealed by 90-02-018, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
- 132R-185-030 Training activities. [Order 75-1, § 132R-185-030, filed 3/6/75.] Repealed by 90-02-018, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
- 132R-185-040 Training officer. [Order 75-1, § 132R-185-040, filed 3/6/75.] Repealed by 90-02-018, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
- 132R-185-050 Training committee. [Order 75-1, § 132R-185-050, filed 3/6/75.] Repealed by 90-02-018, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
- 132R-185-060 Administrative units. [Order 75-1, § 132R-185-060, filed 3/6/75.] Repealed by 90-02-018, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
- 132R-185-070 Classified employees. [Order 75-1, § 132R-185-070, filed 3/6/75.] Repealed by 90-02-018, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
- 132R-185-080 Employee training records. [Order 75-1, § 132R-185-080, filed 3/6/75.] Repealed by 90-02-018, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
- Chapter 132R-195  
STATE ENVIRONMENTAL POLICY ACT**
- 132R-195-010 Compliance with SEPA—Guidelines. [Order 76-17, § 132R-195 (codified as WAC 132R-195-010), filed 8/4/76.] Repealed by 90-02-018, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
- Chapter 132R-210  
CLASSIFIED PERSONNEL RULES—  
EUROPEAN PROJECT**
- 132R-210-015 Purpose. [Order 1, § 132R-210-015, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
- 132R-210-020 Definitions. [Order 1, § 132R-210-020, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
- 132R-210-030 Scope. [Order 1, § 132R-210-030, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
- 132R-210-040 Exemptions. [Order 1, § 132R-210-040, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
- 132R-210-060 Personnel director. [Order 1, § 132R-210-060, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
- 132R-210-070 Personnel officers. [Order 1, § 132R-210-070, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
- 132R-210-110 Preparation. [Order 1, § 132R-210-110, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
- 132R-210-120 Adoption. [Order 1, § 132R-210-120, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
- 132R-210-130 Interpretation of specifications. [Order 1, § 132R-210-130, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
- 132R-210-140 Use in examination. [Order 1, § 132R-210-140, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
- 132R-210-150 Position allocation—Reallocation. [Order 1, § 132R-210-150, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
- 132R-210-160 Position review. [Order 1, § 132R-210-160, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
- 132R-210-170 Allocation review committee. [Order 1, § 132R-210-170, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
- 132R-210-175 Allocation appeal—Allocation review committee. [Order 2, § 132R-210-175, filed 11/14/77; Order 1, § 132R-210-175, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
- 132R-210-180 Position reallocation—Effect on incumbent. [Order 1, § 132R-210-180, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
- 132R-210-210 Compensation plans. [Order 1, § 132R-210-210, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
- 132R-210-220 Compensation plans—Adoption. [Order 1, § 132R-210-220, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
- 132R-210-230 Salary—Limits. [Order 1, § 132R-210-230, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
- 132R-210-240 Salary—Entrance. [Order 1, § 132R-210-240, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
- 132R-210-250 Salary—Periodic increment. [Order 1, § 132R-210-250, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
- 132R-210-260 Salary—Periodic increment date. [Order 1, § 132R-210-260, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
- 132R-210-265 Salary—Promotion. [Order 1, § 132R-210-265, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
- 132R-210-270 Salary—Survey. [Order 1, § 132R-210-270, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
- 132R-210-275 Salary—Part-time employment computation. [Order 1, § 132R-210-275, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
- 132R-210-280 Salary—Overtime records. [Order 1, § 132R-210-280, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
- 132R-210-310 Separation. [Order 1, § 132R-210-310, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
- 132R-210-320 Resignation. [Order 1, § 132R-210-320, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
- 132R-210-330 Layoff. [Order 1, § 132R-210-330, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
- 132R-210-335 Layoff—Special employment programs. [Order 1, § 132R-210-335, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
- 132R-210-340 Layoff lists. [Order 1, § 132R-210-340, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
- 132R-210-350 Veterans retention preference. [Order 1, § 132R-210-350, filed 7/28/77.] Repealed by 88-21-027 (Resolution

	No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.	132R-210-702	Examination notice. [Order 1, § 132R-210-702, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
132R-210-360	Europe-wide layoff list. [Order 1, § 132R-210-360, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.	132R-210-704	Recruitment notice—Content. [Order 1, § 132R-210-704, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
132R-210-405	Demotion—Suspension—Reduction—Dismissal—Causes. [Order 1, § 132R-210-405, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.	132R-210-706	Recruitment notice—Duration. [Order 1, § 132R-210-706, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
132R-210-410	Reduction—Demotion—Procedure. [Order 1, § 132R-210-410, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.	132R-210-708	Eligible list modification—Training. [Order 1, § 132R-210-708, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
132R-210-415	Suspension—Grounds for—Duration—Notice. [Order 1, § 132R-210-415, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.	132R-210-710	Examination administration. [Order 1, § 132R-210-710, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
132R-210-420	Dismissal—Grounds for—Notice. [Order 1, § 132R-210-420, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.	132R-210-712	Examination—Eligibility. [Order 1, § 132R-210-712, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
132R-210-425	Probationary period—Rejection. [Order 1, § 132R-210-425, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.	132R-210-714	Application forms. [Order 1, § 132R-210-714, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
132R-210-430	Dismissal, suspension—Concurrently—Notice. [Order 1, § 132R-210-430, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.	132R-210-716	Application—Acceptance. [Order 1, § 132R-210-716, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
132R-210-435	Unauthorized absence—Presumption of resignation—Notice. [Order 1, § 132R-210-435, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.	132R-210-718	Application—Freedom from bias. [Order 1, § 132R-210-718, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
132R-210-440	Demotion, suspension—Reduction—Dismissal—Withdrawal of charges by appointing authority—Time limitation. [Order 1, § 132R-210-440, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.	132R-210-720	Application—Admission to examination. [Order 1, § 132R-210-720, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
132R-210-445	Appeals from demotion, suspension, reduction, dismissal. [Order 1, § 132R-210-445, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.	132R-210-722	Application—Disqualification—Rejection. [Order 1, § 132R-210-722, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
132R-210-450	Appeals—Receipt—Procedure. [Order 1, § 132R-210-450, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.	132R-210-724	Anonymity of applicants. [Order 1, § 132R-210-724, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
132R-210-455	Appeals—Hearings. [Order 1, § 132R-210-455, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.	132R-210-726	Examination—Veterans preference—Eligibility periods—Percentage allowance. [Order 1, § 132R-210-726, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
132R-210-460	Written notice of findings. [Order 1, § 132R-210-460, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.	132R-210-728	Notification of examination results. [Order 1, § 132R-210-728, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
132R-210-465	Request for review. [Order 1, § 132R-210-465, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.	132R-210-730	Reexamination—Procedure. [Order 1, § 132R-210-730, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
132R-210-470	Ruling on review. [Order 1, § 132R-210-470, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.	132R-210-732	Examination records requirement. [Order 1, § 132R-210-732, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
132R-210-505	Purpose. [Order 1, § 132R-210-505, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.	132R-210-734	Eligible lists—Establishment. [Order 1, § 132R-210-734, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
132R-210-510	Rights of employees. [Order 1, § 132R-210-510, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.	132R-210-736	Eligible lists—Definition—Composition. [Order 1, § 132R-210-736, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
132R-210-520	Employee organization filing requirements. [Order 1, § 132R-210-520, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.	132R-210-738	Procedure in case of ties. [Order 1, § 132R-210-738, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
132R-210-570	Unfair labor practices for management-employee. [Order 1, § 132R-210-570, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.	132R-210-740	Duration of eligible lists. [Order 1, § 132R-210-740, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
132R-210-620	Right to appeal. [Order 1, § 132R-210-620, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.	132R-210-742	Removal of names from eligible lists. [Order 1, § 132R-210-742, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
132R-210-630	Remedial action. [Order 1, § 132R-210-630, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.		
132R-210-701	Recruitment—Examination—General rules. [Order 1, § 132R-210-701, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.		

132R-210-744	Notification of removal of name. [Order 1, § 132R-210-744, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.	132R-210-805	Work schedules. [Order 1, § 132R-210-805, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
132R-210-746	Related eligible lists. [Order 1, § 132R-210-746, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.	132R-210-808	Rest period. [Order 1, § 132R-210-808, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
132R-210-748	Request for certification. [Order 1, § 132R-210-748, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.	132R-210-811	Holidays. [Order 1, § 132R-210-811, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
132R-210-750	Method of certification. [Order 1, § 132R-210-750, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.	132R-210-814	Personal holiday—Regulations governing. [Order 1, § 132R-210-814, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
132R-210-752	Selective certification. [Order 1, § 132R-210-752, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.	132R-210-817	Leave authorization. [Order 1, § 132R-210-817, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
132R-210-754	Incomplete certification. [Order 1, § 132R-210-754, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.	132R-210-820	Annual vacation leave. [Order 1, § 132R-210-820, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
132R-210-756	Notice of certification. [Order 1, § 132R-210-756, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.	132R-210-823	Annual vacation leave—Use. [Order 1, § 132R-210-823, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
132R-210-758	Selection from certification. [Order 1, § 132R-210-758, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.	132R-210-826	Annual vacation leave—Accumulation. [Order 1, § 132R-210-826, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
132R-210-760	Returning employee provisions—Layoff—Reemployment. [Order 1, § 132R-210-760, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.	132R-210-829	Annual vacation leave—Cash payment. [Order 1, § 132R-210-829, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
132R-210-762	Provisional appointment. [Order 1, § 132R-210-762, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.	132R-210-832	Sick leave accrual. [Order 1, § 132R-210-832, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
132R-210-764	Emergency appointment. [Order 1, § 132R-210-764, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.	132R-210-835	Leave accrual date. [Order 1, § 132R-210-835, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
132R-210-766	Probationary appointment. [Order 1, § 132R-210-766, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.	132R-210-838	Sick leave—Use. [Order 1, § 132R-210-838, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
132R-210-768	Trial service appointment. [Order 1, § 132R-210-768, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.	132R-210-841	Maternity leave. [Order 1, § 132R-210-841, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
132R-210-770	Permanent status appointment. [Order 1, § 132R-210-770, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.	132R-210-843	Sick leave—Reporting. [Order 1, § 132R-210-843, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
132R-210-772	Employee reassignment—Transfer. [Order 1, § 132R-210-772, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.	132R-210-847	Sick leave—Physician's certificate. [Order 1, § 132R-210-847, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
132R-210-774	Temporary appointment. [Order 1, § 132R-210-774, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.	132R-210-850	Sick leave—Workman's compensation. [Order 1, § 132R-210-850, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
132R-210-776	Modification of minimum qualifications. [Order 1, § 132R-210-776, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.	132R-210-853	Sick leave—Change of employment. [Order 1, § 132R-210-853, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
132R-210-778	Concurrent certification. [Order 1, § 132R-210-778, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.	132R-210-856	Sick leave—Separation—Reinstatement. [Order 1, § 132R-210-856, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
132R-210-780	Instructional year appointment. [Order 1, § 132R-210-780, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.	132R-210-859	Military training leave. [Order 1, § 132R-210-859, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
132R-210-782	Corrective employment programs. [Order 1, § 132R-210-782, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.	132R-210-862	Military leave without pay. [Order 1, § 132R-210-862, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
132R-210-784	Special employment programs. [Order 1, § 132R-210-784, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.	132R-210-865	Leave of absence without pay. [Order 1, § 132R-210-865, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
132R-210-802	Hours of work—General. [Order 1, § 132R-210-802, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.	132R-210-868	Leave duration—Exception. [Order 1, § 132R-210-868, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
		132R-210-871	Leave of absence—Employee rights. [Order 1, § 132R-210-871, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
		132R-210-874	Leave—Procedures. [Order 1, § 132R-210-874, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.

- 132R-210-877 Suspended operation. [Order 1, § 132R-210-877, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
- 132R-210-880 Employee absence—Inclement weather. [Order 1, § 132R-210-880, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
- 132R-210-910 Employee development—Authority, purpose and objective. [Order 1, § 132R-210-910, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
- 132R-210-920 Definitions. [Order 1, § 132R-210-920, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
- 132R-210-930 Training and development programs. [Order 1, § 132R-210-930, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.
- 132R-210-950 Training—General provisions. [Order 1, § 132R-210-950, filed 7/28/77.] Repealed by 88-21-027 (Resolution No. 88-4), filed 10/10/88. Statutory Authority: RCW 28B.16.010.

### Chapter 132R-01 WAC ORGANIZATION

#### WAC

- 132R-01-010 Organization—Operation—Information.

**WAC 132R-01-010 Organization—Operation—Information.** (1) Organization. Big Bend Community College is established in Title 28B RCW as a public institution of higher education. The institution is governed by a five-member board of trustees, appointed by the governor. The board employs a president, who acts as the chief executive officer of the institution. The president establishes the structure of the administration.

(2) Rules coordinator. The designated rules coordinator for Big Bend Community College is the vice-president, administrative services, located at the following address:

Vice-President, Administrative Services  
Big Bend Community College  
Building 1400  
7662 Chanute Street  
Moses Lake, WA 98837-3299

(3) Operation. The administrative office is located at the following address:

Big Bend Community College  
Building 1400  
7662 Chanute Street  
Moses Lake, WA 98837-3299

The office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, except legal holidays.

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

Big Bend Community College - Admissions  
Building 1400  
7662 Chanute Street  
Moses Lake, WA 98837-3299

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-01-010, filed 7/14/03, effective 8/14/03. Statutory Authority:

[Title 132R WAC—p. 6]

RCW 28B.50.140. 90-02-016, § 132R-01-010, filed 12/26/89, effective 1/26/90.]

### Chapter 132R-02 WAC PRACTICE AND PROCEDURE

#### WAC

- 132R-02-010 Adoption of model rules of procedure.  
132R-02-020 Appointment of presiding officers.  
132R-02-030 Method of recording.  
132R-02-040 Application for adjudicative proceeding.  
132R-02-050 Brief adjudicative procedures.  
132R-02-060 Discovery.  
132R-02-070 Procedure for closing parts of the hearings.  
132R-02-080 Recording devices.  
132R-02-090 Petitions for stay of effectiveness.

**WAC 132R-02-010 Adoption of model rules of procedure.** The model rules of procedure adopted by the chief administrative law judge pursuant to RCW 34.05.250, as now or hereafter amended, are hereby adopted for use at this institution. Those rules may be found in chapter 10-08 WAC. Other procedural rules adopted in this title are supplementary to the model rules of procedure. In the case of a conflict between the model rules of procedure and procedural rules adopted in this title, the procedural rules adopted by this institution shall govern. Rules adopted at this institution prior to July 1, 1989, remain in full force and effect unless specifically repealed or amended.

[Statutory Authority: RCW 28B.50.140. 90-02-016, § 132R-02-010, filed 12/26/89, effective 1/26/90.]

**WAC 132R-02-020 Appointment of presiding officers.** The president or president's designee shall designate a presiding officer for an adjudicative proceeding. The presiding officer shall be an administrative law judge, a member in good standing of the Washington State Bar Association, a panel of individuals, the president, or his or her designee, or any combination of the above. Where more than one individual is designated to be the presiding officer, one person shall be designated by the president or president's designee to make decisions concerning discovery, closure, means of recording adjudicative proceedings, and similar matters.

[Statutory Authority: RCW 28B.50.140. 90-02-016, § 132R-02-020, filed 12/26/89, effective 1/26/90.]

**WAC 132R-02-030 Method of recording.** Proceedings shall be recorded by a method determined by the presiding officer, among those available pursuant to the model rules of procedure in WAC 10-08-170.

[Statutory Authority: RCW 28B.50.140. 90-02-016, § 132R-02-030, filed 12/26/89, effective 1/26/90.]

**WAC 132R-02-040 Application for adjudicative proceeding.** An application for adjudicative proceeding shall be in writing. Application forms are available at the following address:

President's Office  
Big Bend Community College  
Building 1400  
7662 Chanute Street  
Moses Lake, WA 98837-3299

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

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-02-040, filed 7/14/03, effective 8/14/03. Statutory Authority: RCW 28B.50.140. 90-02-016, § 132R-02-040, filed 12/26/89, effective 1/26/90.]

#### **WAC 132R-02-050 Brief adjudicative procedures.**

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

- (1) Residency determinations made pursuant to RCW 28B.15.013, conducted by the admissions office;
- (2) Challenges to contents of education records;
- (3) Student conduct proceedings. The procedural rules in chapter 132R-04 WAC apply to these proceedings;
- (4) Parking violations. The procedural rules in chapters 132R-116 and 132R-118 WAC apply to these proceedings;
- (5) Outstanding debts owed by students or employees;
- (6) Loss of eligibility for participation in institution-sponsored athletic events, pursuant to chapter 132R-05 WAC.

[Statutory Authority: RCW 28B.50.140. 90-02-016, § 132R-02-050, filed 12/26/89, effective 1/26/90.]

**WAC 132R-02-060 Discovery.** Discovery in adjudicative proceedings may be permitted at the discretion of the presiding officer. In permitting discovery, the presiding officer shall make reference to the civil rules of procedure. The presiding officer shall have the power to control the frequency and nature of discovery permitted, and to order discovery conferences to discuss discovery issues.

[Statutory Authority: RCW 28B.50.140. 90-02-016, § 132R-02-060, filed 12/26/89, effective 1/26/90.]

**WAC 132R-02-070 Procedure for closing parts of the hearings.** A party may apply for a protective order to close part of a hearing. The party making the request should state the reasons for making the application to the presiding officer. If the other party opposes the request, a written response to the request shall be made within ten days of the request to the presiding officer. The presiding officer shall determine which, if any, parts of the proceeding shall be closed, and state the reasons therefor in writing within twenty days of receiving the request.

[Statutory Authority: RCW 28B.50.140. 90-02-016, § 132R-02-070, filed 12/26/89, effective 1/26/90.]

**WAC 132R-02-080 Recording devices.** No cameras or recording devices shall be allowed in those parts of proceedings which the presiding officer has determined shall be closed pursuant to WAC 132R-02-070, except for the method of official recording selected by the institution.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-02-080, filed 7/14/03, effective 8/14/03. Statutory Authority: RCW 28B.50.140. 90-02-016, § 132R-02-080, filed 12/26/89, effective 1/26/90.]

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**WAC 132R-02-090 Petitions for stay of effectiveness.** Disposition of a petition for stay of effectiveness of a final order shall be made by the official, officer, or body of officers, who entered the final order.

[Statutory Authority: RCW 28B.50.140. 90-02-016, § 132R-02-090, filed 12/26/89, effective 1/26/90.]

### **Chapter 132R-04 WAC STUDENT CONDUCT CODE**

#### **WAC**

132R-04-010	Student rights and responsibilities.
132R-04-015	Definitions.
132R-04-017	Jurisdiction.
132R-04-019	Right to demand identification.
132R-04-040	Freedom of expression.
132R-04-042	Freedom of access to higher education.
132R-04-047	Freedom of association and organization.
132R-04-056	Standards.
132R-04-057	Student code of conduct violations.
132R-04-063	Disciplinary sanctions.
132R-04-064	Interim discipline.
132R-04-067	Readmission after major discipline.
132R-04-100	Delegation of disciplinary authority.
132R-04-112	Discipline statement.
132R-04-115	Disciplinary action.
132R-04-117	Disciplinary committee.
132R-04-130	Disciplinary committee procedures.
132R-04-140	Disciplinary committee decision.
132R-04-150	Imposition of discipline.
132R-04-160	Student appeal.
132R-04-165	Maintenance of disciplinary records.
132R-04-170	Criminal prosecution.
132R-04-180	Effective date.
132R-04-190	Prior rules.
132R-04-200	Severability.

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

132R-04-020	Liquor. [Order 69-4, § 132R-04-020, filed 12/5/69.] Repealed by 03-15-063, filed 7/14/03, effective 8/14/03. Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW.
132R-04-030	Drugs. [Order 69-4, § 132R-04-030, filed 12/5/69.] Repealed by 03-15-063, filed 7/14/03, effective 8/14/03. Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW.
132R-04-035	Damaging property. [Order 69-4, § 132R-04-035, filed 12/5/69.] Repealed by 03-15-063, filed 7/14/03, effective 8/14/03. Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW.
132R-04-050	Criminal violations. [Order 69-4, § 132R-04-050, filed 12/5/69.] Repealed by 03-15-063, filed 7/14/03, effective 8/14/03. Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW.
132R-04-055	Classroom conduct. [Order 69-4, § 132R-04-055, filed 12/5/69.] Repealed by 03-15-063, filed 7/14/03, effective 8/14/03. Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW.
132R-04-060	Commercial activities. [Order 69-4, § 132R-04-060, filed 12/5/69.] Repealed by 03-15-063, filed 7/14/03, effective 8/14/03. Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW.
132R-04-070	Outside speakers. [Order 69-4, § 132R-04-070, filed 12/5/69.] Repealed by 03-15-063, filed 7/14/03, effective 8/14/03. Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW.
132R-04-080	Trespass. [Order 69-4, § 132R-04-080, filed 12/5/69.] Repealed by 03-15-063, filed 7/14/03, effective 8/14/03. Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW.
132R-04-090	Distribution of materials. [Order 69-4, § 132R-04-090, filed 12/5/69.] Repealed by 03-15-063, filed 7/14/03, effective 8/14/03. Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW.
132R-04-110	Disciplinary action. [Order 69-4, § 132R-04-110, filed 12/5/69.] Repealed by 03-15-063, filed 7/14/03, effective 8/14/03.

Disciplinary committee. [Order 69-4, § 132R-04-120, filed 12/5/69.] Repealed by 03-15-063, filed 7/14/03, effective 8/14/03. Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW.

132R-04-120

**WAC 132R-04-010 Student rights and responsibilities.** Admission to the college carries with it the expectation that students will conduct themselves as responsible members of the college community, that they will comply with the rules and regulations of the college, maintain high standards of integrity and honesty, respect the rights, privileges, and property of other members of the college community, and will not interfere with legitimate college affairs.

The rights and responsibilities of students are further defined and listed in the "student rights and responsibilities" policy adopted by the board of trustees of Big Bend Community College. Policies and procedures are fully explained in the student handbook which is on file in the office of the vice-president of student services.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-04-010, filed 7/14/03, effective 8/14/03. Statutory Authority: RCW 28B.50.140. 90-02-019, § 132R-04-010, filed 12/26/89, effective 1/26/90; Order 69-4, § 132R-04-010, filed 12/5/69.]

**WAC 132R-04-015 Definitions.** (1) "ASB" means the representative governing body for students at Big Bend Community College recognized by the board of trustees.

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

(3) "Board" means the board of trustees of Community College District 18, state of Washington.

(4) "College president" or "president" means the duly appointed chief executive officer of Big Bend Community College, Community College District 18, state of Washington, or in his/her absence, the acting chief executive officer.

(5) "College" means Big Bend Community College located within Community College District 18, state of Washington.

(6) "College facilities" means and includes any or all real and personal property owned or operated by the college and shall include all buildings and appurtenances affixed thereon or attached thereto.

(7) "College personnel" refers to any person employed by Community College District 18 on a full-time or part-time basis, except those who are faculty members.

(8) "Disciplinary action" means and includes suspension or any lesser sanction of any student by the vice-president of student services, student disciplinary council, college president, or the board of trustees for the violation of any of the provisions of the code of student conduct or any of the provisions of the code of student rights and responsibilities for which such sanctions may be imposed.

(9) "District" means Community College 18, state of Washington.

(10) "Faculty member(s)" means any employee of Big Bend Community College who is employed on a full-time or part-time basis as a teacher, counselor, librarian or other position for which the training, experience and responsibility are

comparable as determined by the appointing authority, except administrative appointments.

(11) "Hazing" means any method of initiation into a student organization, association, or living group or any pastime or amusement engaged in with respect to such an organization that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm, to any student or other person attending any institution of higher education or post-secondary institution.

(12) "Recognized student organization" means and includes any group or organization composed of students, which is affirmed by the student government of the college.

(13) "A sponsored event or activity" means any activity that is scheduled by the college and is supervised and controlled by college faculty members or personnel. Such sponsorship shall continue only as long as the event is supervised and controlled by the college faculty member or personnel. When the sponsored event or activity is of a prolonged nature, and free time periods are permitted to the students participating in the event, any activity taking place during such a free time period outside of the supervision and control of the college faculty member(s) or personnel, shall be deemed to be a nonsponsored activity.

(14) "Student" means a person who is enrolled for courses at the college.

(15) "Working days" means Monday through Friday, excluding holidays.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-04-015, filed 7/14/03, effective 8/14/03.]

**WAC 132R-04-017 Jurisdiction.** All rules herein adopted shall apply to every student whenever said student is present upon or in any college facility and whenever said student is present at or engaged in any college sponsored activity or function whether occurring on or off college facilities/premises.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-04-017, filed 7/14/03, effective 8/14/03.]

**WAC 132R-04-019 Right to demand identification.** For the purpose of determining identity of a person as a student any faculty member or other college personnel authorized by the college president may demand that any person on college facilities produce evidence of student enrollment at the college. Tender of the student identification card will satisfy this requirement.

Refusal by a student to produce identification as required shall subject the student to disciplinary action.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-04-019, filed 7/14/03, effective 8/14/03.]

**WAC 132R-04-040 Freedom of expression.** (1) Fundamental to the democratic process are the rights of free speech and peaceful assembly. Students, other members of the college community, and nonstudents shall always be free to express their views or support causes by orderly means which do not disrupt the regular and essential operations of the college.

(2) Concomitantly, while supporting the rights of students and others, the college recognizes the responsibility to



maintain an atmosphere conducive to a sound educational endeavor.

(3) To insure the reconciliation of such rights and responsibilities, while respecting the private rights of all individuals, campus demonstrations may be conducted only in areas which are generally available to the public provided such demonstrations:

- (a) Are conducted in an orderly manner; and
- (b) Do not unreasonably interfere with classes, scheduled meetings or ceremonies, or with the general educational processes of the college; or
- (c) Do not unreasonably interfere with vehicular or pedestrian traffic; or
- (d) Do not unreasonably interfere with regular college functions.

(4) A student who conducts or participates in a demonstration which violates any provision of this rule shall be subject to disciplinary action. A nonstudent who violates any provision of the rule will be referred to civilian authorities for criminal prosecution.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-04-040, filed 7/14/03, effective 8/14/03; Order 69-4, § 132R-04-040, filed 12/5/69.]

**WAC 132R-04-042 Freedom of access to higher education.** Each student is free to pursue his or her educational goals; and to that end, appropriate opportunities for learning in the classroom shall be provided by the district. The college shall maintain an open door policy, to the end that no student will be denied admission because of the location of the student's residence, or because of the student's educational background or ability; that, insofar as is practical in the judgment of the board, curriculum offerings shall be provided to meet the educational and training needs of the community generally and the students thereof; and that all students, regardless of their differing courses of study, will be considered, known and recognized equally as members of the student body; provided, that the administrative officers of the college may deny admission to a prospective student or attendance to an enrolled student if, in their judgment, the student would not be competent to profit from the curriculum offerings of the community college, or would, by the student's presence or conduct, create a disrupting atmosphere within the community college inconsistent with the purposes of the institution.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-04-042, filed 7/14/03, effective 8/14/03.]

**WAC 132R-04-047 Freedom of association and organization.** Students bring to the campus a variety of previously acquired interests and develop many new interests as members of the college community. They are free to organize and join associations to promote any legal purpose, whether it be religious, political, educational, recreational or social.

Student organizations must be granted a charter by the college student government before they may be officially recognized. Prior to becoming chartered, a student organization must submit to the student government a statement of purpose, criteria for membership, a statement of operating rules or procedures, and the name of a faculty member who has agreed to serve as an advisor. All student organizations must

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also submit to the student government a list of officers and keep that list updated when changes occur.

In order to qualify for issuance of a charter, a student organization must be open to all students without respect to race, sex, creed, national origin, or religion. Membership in all student organizations shall be open to any member of the college community who is willing to subscribe to the stated aims of the student organization. Affiliation with a non-campus organization shall not be grounds for denial of charter, provided that other conditions for charter issuance have been met.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-04-047, filed 7/14/03, effective 8/14/03.]

**WAC 132R-04-056 Standards.** Attendance at Big Bend Community College presupposes that a student will observe the laws and deport themselves according to accepted standards of personal and group conduct. It further presupposes that each student will comply with the rules, regulations and procedures as are, or may be, established by Big Bend Community College. Failure to observe such laws, standards, rules, regulations and procedures shall render a student subject to penalties, which may include dismissal from the college.

The provisions of this section on student conduct and discipline do not apply to probation or suspension arising solely from low scholarship.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-04-056, filed 7/14/03, effective 8/14/03.]

**WAC 132R-04-057 Student code of conduct violations.** Any student shall be subject to immediate disciplinary action provided for in code procedures and summary suspension rules who, either as a principal actor or aider or abettor:

(1) Materially and substantially interferes with the personal rights or privileges of others or the educational process of the college.

(2) Violates any provisions of the code of student rights and responsibilities.

(3) Commits any of the following acts which are hereby prohibited:

(a) All forms of academic misconduct and dishonesty including cheating, plagiarism, knowingly furnishing false information to the college, and forgery, alteration or use of college documents or instruments of identification with intent to defraud.

(b) Failure to comply with lawful directions of faculty, administrators and other regularly employed personnel acting in performance of their lawful duties.

(c) Conduct which intentionally and substantially obstructs or disrupts freedom of movement, teaching, disciplinary proceedings or other lawful activities on the college campus. Said conduct may be defined as:

(i) Behavior that involves an expressed or an implied threat to interfere with an individual's personal safety, academic efforts, employment, or participation in college activities and causes the person to have a reasonable apprehension that such interference is about to occur;

(ii) Threat to cause bodily harm at present or in the future to any person, or to cause physical damage to another's property, or to maliciously do any act which is intended to sub-

stantially harm another person's physical or mental health or safety;

(iii) Intentional and repeated following or contacting another person in a manner that intimidates, harasses or places another in fear for his or her personal safety or the safety of his or her property.

(d) Physical abuse of any person or conduct which is intended unlawfully to threaten imminent bodily harm or to endanger the physical or mental health and safety of any person on college-owned or controlled property or at college-sponsored or supervised functions.

(e) All forms of sexual misconduct which includes sexual harassment, sexual intimidation, sexual coercion, sexual assault, and rape.

(f) All forms of hazing which endangers, or is likely to endanger, the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of admission into, affiliation with, or as a condition for continued membership in a group or college organization.

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

(h) Refusal to comply with any lawful order to leave the college campus or any portion thereof.

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

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

(k) Possessing, consuming, being demonstrably under the influence of, or furnishing any form of alcoholic beverages on college-owned or controlled property or at college-sponsored or supervised functions where prohibited by the college's current alcohol policy.

(l) Disorderly conduct, including disorderly conduct resulting from drunkenness.

(m) Engaging in lewd, indecent or obscene behavior on college-owned or controlled property or at college-sponsored or supervised functions.

(n) Using, possessing, furnishing or selling any narcotic or dangerous drug as defined in Washington statutes, except when the use or possession of a drug is specifically prescribed as medication by an authorized medical doctor or dentist.

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

(p) Theft or conversion of college property or private property.

(q) Entering any administrative office or any locked or otherwise closed college facility in any manner, at any time, without permission of the college employee or agent in charge thereof.

(r) Possession, making or causing to be made, any key to operate locks or locking mechanisms on campus without proper authorization or using or giving to another, a key for which there has been no proper authorization.

(s) Interfering with college computing or communication functions or with the work of another student, faculty member, or college official; gaining unauthorized access, altering data, misusing computing facilities to send harassing messages, or misuse of the campus network and/or computing facilities as defined by the current college technology use policy and procedures.

(t) Disruptive classroom conduct including abusive language toward a classroom instructor and/or student and other acts of misconduct.

(4) Single or repeated violation of the above code is relevant in determining an applicant's or a student's membership in the college.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-04-057, filed 7/14/03, effective 8/14/03.]

**WAC 132R-04-063 Disciplinary sanctions.** If any student is found to have violated any of the offenses enumerated at WAC 132-04-057, one or more of the following sanctions may be imposed against the student or student organization. Failure to comply with any imposed sanctions may result in additional sanctions.

(1) Minor disciplinary sanction:

(a) "Disciplinary warning." Formal action censoring a student for unacceptable conduct or violation of college rules or regulations. The student is notified in writing of this action. Warnings imply that further unacceptable conduct or violation of rules will result in one of the more serious actions described below.

(b) "Disciplinary probation." Formal action placing condition on the student's continued attendance for violation of specified regulations. The disciplinary probation shall specify, in writing, the period of probation and the conditions which may include conditions such as limiting the student's participation in college-related privileges or extracurricular activities or enforcing a "no contact" order which would prohibit direct or indirect physical and/or verbal contact with specific individuals or groups. Disciplinary probation further shall give the student notice that any further misconduct will automatically raise the question of suspension from the college. Disciplinary probation shall be for a specified period of time.

(c) "Educational activities." Activities designed to foster student development may include, but are not limited to, community service, attendance at educational programs, or written assignments.

(d) "Restitution." Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

(e) "Assessment." Referral for drugs/alcohol or psychological assessment may be required. Results of the assessment may lead to the determination that conditions of treatment and further assessment apply to either continued attendance or return after a period of suspension.

(2) Major disciplinary sanction:

(a) "Disciplinary suspension." Formal action taken by authorized personnel (the president or anyone authorized to

act in the absence of the president) dismissing a student temporarily from the college for unacceptable conduct or violation of college rules or regulations. Suspension may be for a stated or for an indefinite period, but the implication of the action is that the student may eventually return if evidence or other assurance is presented that the unacceptable conduct will not be repeated. The notification suspending the student must state the conditions to be met and whether the action is to be noted permanently on the student's record. The student and vice-president of student services are notified in writing of the action taken, the terms of the suspension and any conditions involved, and the dean of enrollment services is requested to enter the action on the student's academic record. No fees will be refunded for the quarter in which the action is taken.

(b) "Disciplinary expulsion." Discretionary action by authorized personnel dismissing a student permanently for flagrantly unacceptable conduct or violation of college rules or regulations. Unlike suspension, no term is involved, the action always becomes effective on notice. Expulsion must have the prior approval of the president. The student is notified in writing of the action taken, and the dean of enrollment services is requested to enter the action permanently on the student's academic record.

(c) "Hold" (administrative). Attachment of a student's record to assure compliance with college rules, procedures, or obligations. The "hold" may be placed on the student's record by the authorized college office responsible for enforcement of the rule, procedure, or obligation involved. The authorized office must request the dean of enrollment services in writing to place a "hold" on the student's record. The student will not be permitted to register for any subsequent quarter nor to obtain a transcript of his/her record except on the written release of the office which placed the "hold."

(d) "Registration canceled" (administrative). Privileges of attendance withdrawn, effective immediately on notice.

(i) By order of the business office for financial delinquencies. (Handled as a withdrawal for recording purposes.)

(ii) By order of the vice-president of student services for failure to comply with rules, regulations or instructions.

The order canceling a registration must be addressed to the student involved in writing. The registration office automatically will place a "hold" on the student's record to prevent registration for future quarters and the issuance of transcripts.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-04-063, filed 7/14/03, effective 8/14/03.]

**WAC 132R-04-064 Interim discipline.** (1) Disciplinary actions of the college will be implemented by the president, except as such implementation may be delegated by the president or the board of trustees. Ordinarily, the disciplinary authority of the college will be invoked only after completion of the procedures established for the review of disciplinary cases and after the student, if he/she so wishes, has availed himself/herself of the appeal procedures. However, in situations where there is cause to believe that the student or the student organization poses an immediate threat to himself or herself, to others or to property, or is incapable of continuing as a student for medical or psychological reasons, or where it

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is believed that the student's continued attendance or presence may cause disorder or substantially interfere with or impede the lawful activities of others or imperil the physical or mental health and safety of members of the college community, interim actions may be taken immediately without prior notice or hearing. These actions, taken by the president or the president's designee, may include:

(a) Interim restrictions, including, but not limited to, assignment to alternate college housing or removal from college housing, limitation of access to college facilities, or restriction of communication with specific individuals or groups;

(b) Interim suspension, including temporary total removal from the college or restriction of access to campus;

(c) Mandatory medical/psychological assessment, including referral to outside, medical professionals and/or to the mental health advisory board for assessment of the student's capability to remain in the college.

(2) Each instructor is authorized to implement interim suspension when necessary to preserve order and to maintain effective cooperation of the class in fulfilling the objective of the course. An instructor imposing an interim suspension shall report such action, in writing, to the division chair, vice-president of student services, and vice-president of instruction.

(3) In all cases of interim discipline, the student or student organization is entitled to personally appeal before the vice-president of student services or designee as soon as is reasonably possible. The student disciplinary review request must be submitted in writing no later than ten working days from the date of said disciplinary action.

(4) The vice-president of student services shall conduct a meeting with the student within five working days after receipt of the disciplinary review request. As a result of the meeting between the vice-president of student services and the student, the vice-president may recommend to the president or the president's designee either continuation or termination of the interim discipline and/or initiate disciplinary procedures in accordance with WAC 132R-04-112 through 132R-04-160.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-04-064, filed 7/14/03, effective 8/14/03.]

**WAC 132R-04-067 Readmission after major discipline.** Any petition for readmission by a student suspended or expelled for disciplinary reasons other than poor scholarship must be addressed to the office of the vice-president of student services. Such a petition must be in writing and must state in detail the reasons why the penalty should be reconsidered. Since the president of the college or his/her designee participates in disciplinary decisions suspending/expelling students from the college, decisions on such petitions for readmission must be reviewed and approved by the president before being announced to the petitioner.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-04-067, filed 7/14/03, effective 8/14/03.]

**WAC 132R-04-100 Delegation of disciplinary authority.** The board, acting pursuant to RCW 28B.50.140(14), do by written order delegate to the president of the college authority to administer the disciplinary action

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prescribed in WAC 132R-04-150. All disciplinary actions in which there is a recommendation that a student be suspended or expelled, shall be acted upon by the president or his/her designee as listed in the Big Bend Community College board of trustees policy book, section BP 1004.5.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-04-100, filed 7/14/03, effective 8/14/03; Order 69-4, § 132R-04-100, filed 12/5/69.]

**WAC 132R-04-112 Discipline statement.** (1) The vice-president of student services is the primary agent for the administration of discipline for unacceptable conduct or infraction of college rules except those which are the responsibility of divisions and instructors as hereafter described.

(a) The division chair and faculty of each division are responsible for the administration of discipline for infraction of rules and regulations of the college or for unacceptable conduct by students in matters relating to their academic progress.

(b) The instructor is responsible for the maintenance of order and proper conduct in the classroom. He/she is authorized to impose interim suspension as may be necessary to preserve order and to maintain the effective cooperation of the class in fulfilling the objectives of the course.

(2) The instructor of each course shall be responsible for the maintenance of order and proper student conduct in a classroom. Each instructor is authorized to impose interim suspension in order to preserve order and to maintain effective cooperation of the class in fulfilling the objective of the course. In the event of disruptive classroom conduct, academic misconduct, and/or dishonesty, the instructor may take any and all reasonable action against any student. A course of action might include, but not be limited to:

(a) Issuing a failing grade on a particular test, paper, assignment, or course.

(b) Dismissing the student(s) from class pending a hearing with the vice-president of student services.

(c) Dropping the student from the course.

(d) Referring the case to local authorities for civil action.

(3) An instructor taking action against any student for an act of disruptive classroom conduct, academic misconduct, and/or dishonesty, shall report such action in writing to the division chair, appropriate dean, vice-president of student services, and vice-president of instructional services as soon as possible. Any student subject to action of an instructor for a code of conduct violation may seek review of that action by the vice-president of student services. The student disciplinary review request must be submitted in writing to the vice-president of student services within ten working days from the date of said disciplinary action.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-04-112, filed 7/14/03, effective 8/14/03.]

**WAC 132R-04-115 Disciplinary action.** (1) A student charged with unacceptable conduct is entitled to a fair hearing. The procedures set forth below shall be interpreted and administered in such a way as to accomplish this objective. Disciplinary proceedings are not to be construed as judicial trials; care will be taken to comply as fully as possible with the spirit and intent of procedural safeguards relative to the rights of the individual concerned.

(a) When disciplinary action is initiated by a faculty member for disruptive classroom conduct, academic misconduct, and/or dishonesty, a written report of the occurrence shall be filed with the division chair, appropriate dean, vice-president of student services, and vice-president of instruction.

(b) All other instances of misconduct shall be reported to the vice-president of student services.

(c) Any student accused of violating any provisions of the rules of student conduct **shall** be called for an initial conference with the vice-president of student services or his/her designated representative, and **shall** be informed of what provision of the rules of student conduct have been violated, and the maximum penalties, if any, which might result from initiation of a disciplinary proceeding.

(2) After considering the evidence in the case and interviewing the student or students accused of violating the rules of student conduct, the vice-president of student services or his/her designated representative may take any of the following actions:

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

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

(c) Impose minor sanctions directly (warning or reprimand);

(d) Refer the case to the disciplinary committee.

(3) Should a disciplinary committee hearing be necessary, the student shall be notified **in writing** as to the date, time, place of the hearing, and charge(s), including reference to the particular sections of the rules of student conduct involved. He/she shall be permitted to examine the evidence against him/her and where pertinent shall be given the names of those who will be witnesses against him/her. In the hearing he/she may present evidence, testimonial or documentary, in his/her behalf.

(4) The president or vice-president of student services shall notify the student in writing of the final determination on any charge of unacceptable conduct. In the case of a student under eighteen years of age who is expelled, suspended or placed on disciplinary probation, the parents or guardian of the student shall also be notified in writing. (This does not apply to emancipated minors.)

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-04-115, filed 7/14/03, effective 8/14/03.]

**WAC 132R-04-117 Disciplinary committee.** (1) The committee shall be a standing committee composed of one administrator appointed by the president, two faculty members selected by the college faculty association and two students selected by the student government.

(2) If any member of the committee is unable to consider a particular disciplinary proceeding for any reason including a conflict of interest, such member shall be temporarily replaced by a student or faculty member as appropriate pursuant to the procedure established in this section.

(3) The disciplinary committee shall conduct such hearing within twenty working days after disciplinary action has been referred to such committee and shall give the student charged with violation of the rules of student conduct a minimum notice of five working days of said hearing as specified

within the following section. With the mutual agreement of the parties, the hearing date may be continued beyond the twenty working day limit.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-04-117, filed 7/14/03, effective 8/14/03.]

**WAC 132R-04-130 Disciplinary committee procedures.** (1) The hearing panel will hear, de novo, and make recommendations to the president of the college on all disciplinary cases referred to it by the vice-president of student services.

(2) The student has a right to a fair and impartial hearing before the disciplinary committee on any charge of violating the rules of student conduct. The student's failure to cooperate with the hearing procedures hereinafter outlined, however, shall not preclude the disciplinary committee from making its findings of fact, conclusions and recommendations as provided herein.

(3) The student shall be given written notice of the time and place of the hearing before the disciplinary committee by personal service or registered mail and be afforded not less than five working days notice thereof. Said notice shall contain:

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

(b) A statement of the charges against him/her including reference to the particular sections of the rules of student conduct involved.

(4) The student shall be entitled to hear and examine the evidence against him/her and be informed of the identity of its source; he/she shall be entitled to present evidence in his/her own behalf and cross examine witnesses testifying against him as to factual matters.

(5) The student has the right to be assisted by any (one) advisor he/she may choose, at his/her own expense. The advisor may be an attorney. The student is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in a hearing. The accused student can, however, speak with his/her advisor during the hearing. If the student utilizes an attorney as an advisor, the student shall give the vice-president of student services three days' notice of intent to do so.

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

(7) If, at the conclusion of the hearing, the committee finds that the student has committed one or more violations, and that such violations are in fact violations of a rule or rules of student conduct, the committee shall make such a finding and recommend such disciplinary action as they shall deem appropriate against the student. Prior acts of misconduct may be considered in making the recommendation for disciplinary action.

(8) During the course of the proceeding an adequate summary of all the evidence and facts will be taken. A copy

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shall be available at the office of the vice-president of student services.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-04-130, filed 7/14/03, effective 8/14/03; Order 69-4, § 132R-04-130, filed 12/5/69.]

**WAC 132R-04-140 Disciplinary committee decision.** Upon conclusion of the disciplinary hearing, the disciplinary committee shall consider all the evidence therein presented and decide by majority vote as to the specific findings and conclusions required pursuant to WAC 132R-04-130, and whether to recommend to the president any of the following actions:

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

(2) That the president or his/her designee impose any of the disciplinary action as provided in WAC 132R-04-150.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-04-140, filed 7/14/03, effective 8/14/03; Order 69-4, § 132R-04-140, filed 12/5/69.]

**WAC 132R-04-150 Imposition of discipline.** (1) The college president or his/her designee shall review all hearings for which the disciplinary committee has recommended disciplinary action and determine whether or not disciplinary action shall be imposed against the said student. With the exception of interim discipline as authorized by WAC 132R-04-064, the college president or his/her designee shall have no authority to impose any disciplinary action on a student unless disciplinary action has been recommended by the disciplinary committee against such student or unless such student has waived his/her right to a hearing before such disciplinary committee.

(2) In determining whether or not to impose disciplinary action against a student, the president shall review the summary of the evidence and facts presented to the disciplinary committee and the recommendation of the disciplinary committee, the college president shall then determine whether or not to impose disciplinary action in any form. Prior acts of misconduct may be considered in making a decision.

(3) Discipline may be imposed by the college president or his/her designee for violations of the rules of conduct, not only in those instances where the disciplinary committee has made recommendations after a hearing, but also in cases where the student has waived his/her right to such a hearing. Sanctions available to the president are described in WAC 132R-04-056 and 132R-04-063.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-04-150, filed 7/14/03, effective 8/14/03; Order 69-4, § 132R-04-150, filed 12/5/69.]

**WAC 132R-04-160 Student appeal.** Any student feeling aggrieved by the recommendations of the disciplinary committee or the order of the college president or his/her designee imposing disciplinary action may appeal the same in writing by directing an appeal to the college president or his/her designee within fifteen days following receipt of the order of the president or his/her designee imposing disciplinary action. The college president or his/her designee may, at his/her discretion, suspend any disciplinary action pending

determination of the merits of the findings, conclusions and disciplinary action imposed.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-04-160, filed 7/14/03, effective 8/14/03; Order 69-4, § 132R-04-160, filed 12/5/69.]

**WAC 132R-04-165 Maintenance of disciplinary records.** (1) The vice-president of student services shall keep records of all disciplinary cases. The division chair shall report to the vice-president of student services and appropriate dean, in writing, all cases in which disciplinary action is taken.

(2) The vice-president of student services shall notify the chair and the dean of the division in which the student is enrolled and the dean of enrollment services of any disciplinary action taken, which is to be recorded on the student's official record, and shall keep accurate records of all disciplinary cases handled by, or reported to, his/her office.

(3) The vice-president of student services shall receive and maintain certain records of all disciplinary action taken by any college employee. These records should be consulted by disciplinary authorities for records of previous misconduct before taking disciplinary action in any case.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-04-165, filed 7/14/03, effective 8/14/03.]

**WAC 132R-04-170 Criminal prosecution.** College personnel or students may refer any student code of conduct violations which are also violations of federal or state law to the proper authorities for disposition.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-04-170, filed 7/14/03, effective 8/14/03; Order 69-4, § 132R-04-170, filed 12/5/69.]

**WAC 132R-04-180 Effective date.** The rules contained within chapter 132R-04 WAC shall become effective upon the date the same are filed with the code reviser.

[Order 69-4, § 132R-04-180, filed 12/5/69.]

**WAC 132R-04-190 Prior rules.** The rules contained within chapter 132R-04 WAC supersede all former rules for which a student was subject to disciplinary action as defined by WAC 132R-04-010.

[Order 69-4, § 132R-04-190, filed 12/5/69.]

**WAC 132R-04-200 Severability.** If any provision of chapter 132R-04 WAC is adjudged by a court to be unconstitutional, the remaining provisions of chapter 132R-04 WAC shall continue in effect.

[Order 69-4, § 132R-04-200, filed 12/5/69.]

## Chapter 132R-05 WAC

### LOSS OF ELIGIBILITY—STUDENT ATHLETIC PARTICIPATION

#### WAC

132R-05-010 Immediate suspension.

**WAC 132R-05-010 Immediate suspension.** Student athletes found to have violated chapter 69.41 RCW, Legend

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drugs—Prescription drugs, shall, upon conviction, be immediately suspended from participation in school-sponsored athletic events by the athletic director. The period of loss of eligibility to participate will be determined by the athletic director at the conclusion of a brief adjudicative hearing(s) as detailed in the Big Bend Community College athletic handbook, to be commenced within twenty days of the suspension.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-05-010, filed 7/14/03, effective 8/14/03. Statutory Authority: RCW 28B.50.140. 90-02-017, § 132R-05-010, filed 12/26/89, effective 1/1/90.]

## Chapter 132R-12 WAC

### DESIGNATING AUTHORITY—EXEMPTIONS FROM HIGHER EDUCATION PERSONNEL LAW

#### WAC

132R-12-010	Designation of appointing authority.
132R-12-020	Classified employee exemptions.
132R-12-030	Effective date.

**WAC 132R-12-010 Designation of appointing authority.** Pursuant to WAC 251-04-020(2), the position of "appointing authority" at Big Bend Community College is designated:

(1) The president or the person occupying the position of president at Big Bend Community College is designated as the "appointing authority" for purposes of RCW 28B.50.140 (14).

(2) The president of Big Bend Community College is delegated authority by written order of the board of trustees.

(3) Pursuant to RCW 28B.10.528, the board of trustees hereby delegates to the president executive responsibility of administering the policies adopted by the board of trustees and executing all decisions of the board of trustees requiring administrative action. Pursuant to RCW 28B.50.140(14), the board expressly delegates the appointing authority in matters concerning all Big Bend Community College District 18 personnel to the president. This delegation does not include a delegation of powers related to the position of president and also excludes a delegation of powers related to decisions regarding approval or denial of faculty tenure. This delegation includes a delegation of authority to hire, terminate, suspend, reassign, discipline, or demote personnel without prior approval of the board of trustees.

(4) The board delegates the appointing authority of the college to the persons occupying the following positions in the president's absence: Vice-president of instruction, vice-president for administrative services and vice-president of student services (hereinafter collectively referred to as "senior administrators"). The appointing authority delegated to the senior administrators shall only be exercised if the following criteria are met: The president must be absent. Absent means that the individual has taken formal medical, vacation or personal leave; is not available in person, by telephone, by pager or other reasonable means; and/or has left prior written notice indicating an "absent" status. No administrator shall exercise any authority unless all administrators preceding them on the senior administrators' order of positions list are also absent as previously defined.

(5) Senior administrators' order of positions list:

- (a) Vice-president for administrative services;
- (b) Vice-president of instruction;
- (c) Vice-president of student services;

The senior administrators who are able to establish that the president and other administrators who precede them on the order of positions list are absent shall have the authority to hire, terminate, suspend, reassign, discipline or demote any Big Bend Community College District 18 personnel (with the exception of the president or other senior administrators as defined herein) without prior approval of the board of trustees. This delegation of power does not include the ability to render decisions related to the granting or denial of tenure.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-12-010, filed 7/14/03, effective 8/14/03. Statutory Authority: RCW 28B.50.140. 90-02-019, § 132R-12-010, filed 12/26/89, effective 1/26/90; Order 70-4, § 132R-12-010, filed 3/5/70.]

**WAC 132R-12-020 Classified employee exemptions.**

Pursuant to RCW 41.06.070, the following positions at Big Bend Community College and in Community College District No. 18, state of Washington, are deemed exempt from the provisions of chapter 41.06 RCW:

- (1) Members of the board of trustees.
- (2) President.
- (3) Major administrative officers:
  - (a) Vice-president of instruction.
  - (b) Vice-president for administrative services.
  - (c) Vice-president of student services.
- (4) All employees of Community College District No. 18 who are either probationary faculty appointees or tenured faculty appointees pursuant to RCW 28B.50.850 through 28B.50.869.
- (5) All deans, directors, coordinators, and assistants to the president and major administrative officers analogous to vice-presidents.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-12-020, filed 7/14/03, effective 8/14/03; Order 70-4, § 132R-12-020, filed 3/5/70.]

**WAC 132R-12-030 Effective date.** The effective date of this rule shall be March 5, 1970.

[Order 70-4, § 132R-12-030, filed 3/5/70.]

**Chapter 132R-116 WAC**

**TRAFFIC AND PARKING REGULATIONS**

**WAC**

132R-116-010	Introduction.
132R-116-020	Purposes of regulations.
132R-116-030	Applicable rules and regulations.
132R-116-040	Handicapped parking.
132R-116-050	Prohibited areas.
132R-116-060	Abandoned, disabled, or inoperative vehicles.
132R-116-070	Impounding of illegally parked vehicles.
132R-116-080	Liability of college.
132R-116-090	Parking violations.
132R-116-100	Regulatory signs.
132R-116-110	Rules and regulations available.
132R-116-120	Special traffic and parking regulations and restrictions authorized.
132R-116-130	Effective hours of operation.
132R-116-140	Fines.
132R-116-150	Disposition of fees and fines.

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

132R-116-160	Prohibited areas. [Order 73-4, § 132R-116-160, filed 3/23/73.] Repealed by 90-02-019, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
132R-116-170	Parking within designated spaces. [Order 73-4, § 132R-116-170, filed 3/23/73.] Repealed by 90-02-019, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
132R-116-180	Abandoned, disabled, and inoperative vehicles. [Order 73-4, § 132R-116-180, filed 3/23/73.] Repealed by 90-02-019, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
132R-116-190	Impounding of illegally parked vehicles. [Order 76-8, § 132R-116-190, filed 3/9/76; Order 73-4, § 132R-116-190, filed 3/23/73.] Repealed by 90-02-019, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
132R-116-200	Liability of college. [Order 73-4, § 132R-116-200, filed 3/23/73.] Repealed by 90-02-019, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
132R-116-210	Parking violations. [Order 76-8, § 132R-116-210, filed 3/9/76; Order 73-4, § 132R-116-210, filed 3/23/73.] Repealed by 90-02-019, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
132R-116-220	Regulatory signs. [Order 73-4, § 132R-116-220, filed 3/23/73.] Repealed by 90-02-019, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
132R-116-230	Rules and regulations available. [Order 73-4, § 132R-116-230, filed 3/23/73.] Repealed by 90-02-019, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
132R-116-240	Special traffic and parking regulations and restrictions authorized. [Order 76-8, § 132R-116-240, filed 3/9/76; Order 73-4, § 132R-116-240, filed 3/23/73.] Repealed by 90-02-019, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
132R-116-250	Effective hours of operation. [Order 73-4, § 132R-116-250, filed 3/23/73.] Repealed by 90-02-019, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
132R-116-260	Fees. [Order 76-8, § 132R-116-260, filed 3/9/76; Order 73-4, § 132R-116-260, filed 3/23/73.] Repealed by 90-02-019, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
132R-116-270	Fines. [Order 73-4, § 132R-116-270, filed 3/23/73.] Repealed by 90-02-019, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
132R-116-280	Disposition of fees and fines. [Order 76-8, § 132R-116-280, filed 3/9/76; Order 73-4, § 132R-116-280, filed 3/23/73.] Repealed by 90-02-019, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
132R-116-290	Bicycles. [Order 76-8, § 132R-116-290, filed 3/9/76.] Repealed by 90-02-019, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.

**WAC 132R-116-010 Introduction.** The rules and regulations provided in this chapter have been established by the board of trustees of Big Bend Community College acting on behalf of Big Bend Community College to govern vehicular traffic and parking upon all state lands devoted to the educational, recreational, and living activities of Big Bend Community College.

[Order 73-4, § 132R-116-010, filed 3/23/73.]

**WAC 132R-116-020 Purposes of regulations.** The purposes of these regulations are:

- (1) To control parking on college owned parking lots.
- (2) To control parking and traffic on all streets bordered on at least one side by college owned or college leased property.
- (3) To assure access at all times for emergency equipment.

(4) To expedite Big Bend Community College business, protect state property, and provide maximum safety and convenience.

(5) To provide funds to obtain and maintain suitable campus parking and traffic facilities.

[Order 73-4, § 132R-116-020, filed 3/23/73.]

**WAC 132R-116-030 Applicable rules and regulations.** The traffic and parking regulations which are applicable upon state lands devoted to the educational, recreational, and housing activities of Big Bend Community College are as follows:

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

(2) Special regulations set forth in this chapter.

[Order 73-4, § 132R-116-030, filed 3/23/73.]

**WAC 132R-116-040 Handicapped parking.** Spaces shall be set aside in certain parking lots adjacent to campus buildings for the exclusive use of handicapped faculty, staff, and students. Persons must have a valid state handicapped parking sticker on their vehicle when parking in a "handicapped space."

[Statutory Authority: RCW 28B.50.140. 90-02-019, § 132R-116-040, filed 12/26/89, effective 1/26/90; Order 76-8, § 132R-116-040, filed 3/9/76; Order 73-4, § 132R-116-040, filed 3/23/73.]

**WAC 132R-116-050 Prohibited areas.** No vehicle shall be parked in any driveway, emergency access, sidewalk, lawn, or any other area not designated as a parking lot. Nor shall any vehicle be parked within fifteen feet either side of a fire hydrant.

[Statutory Authority: RCW 28B.50.140. 90-02-019, § 132R-116-050, filed 12/26/89, effective 1/26/90; Order 76-8, § 132R-116-050, filed 3/9/76; Order 73-4, § 132R-116-050, filed 3/23/73.]

**WAC 132R-116-060 Abandoned, disabled, or inoperative vehicles.** No abandoned, disabled, or inoperative vehicle shall be parked on the campus for a period in excess of seventy-two hours. Vehicles which have been parked for periods in excess of seventy-two hours and which appear to be abandoned, disabled, or inoperative may be impounded and stored at the expense of either or both the owner and operator thereof. Neither the college nor its employees shall be liable for loss or damage of any kind resulting from such impounding and storage.

[Statutory Authority: RCW 28B.50.140. 90-02-019, § 132R-116-060, filed 12/26/89, effective 1/26/90; Order 76-8, § 132R-116-060, filed 3/9/76; Order 73-4, § 132R-116-060, filed 3/23/73.]

**WAC 132R-116-070 Impounding of illegally parked vehicles.** The president or his/her designee(s) may order the impound and storage of any vehicle parked in areas where parking is not allowed, or parked in a space reserved for another vehicle, or illegally parked in a handicapped space. The impounding and storage shall be at the expense of either or both the owner and operator of the impounded vehicle. Neither the college nor its employees shall be liable for loss or damage of any kind resulting from such impounding and storage.

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[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-116-070, filed 7/14/03, effective 8/14/03. Statutory Authority: RCW 28B.50.140. 90-02-019, § 132R-116-070, filed 12/26/89, effective 1/26/90; Order 73-4, § 132R-116-070, filed 3/23/73.]

**WAC 132R-116-080 Liability of college.** The college assumes no liability for vehicles parked on college properties. The college provides space to individuals desiring to park on campus while attending college classes, college functions, or noncollege functions of agencies or organizations renting college facilities, while employed at the college, or visitors to the college.

[Statutory Authority: RCW 28B.50.140. 90-02-019, § 132R-116-080, filed 12/26/89, effective 1/26/90; Order 73-4, § 132R-116-080, filed 3/23/73.]

**WAC 132R-116-090 Parking violations.** Parking violations may occur and may result in the issuance of a parking violation citation, impound, or both.

(1) Vehicles parked in a space reserved for handicapped parking and not displaying a handicapped parking permit shall be subject to citation.

(2) Vehicles parked in such a manner as to occupy more than one space shall be subject to citation.

(3) Vehicles parked in an area not specifically posted for parking shall be subject to citation. Vehicles parked in service areas, driveways, loading zones, on lawns, or areas with yellow curb shall be subject to citation, impound, or both.

(4) Vehicles parked in a posted area specifically prohibiting parking shall be subject to citation, impound, or both.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-116-090, filed 7/14/03, effective 8/14/03. Statutory Authority: RCW 28B.50.140. 90-02-019, § 132R-116-090, filed 12/26/89, effective 1/26/90; Order 73-4, § 132R-116-090, filed 3/23/73.]

**WAC 132R-116-100 Regulatory signs.** Drivers of vehicles shall obey regulatory signs posted by the college. Drivers of vehicles shall also comply with directions given them by campus security or other representatives of the office of campus security in the control and regulation of traffic and parking.

[Statutory Authority: RCW 28B.50.140. 90-02-019, § 132R-116-100, filed 12/26/89, effective 1/26/90; Order 73-4, § 132R-116-100, filed 3/23/73.]

**WAC 132R-116-110 Rules and regulations available.** These rules and regulations shall be made available at appropriate locations on campus and shall be available in abbreviated form to all persons parking at Big Bend Community College. Not being familiar with, or ignorance of one or more of these rules and regulations shall not constitute a defense for violation of a rule or regulation and shall not limit the culpability of a person to whom the violation citation is issued.

[Statutory Authority: RCW 28B.50.140. 90-02-019, § 132R-116-110, filed 12/26/89, effective 1/26/90; Order 76-8, 132R-116-110, filed 3/9/76; Order 73-4, § 132R-116-110, filed 3/23/73.]

**WAC 132R-116-120 Special traffic and parking regulations and restrictions authorized.** Upon special occasions causing additional heavy traffic, during emergencies, or during construction of campus facilities, the president of the college or his authorized designee, is authorized to impose additional traffic and parking regulations or modify the exist-



ing rules and regulations for achievement of the general objectives provided in WAC 132R-116-020.

[Statutory Authority: RCW 28B.50.140. 90-02-019, § 132R-116-120, filed 12/26/89, effective 1/26/90; Order 76-8, § 132R-116-120, filed 3/9/76; Order 73-4, § 132R-116-120, filed 3/23/73.]

**WAC 132R-116-130 Effective hours of operation.**

The traffic and parking regulations shall be effective at all times.

[Statutory Authority: RCW 28B.50.140. 90-02-019, § 132R-116-130, filed 12/26/89, effective 1/26/90; Order 73-4, § 132R-116-130, filed 3/23/73.]

**WAC 132R-116-140 Fines.** Citations issued to faculty, staff, or students of Big Bend Community College shall be payable in accordance with posted rates. Failure to pay shall be grounds for disciplinary action.

[Statutory Authority: RCW 28B.50.140. 90-02-019, § 132R-116-140, filed 12/26/89, effective 1/26/90; Order 76-8, § 132R-116-140, filed 3/9/76; Order 73-4, § 132R-116-140, filed 3/23/73.]

**WAC 132R-116-150 Disposition of fees and fines.**

The cashier shall deposit all proceeds from fees and fines collected pursuant to these regulations in the general parking fund of the college.

[Statutory Authority: RCW 28B.50.140. 90-02-019, § 132R-116-150, filed 12/26/89, effective 1/26/90; Order 76-8, § 132R-116-150, filed 3/9/76; Order 73-4, § 132R-116-150, filed 3/23/73.]

**Chapter 132R-117 WAC**

**GENERAL CONDUCT CODE**

**WAC**

132R-117-010	Firearms and dangerous weapons.
132R-117-020	Trespass.

**WAC 132R-117-010 Firearms and dangerous weapons.** (1) Possession, carrying or discharge of any explosive, firearm, or other weapon (including shot guns, pistols, air guns, pellet guns, and paint-ball guns), whether loaded or unloaded, is prohibited on Big Bend Community College owned or controlled property.

(2) Only such persons who are authorized to carry firearms or other weapons as duly appointed and commissioned law enforcement officers in the state of Washington, and persons or entities authorized by contract to carry firearms in the course of their employment, shall possess firearms or other weapons issued for their possession by their respective law enforcement agencies while on campus or other college controlled property, including residence halls.

(3) Other than the persons referenced in subsection (2) of this section, members of the campus community and visitors who bring firearms or other weapons to campus must immediately place the firearms or weapons in the college-provided storage facility. The storage facility for students living at the residence halls is controlled by the residence halls coordinator. The storage facility for all other students is in the registration office and is controlled by the vice-president of student services. Both facilities are accessible during the hours of 8:00 a.m. through 4:30 p.m., Monday through Friday (excluding holidays).

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(4) Anyone seeking to bring a firearm or other weapon onto campus for display or demonstration purposes directly related to a class or other educational activity must obtain prior written authorization from the vice-president of instruction or any other person designated by the president of the college. The vice-president of instruction or other designee shall review any such request and may establish conditions to the authorization.

(5) Firearms owned by the institution for use by special interest groups such as ASB gun clubs, ROTC, or intercollegiate shooting teams, must be stored in a location approved by the vice-president of student services or any other person designated by the president of the college. Said firearms must be checked out by the club advisor or coach and are to be used by legitimate members of the club or teams in the normal course of the club or team's activity.

(6) Violators shall be subject to appropriate disciplinary or legal action.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-117-010, filed 7/14/03, effective 8/14/03. Statutory Authority: RCW 28B.50.140. 92-20-077, § 132R-117-010, filed 10/5/92, effective 11/5/92.]

**WAC 132R-117-020 Trespass.** (1) The president of the college or his/her designee is authorized in the instance of any event that is deemed to be unreasonably disruptive of order or which impedes the movement of persons or vehicles or which seems to disrupt the ingress and/or egress of persons from facilities owned and/or operated by the college, then the president or his/her designee shall have the power and authority subject to the students' right of demonstration as guaranteed pursuant to WAC 132R-04-040 to:

(a) Prohibit the entry of, or withdraw the license or privilege of any person or persons or any group of persons to enter onto or remain upon all or any portion of a college facility which is owned and/or operated by the college; or

(b) Give notice against trespass by any manner specified in chapter 9A.52 RCW to any person, persons, or group of persons against whom the license or privilege has been withdrawn or who have been prohibited from entering onto or remaining upon all or any portion of a college facility, which college facility is owned and/or operated by the college; or

(c) Order any person, persons or group of persons to leave or vacate all or any portion of a college facility which is owned and/or operated by the college.

(2) Any student who shall disobey a lawful order given by the president or his/her designee pursuant to the requirements of this rule, may be subject to criminal prosecution and may be subject to disciplinary action.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-117-020, filed 7/14/03, effective 8/14/03.]

**Chapter 132R-118 WAC**

**TRAFFIC AND PARKING REGULATIONS FOR BICYCLES, MOTORCYCLES AND MOTORSCOOTERS**

**WAC**

132R-118-010	Purpose.
132R-118-020	Bicycles, motorcycles, motorscooters, snowmobiles, skateboards, skates, in-line skates and all-terrain vehicles defined.

132R-118-030	Applicable rules and regulations.
132R-118-040	Operation of bicycles, motorcycles, motorscooters, snowmobiles, skateboards, skates, in-line skates and all-terrain vehicles.
132R-118-050	Parking regulations.

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

132R-118-060	Unauthorized use. [Order 73-4, § 132R-118-060, filed 3/23/73.] Repealed by 90-02-019, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
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**WAC 132R-118-010 Purpose.** The primary objective of the rules and regulations set forth in this chapter is to provide safety, traffic, and parking controls for the use of bicycles, motorcycles, motorscooters, snowmobiles, skateboards, skates, in-line skates and all-terrain vehicles upon all state lands devoted to the educational, recreational, and living activities of Big Bend Community College.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-118-010, filed 7/14/03, effective 8/14/03. Statutory Authority: RCW 28B.50.140. 90-02-019, § 132R-118-010, filed 12/26/89, effective 1/26/90; Order 73-4, § 132R-118-010, filed 3/23/73.]

**WAC 132R-118-020 Bicycles, motorcycles, motorscooters, snowmobiles, skateboards, skates, in-line skates and all-terrain vehicles defined.** A bicycle shall be, for the purposes of this section, any vehicle with three or less wheels and containing a saddle seat, and which is not motor driven. Any vehicle with three or less wheels and containing a saddle seat, and which is motor driven is considered a motorcycle or motorscooter for the purposes of this section. Any vehicle with ski(s) and a track-type drive designed for travel over snow is considered a snowmobile for the purposes of this section. Any unit consisting of a board with two or more wheels attached to the underside that is propelled by the use of a persons foot is considered a skateboard for this section. For the purposes of this section, any shoe-skate with four wheels is considered a skate, and any shoe-skate with three or more wheels attached in a straight line is considered an in-line skate. Any vehicle with three or four wheels and containing a saddle-type seat, which is motor driven is considered an all-terrain vehicle for the purpose of this section.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-118-020, filed 7/14/03, effective 8/14/03. Statutory Authority: RCW 28B.50.140. 90-02-019, § 132R-118-020, filed 12/26/89, effective 1/26/90; Order 73-4, § 132R-118-020, filed 3/23/73.]

**WAC 132R-118-030 Applicable rules and regulations.** The safety, traffic, and parking regulations for bicycles, motorcycles, motorscooters, snowmobiles, skateboards, skates, in-line skates and all-terrain vehicles which are applicable upon the campus of Big Bend Community College are as follows:

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

(2) Special regulations set forth in this chapter.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-118-030, filed 7/14/03, effective 8/14/03. Statutory Authority: RCW 28B.50.140. 90-02-019, § 132R-118-030, filed 12/26/89, effective 1/26/90; Order 73-4, § 132R-118-030, filed 3/23/73.]

**WAC 132R-118-040 Operation of bicycles, motorcycles, motorscooters, snowmobiles, skateboards, skates, in-line skates and all-terrain vehicles.** (1) No bicycle, motorcycle, or motorscooter may be operated on sidewalks, walkways, lawns, or other property not set aside for such purposes on the Big Bend Community College campus.

(2) Bicycles, motorcycles, motorscooters, and all-terrain vehicles may be operated any place where automobiles or other motor vehicles are permitted.

(3) Snowmobiles, skateboards, skates and in-line skates are prohibited as a means of transportation or recreation on campus property.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-118-040, filed 7/14/03, effective 8/14/03. Statutory Authority: RCW 28B.50.140. 90-02-019, § 132R-118-040, filed 12/26/89, effective 1/26/90; Order 73-4, § 132R-118-040, filed 3/23/73.]

**WAC 132R-118-050 Parking regulations.** (1) Motorcycles, motorscooters, and all-terrain vehicles may be parked in any parking lot on the campus of the college.

(2) Bicycles must be parked in bicycle racks. At times, rack space may not be available and parking on the grass off the pavement will be permitted.

(3) Bicycles, motorcycles, motorscooters, and all-terrain vehicles may be parked in triangular spaces caused by angular parking in a lot.

(4) Bicycles, motorcycles, motorscooters, and all-terrain vehicles may not be parked on any lawn, sidewalk, walkway, driveway, service area, against any building, building entrances or exits, nor in a building on the college campus, except as provided in subsection (2) of this section.

(5) Bicycles, motorcycles, motorscooters, and all-terrain vehicles not conforming to these regulations are subject to citation as are all other vehicles, and may be impounded as provided in WAC 132R-116-070 and 132R-116-080.

(6) Bicycle, motorcycle, motorscooter, and all-terrain vehicle regulations will be in effect at all times.

[Statutory Authority: RCW 28B.50.140. 90-02-019, § 132R-118-050, filed 12/26/89, effective 1/26/90; Order 73-4, § 132R-118-050, filed 3/23/73.]

**Chapter 132R-136 WAC**

**USE OF COLLEGE FACILITIES**

**WAC**

132R-136-010	Philosophy and purpose concerning the use of college facilities.
132R-136-020	Availability of college facilities.
132R-136-030	Eligibility for use of college facilities.
132R-136-035	Use of college facilities by ASB organizations.
132R-136-040	Use of college equipment and supplies.
132R-136-055	Commercial activities.
132R-136-060	Outside speakers.
132R-136-070	Distribution of materials.
132R-136-080	Posting of materials.

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

132R-136-050	Use of college supplies. [Order 73-4, § 132R-136-050, filed 3/23/73.] Repealed by 90-02-019, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
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**WAC 132R-136-010 Philosophy and purpose concerning the use of college facilities.** The Big Bend Commu-

nity College board of trustees has determined that college facilities shall be made available for community use. College facilities shall be used for those activities that are related directly to its educational mission or are justifiable on the basis of their contributions to the cultural, social, or economic development of the community and state.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-136-010, filed 7/14/03, effective 8/14/03. Statutory Authority: RCW 28B.50.140, 90-02-019, § 132R-136-010, filed 12/26/89, effective 1/26/90; Order 73-4, § 132R-136-010, filed 3/23/73.]

**WAC 132R-136-020 Availability of college facilities.**

All events, activities, parties, etc., must have the prior approval of the college president or his/her designee(s) before they will be permitted to occur on college property. College facilities may be made available for use by organizations conducting public educational, research, cultural, civic, or community activities as limited by board policy and provided that these activities do not interfere with the educational priorities of the institution.

[Statutory Authority: RCW 28B.50.140, 90-02-019, § 132R-136-020, filed 12/26/89, effective 1/26/90; Order 73-4, § 132R-136-020, filed 3/23/73.]

**WAC 132R-136-030 Eligibility for use of college facilities.** Application for use of college facilities can be made by contacting the college. Contracts for the use of college facilities shall be completed and returned by an agent of the organization prior to final approval. Information concerning facility rental regulations, procedures, fees, and liabilities may be found in the *Administrative Process Manual AP8051*.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-136-030, filed 7/14/03, effective 8/14/03. Statutory Authority: RCW 28B.50.140, 90-02-019, § 132R-136-030, filed 12/26/89, effective 1/26/90; Order 73-4, § 132R-136-030, filed 3/23/73.]

**WAC 132R-136-035 Use of college facilities by ASB organizations.** Any recognized ASB organization may request approval from the director of student programs to utilize available college facilities for authorized activities as provided for in official ASB documents. Facilities will be provided free of charge to the organization except when such use necessitates staffing and services beyond regular college requirements. Standard college fees will be charged in these cases.

Use of facilities for purposes other than those approved or in an irresponsible manner may result in withdrawal of this privilege for an organization.

Student organizations should schedule facility use requests with the appropriate office at least two weeks in advance of an event whenever possible.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-136-035, filed 7/14/03, effective 8/14/03.]

**WAC 132R-136-040 Use of college equipment and supplies.** College equipment and supplies may be available to noncollege sponsored organizations as part of the facilities rental contract.

[Statutory Authority: RCW 28B.50.140, 90-02-019, § 132R-136-040, filed 12/26/89, effective 1/26/90; Order 73-4, § 132R-136-040, filed 3/23/73.]

(2005 Ed.)

**WAC 132R-136-055 Commercial activities.** (1) College facilities shall not be used for commercial solicitation, advertising or promotional activities except when such activities clearly serve educational objectives, including, but not limited to, display of books of interest to the academic community or the display or demonstration of technical or research equipment, and when such commercial activities related to educational objectives and are conducted under the sponsorship or at the request of a college department or office of the associated student body, provided that such solicitation does not interfere with or operate to the detriment of the conduct of the college affairs or the free flow of pedestrian or vehicular traffic.

(2) For the purpose of this section, the term "commercial activities" does not include handbills, leaflets, newspapers and similarly related materials as regulated in WAC 132R-136-070.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-136-055, filed 7/14/03, effective 8/14/03.]

**WAC 132R-136-060 Outside speakers.** The trustees, administration and the faculty of the college subscribe to the proposition that an important aspect of the education of college students is the opportunity to listen to speakers representing a wide variety of opinions and beliefs on important public issues. In conformity with the American tradition of free speech and free inquiry, the following policies are established governing the appearance on campus of speakers not themselves members of the college community.

(1) Any recognized ASB campus student organization may invite speakers on campus subject to the legal restraints imposed by the laws of the United States and the state of Washington.

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

(3) The scheduling of facilities for guest lecturers or invited speakers shall be made through the office of the vice-president of instruction or the director of student programs, by the inviting instructor or campus student organization.

(4) The vice-president of instruction or the director of student programs will be notified at least three days prior to the appearance of an invited speaker, at which time a proper form (available in the office of the vice-president of instruction or director of student programs) must be completed with all particulars regarding speaker, time, place, etc., signed by the sponsoring instructor or organization advisor, and filed with the office of the vice-president of instruction or the director of student programs. Exceptions to the three-day ruling may be made by either of the identified administrators.

(5) The vice-president of instruction or the director of student programs may require a question period or arrange to have views other than those of the invited speakers represented at the meeting, or at a subsequent meeting. The president or his/her designee may assign faculty or staff to preside over any meeting where a speaker has been invited.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-136-060, filed 7/14/03, effective 8/14/03.]

**WAC 132R-136-070 Distribution of materials.** (1) Handbills, leaflets, newspaper and similar related matter may be sold or distributed free of charge by any student or students or by members of recognized student organizations or by college employees on or in college facilities at locations specifically designated by the vice-president of student services or by his/her designee; provided such distribution or sale does not interfere with the ingress and egress of persons, or interfere with the free flow of vehicle or pedestrian traffic.

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

(3) All nonstudents shall be required to register with the vice-president of student services or with his/her designee prior to the distribution of any handbill, leaflet, newspaper or related matter. Nonstudents shall not be allowed to sell handbills, leaflets, newspapers or related matter on or in college facilities.

(4) The dissemination or distribution of materials by persons on public streets, walks and hallways of the campus shall be subject to the laws of the city of Moses Lake, Grant County, state of Washington and the United States of America.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-136-070, filed 7/14/03, effective 8/14/03.]

**WAC 132R-136-080 Posting of materials.** The college encourages free expression. Use of college facilities as provided herein, however, does not accord users the opportunity to post commercial solicitations, advertising or promotional materials without permission.

Permission for posting literature in the various restricted areas provided, therefore, shall be obtained from the vice-president of student services or his/her designee. Permission to post literature does not accord users immunity from legal action which may occur from posting said material.

ASB campaign rules govern special poster and sign locations for ASB elections. Information on these special policies, restricted areas and regulations is available in the office of student programs.

Posting of posters, signs and other publicity or promotional materials is permitted only in locations specified above. All materials sought to be posted in restricted posting areas must have the identity of its sponsorship appearing on its face.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-136-080, filed 7/14/03, effective 8/14/03.]

### Chapter 132R-144 WAC

#### BOOKSTORE OPERATING PROCEDURES

##### WAC

132R-144-010	Big Bend Community College bookstore operating procedures.
132R-144-020	Return and refund policy.
132R-144-030	Big Bend Community College bookstore credit policies.
132R-144-040	Big Bend Community College bookstore pricing policies.

**WAC 132R-144-010 Big Bend Community College bookstore operating procedures.** Big Bend Community College bookstore is operated for the support and use of stu-

dents and staff of Big Bend Community College. Big Bend Community College bookstore may engage in the direct and on-line sale of goods and services to individuals, groups, or external agencies for fees only when those services or goods are directly and substantially related to the educational mission of the college as outlined in Big Bend Community College's business competition policy.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-144-010, filed 7/14/03, effective 8/14/03. Statutory Authority: RCW 28B.50.140. 90-02-019, § 132R-144-010, filed 12/26/89, effective 1/26/90; Order 73-4, § 132R-144-010, filed 3/23/73.]

**WAC 132R-144-020 Return and refund policy.** (1) Defective merchandise may be returned within a reasonable time for replacement or refund at the discretion of the bookstore manager.

(2) Course materials may be returned for refund on specified dates as established and posted by the bookstore manager. The proper sales slip must be presented.

(3) Exceptions to the above are subject to the discretion of the bookstore manager.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-144-020, filed 7/14/03, effective 8/14/03; Order 73-4, § 132R-144-020, filed 3/23/73.]

**WAC 132R-144-030 Big Bend Community College bookstore credit policies.** The Big Bend Community College bookstore will not establish personal charge accounts or extend personal credit.

[Order 73-4, § 132R-144-030, filed 3/23/73.]

**WAC 132R-144-040 Big Bend Community College bookstore pricing policies.** (1) The bookstore will supply books and supplies at the established retail rate.

(2) Complimentary copies of books will not be furnished to faculty.

(3) No discounts will be given to specific individuals.

[Order 73-4, § 132R-144-040, filed 3/23/73.]

### Chapter 132R-150 WAC

#### LIBRARY POLICIES

##### WAC

132R-150-010	Big Bend Community College library.
132R-150-020	Inspection.
132R-150-040	Prohibited entry.
132R-150-050	Smoking.
132R-150-060	Gifts.
132R-150-070	Library borrowers.
132R-150-080	Consumed supplies.

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

132R-150-030	Inspection. [Order 73-4, § 132R-150-030, filed 3/23/73.] Repealed by 03-15-063, filed 7/14/03, effective 8/14/03. Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW.
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**WAC 132R-150-010 Big Bend Community College library.** The library at Big Bend Community College exists first and foremost to serve the students and faculty. It also serves the rest of the college community, the regional needs of eastern Washington and the general scholarly community.

Use of the library may be denied to anyone for continuing abuse of library services and resources.

[Statutory Authority: RCW 28B.50.140. 90-02-019, § 132R-150-010, filed 12/26/89, effective 1/26/90; Order 73-4, § 132R-150-010, filed 3/23/73.]

**WAC 132R-150-020 Inspection.** The library shall have the right to inspect packages, briefcases, containers, articles, materials, etc., leaving the building to prevent unauthorized removal of library resources. The inspection may be done by persons or devices designed to detect unauthorized removals.

[Statutory Authority: RCW 28B.50.140. 90-02-019, § 132R-150-020, filed 12/26/89, effective 1/26/90; Order 73-4, § 132R-150-020, filed 3/23/73.]

**WAC 132R-150-040 Prohibited entry.** The library shall have the right to prevent entry of foods and beverages, animals or other things detrimental to the library purpose.

[Order 73-4, § 132R-150-040, filed 3/23/73.]

**WAC 132R-150-050 Smoking.** Smoking is prohibited in all college buildings.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-150-050, filed 7/14/03, effective 8/14/03; Order 73-4, § 132R-150-050, filed 3/23/73.]

**WAC 132R-150-060 Gifts.** The library welcomes the donations of books and other library materials as well as money to be used for the library. Valuation of gifts for tax purposes will be based upon information available in the library and assessment of value incurs no liability of proof by the library. Gifts become library property when accepted and received, and their disposition is a library matter. The college through the board of trustees or their designee reserves the right to reject, refuse to accept, or return to the donor any gift made available to the Big Bend Community College library.

[Order 73-4, § 132R-150-060, filed 3/23/73.]

**WAC 132R-150-070 Library borrowers.** Use of the library as part of a state public institution is the right of any resident of the state; however, borrowing privileges and other services may be limited in order to serve first the primary clientele of students and faculty. Use of the library may be denied to anyone for continuing abuse of library services and resources. Library materials may be circulated to the following:

- (1) Regularly enrolled students either full time or part time.
- (2) Faculty members including special categories such as visiting professors.
- (3) Faculty members of public higher education institutions of Washington state.
- (4) Administrative staff (civil service exempt).
- (5) Civil service staff members.
- (6) Spouses of faculty and staff members.
- (7) Friends of library - life members.
- (8) Trustees of Big Bend Community College.
- (9) Libraries and individuals through libraries using inter-library loans.
- (10) School districts, colleges and other responsible agencies, groups and individuals may borrow films on a

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rental basis. Equipment may be rented if not needed on campus and not otherwise available in the area.

[Order 73-4, § 132R-150-070, filed 3/23/73.]

**WAC 132R-150-080 Consumed supplies.** The library has the right to limit supplies consumed in the operation of equipment such as film, tape, and video tape. As required, users shall provide additional supplies at their own expense.

[Order 73-4, § 132R-150-080, filed 3/23/73.]

## Chapter 132R-158 WAC

### RESIDENCE HOUSING POLICIES

#### WAC

132R-158-010 Resident housing policies.

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

- 132R-158-020 Applications to Big Bend Community College dormitories. [Order 73-4, § 132R-158-020, filed 3/23/73.] Repealed by 90-02-019, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
- 132R-158-030 Linen exchange. [Order 73-4, § 132R-158-030, filed 3/23/73.] Repealed by 90-02-019, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
- 132R-158-040 Check out procedure. [Order 73-4, § 132R-158-040, filed 3/23/73.] Repealed by 90-02-019, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
- 132R-158-050 Vacating dorms between quarters. [Order 73-4, § 132R-158-050, filed 3/23/73.] Repealed by 90-02-019, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
- 132R-158-060 Single room. [Order 73-4, § 132R-158-060, filed 3/23/73.] Repealed by 90-02-019, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
- 132R-158-070 General responsibility for discipline. [Order 73-4, § 132R-158-070, filed 3/23/73.] Repealed by 90-02-019, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
- 132R-158-080 Community or group damage. [Order 73-4, § 132R-158-080, filed 3/23/73.] Repealed by 90-02-019, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
- 132R-158-090 Possible disciplinary penalties. [Order 73-4, § 132R-158-090, filed 3/23/73.] Repealed by 90-02-019, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
- 132R-158-100 Overnight and weekend permission. [Order 73-4, § 132R-158-100, filed 3/23/73.] Repealed by 90-02-019, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
- 132R-158-110 Guests. [Order 73-4, § 132R-158-110, filed 3/23/73.] Repealed by 90-02-019, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
- 132R-158-120 Firearms. [Order 73-4, § 132R-158-120, filed 3/23/73.] Repealed by 90-02-019, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
- 132R-158-130 Room inspection. [Order 73-4, § 132R-158-130, filed 3/23/73.] Repealed by 90-02-019, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
- 132R-158-140 Room key. [Order 73-4, § 132R-158-140, filed 3/23/73.] Repealed by 90-02-019, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
- 132R-158-150 Pets. [Order 73-4, § 132R-158-150, filed 3/23/73.] Repealed by 90-02-019, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
- 132R-158-160 Moving from one room to another. [Order 73-4, § 132R-158-160, filed 3/23/73.] Repealed by 90-02-019, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
- 132R-158-170 Quiet hours. [Order 73-4, § 132R-158-170, filed 3/23/73.] Repealed by 90-02-019, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.

- 132R-158-180 Laundry facilities. [Order 73-4, § 132R-158-180, filed 3/23/73.] Repealed by 90-02-019, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.
- 132R-158-190 Violations. [Order 73-4, § 132R-158-190, filed 3/23/73.] Repealed by 90-02-019, filed 12/26/89, effective 1/26/90. Statutory Authority: RCW 28B.50.140.

**WAC 132R-158-010 Resident housing policies.** In addition to the rules, regulations, and responsibilities as defined in the "Student Rights and Responsibilities" handbook, residence hall students are also subject to the rules and regulations as printed in both the residence hall handbook and the residence hall contract. Copies are available from the residence hall coordinator at Big Bend Community College.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-158-010, filed 7/14/03, effective 8/14/03. Statutory Authority: RCW 28B.50.140, 90-02-019, § 132R-158-010, filed 12/26/89, effective 1/26/90; Order 73-4, § 132R-158-010, filed 3/23/73.]

### Chapter 132R-175 WAC PUBLIC RECORDS

#### WAC

- 132R-175-010 Purpose.  
132R-175-020 Definitions.  
132R-175-030 Description of central and field organization of Community College District No. 18.  
132R-175-040 Operations and procedures.  
132R-175-050 Public records available.  
132R-175-060 Public records officer.  
132R-175-070 Office hours.  
132R-175-080 Requests for public records.  
132R-175-090 Copying.  
132R-175-100 Exemptions.  
132R-175-110 Review of denials of public records requests.  
132R-175-120 Protection of public records.  
132R-175-130 Records index.  
132R-175-140 District's address.  
132R-175-150 Adoption of form.  
132R-175-160 Request for public record.

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

- 132R-175-990 Appendix A—Request for public record. [Order 73-8, Appendix A (codified as WAC 132R-175-990), filed 5/4/73.] Repealed by 78-02-017 (Order 3), filed 1/11/78. Statutory Authority: RCW 28B.50.140. Later promulgation, see WAC 132R-175-160.

**WAC 132R-175-010 Purpose.** The purpose of this chapter shall be to ensure compliance by the Community College District No. 18 with the provisions of chapter 42.17 RCW, Disclosure—Campaign finances—Lobbying—Records; and in particular with RCW 42.17.250 through 42.17.348 that deal with public records.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-175-010, filed 7/14/03, effective 8/14/03; Order 73-8, § 132R-175-010, filed 5/4/73.]

**WAC 132R-175-020 Definitions.** (1) "Public record" indicates 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" means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation,

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including, but not limited to, letters, words, pictures, sounds; or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents including existing data compilations from which information may be obtained or translated.

(3) "Community College District No. 18" was established pursuant to the Community College Act of 1967. Community College District No. 18 shall hereinafter be referred to as the "district." Where appropriate, the term Community College District No. 18 also refers to the staff and employees of the Community College District No. 18.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-175-020, filed 7/14/03, effective 8/14/03; Order 73-8, § 132R-175-020, filed 5/4/73.]

**WAC 132R-175-030 Description of central and field organization of Community College District No. 18.** The Community College District No. 18 is an institution of higher education. The administrative office of the district and its staff are located at Moses Lake, Washington.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-175-030, filed 7/14/03, effective 8/14/03; Order 73-8, § 132R-175-030, filed 5/4/73.]

**WAC 132R-175-040 Operations and procedures.** Community College District No. 18 is governed by a board of trustees consisting of five individuals appointed by the governor of the state of Washington and is operated in accordance with the provisions of the Community College Act of 1967 and amendments thereto; and the bylaws, policies and regulations adopted by the board of trustees of Community College District No. 18 and on file in the office of the president of Big Bend Community College.

[Order 73-8, § 132R-175-040, filed 5/4/73.]

**WAC 132R-175-050 Public records available.** All public records of the district, as defined in WAC 132R-175-020, are deemed to be available for public inspection and copying pursuant to these rules, except as otherwise provided by RCW 42.17.310.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-175-050, filed 7/14/03, effective 8/14/03; Order 73-8, § 132R-175-050, filed 5/4/73.]

**WAC 132R-175-060 Public records officer.** The district's public records shall be managed by the public records officer as designated by the district. The person so designated shall be located in the business office of the district. The public records officer shall be responsible for the following: The implementation of the district's rules and regulations regarding release of public records, coordinating the staff of the district in this regard, and generally insuring compliance by the staff with the public records disclosure requirements of chapter 42.17 RCW.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-175-060, filed 7/14/03, effective 8/14/03; Order 73-8, § 132R-175-060, filed 5/4/73.]

**WAC 132R-175-070 Office hours.** Public records shall be available for inspection and copying during the customary office hours of the district. For the purposes of this chapter, the customary office hours shall be from 9:00 a.m. to noon and from 1:00 p.m. to 4:00 p.m., Monday through Friday, excluding legal holidays.

[Order 73-8, § 132R-175-070, filed 5/4/73.]

**WAC 132R-175-080 Requests for public records.** In accordance with requirements of chapter 42.17 RCW that agencies prevent unreasonable invasions of privacy, protect public records from damage or disorganization, and prevent excessive interference with essential functions of the agency, public records may be inspected or copied or copies of such records may be obtained, by members of the public, upon compliance with the following procedures:

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

- (a) The name of the person requesting the record;
- (b) The time of day and calendar date on which the request was made;
- (c) The nature of the request;
- (d) If the matter requested is referenced within the current index maintained by the records officer, a reference to the requested record as it is described in such current index;
- (e) If the requested matter is not identifiable by reference to the district's current index, an appropriate description of the record requested.

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

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-175-080, filed 7/14/03, effective 8/14/03; Order 73-8, § 132R-175-080, filed 5/4/73.]

**WAC 132R-175-090 Copying.** No fee shall be charged for the inspection of public records. The district shall charge a fee of twenty-five cents per page of copy for providing copies of public records and for use of the district copy equipment. This charge is the amount necessary to reimburse the district for its actual costs incident to such copying. At least five working days may be required to provide copies of public records.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-175-090, filed 7/14/03, effective 8/14/03. Statutory Authority: RCW 28B.50.140. 78-02-017 (Order 3), § 132R-175-090, filed 1/11/78; Order 74-22, § 132R-175-090, filed 12/23/74; Order 73-8, § 132R-175-090, filed 5/4/73.]

**WAC 132R-175-100 Exemptions.** (1) The district reserves the right to determine that a public record requested in accordance with the procedures outlined in WAC 132R-175-080 is exempt under the provisions of RCW 42.17.310. All denials of requests for public records must be accompa-

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nied 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.

(2) In addition, pursuant to chapter 42.17 RCW, the district reserves the right to delete/redact portions of documents. If deletions/redactions are made they will be accompanied by a written statement specifying the reason for the deletion/redaction, including a statement of the specific exemption authorizing the deletion/redaction and a brief explanation of how the exemption applies to the information which is deleted/redacted.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-175-100, filed 7/14/03, effective 8/14/03; Order 73-8, § 132R-175-100, filed 5/4/73.]

**WAC 132R-175-110 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 president of the college. The president shall immediately consider the matter and either affirm or reverse such denial or call a special meeting of the board of trustees as soon as legally possible to review the denial. In any case, the request shall be returned with a final decision, within two business days following the original denial.

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

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-175-110, filed 7/14/03, effective 8/14/03; Order 73-8, § 132R-175-110, filed 5/4/73.]

**WAC 132R-175-120 Protection of public records.** The location of the public records officer appointed pursuant to WAC 132R-175-060 shall be in the business office. The public records officer shall establish a central district index which shall be the district's master index to be coordinated with subsidiary indexes established in each major administrative area of the college, specifically:

(1) The office of the secretary to the board of trustees of the district (which is the office of the president of Big Bend Community College);

(2) The office of the president of Big Bend Community College;

(3) The office of the vice-president of instruction;

(4) The office of the vice-president of student services;

(5) The office of the vice-president for administrative services; and/or

(6) Upon receiving requests for public records in the manner prescribed in WAC 132R-175-080, it shall be the duty of the public records officer to immediately act upon the request. If it is determined the item requested is a public record as defined in WAC 132R-175-020 it shall be the duty

of the public records officer to locate the public record in the office in which it is filed and make it available for inspection. If, in the judgment of the public records officer, there be a possibility of the destruction of the public record, then the public records officer shall make available a copy of the record. Upon request the public records officer shall make available copies of public records in accordance with WAC 132R-175-090.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-175-120, filed 7/14/03, effective 8/14/03; Order 73-8, § 132R-175-120, filed 5/4/73.]

**WAC 132R-175-130 Records index.** (1) The district shall make available to all persons a current index which provides identifying information as to the following records issued, adopted or promulgated since its inception:

- (a) Final opinions, including concurring and dissenting opinions, as well as orders, made in the adjudication of cases;
- (b) Those statements of policy and interpretations of policy, statute and the constitution which have been adopted by the agency;
- (c) Administrative staff manuals and instructions to staff that affect a member of the public;
- (d) Planning policies and goals, and interim and final planning decisions;
- (e) Factual staff reports and studies, factual consultant's reports and studies, scientific reports and studies, and any other factual information derived from tests, studies, reports or surveys, whether conducted by public employees or others; and
- (f) Correspondence, and materials referred to therein, by and with the agency relating to any regulatory, supervisory or

enforcement responsibilities of the agency, whereby the agency determines, or opines upon, or is asked to determine or opine upon, the rights of the state, the public, a subdivision of state government, or of any private party.

(2) The current index promulgated by the district shall be available to all persons under the same rules and on the same conditions as are applied to public records available for inspection.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-175-130, filed 7/14/03, effective 8/14/03; Order 73-8, § 132R-175-130, filed 5/4/73.]

**WAC 132R-175-140 District's address.** All communications with the district including but not limited to the submission of materials pertaining to its operations and/or the administration or enforcement of chapter 42.17 RCW and these rules; requests for copies of the district's decisions and other matters, shall be addressed as follows: Big Bend Community College, Community College District No. 18, c/o Public Records Officer, 7662 Chanute Street, Moses Lake, Washington 98837-3299.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-175-140, filed 7/14/03, effective 8/14/03; Order 73-8, § 132R-175-140, filed 5/4/73.]

**WAC 132R-175-150 Adoption of form.** The district hereby adopts for use by all persons requesting inspection and/or copying or copies of its records state form 276 entitled "Request for public record," (WAC 132R-175-160).

[Statutory Authority: RCW 28B.50.140. 78-02-017 (Order 3), § 132R-175-150, filed 1/11/78; Order 73-8, § 132R-175-150, filed 5/4/73.]

**WAC 132R-175-160 Request for public record.**



**REQUESTER:** Please complete form and submit to "Public Records Officer" of the state agency identified.

**REQUEST FOR PUBLIC RECORD**

<b>TO</b>	NAME OF STATE AGENCY	<b>DATE OF REQUEST</b>	<b>TIME OF REQUEST</b>
<b>PUBLIC RECORDS OR INFORMATION REQUESTED</b>		<b>REQUESTED BY</b>	
<b>REQUESTER READ AND SIGN</b>			
<b>COMPLETED BY AGENCY PUBLIC RECORDS OFFICER</b>		<b>ACKNOWLEDGEMENT OF RECEIPT</b>	
NO. OF COPIES	AMOUNT RECEIVED \$	DATE OF RECEIPT	TIME OF RECEIPT
PUBLIC RECORDS OFFICER		RECIPIENT'S SIGNATURE	
		⇒	
REASON IF AGENCY IS UNABLE TO COMPLY		I understand that I must abide by the Rules and Regulations published by the agency identified, for the protection of public records, a copy of which I have read and understand.	
		I understand that I will be charged twenty-five cents per copy for all standard letter size copies I desire and that other size publications are available at cost.	
		REQUESTER'S SIGNATURE	
		⇒	

Form S.F. 276 (6/75)

[Statutory Authority: RCW 28B.50.140. 78-02-017 (Order 3), § 132R-175-160, filed 1/11/78. Formerly Appendix A (codified as WAC 132R-175-990), filed 5/4/73.]



## Chapter 132R-190 WAC

IMPLEMENTATION OF THE FAMILY  
EDUCATIONAL RIGHTS AND PRIVACY ACT OF  
1974

## WAC

132R-190-010	Purpose.
132R-190-020	Definitions.
132R-190-030	Right of inspection.
132R-190-035	Availability of directory information.
132R-190-040	Access permitted to college and certain other officials without consent.
132R-190-050	Distribution of information to others.
132R-190-060	Notice of rights given under Family Educational Rights and Privacy Act.
132R-190-070	Requests for access to student records.
132R-190-080	Determination regarding records.
132R-190-090	Challenges—To content of records—To release of records—Or to denial of access to records.
132R-190-100	Procedure for challenges.
132R-190-110	Disciplinary records.

**WAC 132R-190-010 Purpose.** The purpose of this chapter is to implement 20 U.S.C. Sec. 1232g, the Family Educational Rights and Privacy Act of 1974 as amended, by establishing rules and procedures to ensure that information contained in student records is accurate and is handled in a responsible manner by the college and its employees. Further information on policies and procedures relative to student records is available in the student records section of the "*Student Handbook*."

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-190-010, filed 7/14/03, effective 8/14/03. Statutory Authority: RCW 28B.50.140. 94-07-019, § 132R-190-010, filed 3/8/94, effective 4/8/94; 90-02-019, § 132R-190-010, filed 12/26/89, effective 1/26/90; Order 76-9, § 132R-190-010, filed 3/9/76.]

**WAC 132R-190-020 Definitions.** The following definitions shall apply in interpreting these regulations:

(1) "Directory information" means information contained in a student's education record which is general in nature and does not constitute an invasion of privacy if disclosed. The college has designated directory information in WAC 132R-190-035.

(2) "Education records" means those records, files, documents and other materials which contain information directly related to a student and are maintained by the college or a person acting for the college. The term does not include:

(a) 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.

(b) If the personnel of a law enforcement unit do not have access to education records under this section, the records and documents of such law enforcement unit which are kept separate, are maintained solely for law enforcement purposes, and are not made available to persons other than law enforcement officials of the same jurisdiction.

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

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(d) Records on a student attending the college, which are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity, or assisting in that capacity, and which are made or maintained, or used in connection with the provision of treatment to the student, and are not available to anyone other than persons providing such treatment, except that such records can be personally reviewed by a physician or other appropriate professional of the student's choice.

(3) "Student" means any individual who is or has been in attendance at Big Bend Community College and on whom educational records are maintained.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-190-020, filed 7/14/03, effective 8/14/03. Statutory Authority: RCW 28B.50.140. 94-07-019, § 132R-190-020, filed 3/8/94, effective 4/8/94; Order 76-9, § 132R-190-020, filed 3/9/76.]

**WAC 132R-190-030 Right of inspection.** Any student shall have a right, subject to the procedural requirements outlined in WAC 132R-190-070 through 132R-190-090 of these regulations, to inspect any and all education records directly related to him or her that is intended for school use or that is available for parties outside the school. Education records will be made available to the student within fifteen working days after receipt of the request to inspect the records. Copies may be requested and shall be provided at a fee not to exceed the actual cost to the college of providing the copies.

The college reserves the right to refuse to permit a student to inspect and review the following education records:

(1) The financial statement of the student's parents.

(2) Confidential letters and statements of recommendation which were placed in the student's records before January 1, 1975, or for which the student has waived his or her right in writing to inspect and review and that are related to the student's admission, application for employment or job placement, or receipt of honors. Except that if these statements and letters have been used for any purpose other than that for which they were originally prepared, the student may inspect and review them. When a record contains personally identifiable information about more than one student, a student may inspect only that information which relates to him or her.

(3) Records connected with admission to the college, application for employment, and receipt of an honor or honorary recognition.

(4) Those records which are excluded from the definition of "education records" in WAC 132R-190-020(2).

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-190-030, filed 7/14/03, effective 8/14/03. Statutory Authority: RCW 28B.50.140. 94-07-019, § 132R-190-030, filed 3/8/94, effective 4/8/94; Order 76-9, § 132R-190-030, filed 3/9/76.]

**WAC 132R-190-035 Availability of directory information.** The following personally identifiable information contained in a student's education record shall be deemed "directory information" and unless restricted by the student may be disclosed without a student's prior written consent: Student's name, address, electronic mail address, telephone listing, date of birth, enrollment status (full-time or part-time), participation in officially recognized activities and

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sports, weight and height of members of athletic teams, dates of attendance, honor roll, degrees and awards received, and the most recent previous educational agency or institution attended by the student. The college will give public notice to students annually of the matters contained in the above-designated "directory information." Each student will have ten days from the day of registration to decide if he or she wishes to have directory information released without written consent.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-190-035, filed 7/14/03, effective 8/14/03. Statutory Authority: RCW 28B.50.140. 94-07-019, § 132R-190-035, filed 3/8/94, effective 4/8/94; Order 76-9, § 132R-190-035, filed 3/9/76.]

**WAC 132R-190-040 Access permitted to college and certain other officials without consent.** (1) The following persons, individuals, agencies, or organizations shall be entitled to access to official education records of any student subject to the limitations outlined in subsection (2) of this section, without prior written consent of the student:

(a) College officials, including administrators, faculty, instructors and staff who have a legitimate educational interest within the performance of their responsibilities to the college;

(b) Officials of other colleges, schools, or school systems, upon the condition that the student is notified of the transfer and receives a copy of the record if he or she desires it and has the opportunity to challenge the content of the record, per the procedures outlined in WAC 132R-190-100;

(c) Authorized representatives of the Comptroller General of the United States, the Secretary, an administrative head of an education agency, or state and local educational authorities. State and local officials, organizations conducting studies for educational agencies or institutions provided, that except when collection of personally identifiable data is specifically authorized by federal law, any data collected by these representatives with respect to individual students shall not include information which permit the personal identification of such students;

(d) Lending institutions receiving applications from students or granting to students financial aid, and individual organizations or institutions that provide scholarships to any applicant student when such organizations or individuals make requests for students' education records in connection with a student's application for, or receipt of, financial aid;

(e) Accrediting organizations to carry out their accrediting functions;

(f) Parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1954;

(g) Appropriate parties in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

(2) The college shall maintain a record, kept with the education records of each student, indicating all agencies or organizations which have requested or obtained access to the student's education records. The custodian of the records shall indicate specifically the legitimate interest each such agency or organization has in obtaining this information. The record may be reviewed by the student.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-190-040, filed 7/14/03, effective 8/14/03. Statutory Authority:

RCW 28B.50.140. 94-07-019, § 132R-190-040, filed 3/8/94, effective 4/8/94; Order 76-9, § 132R-190-040, filed 3/9/76.]

**WAC 132R-190-050 Distribution of information to others.** The college shall not furnish any personally identifiable information contained in education records directly related to a student to any person, agency, or organization other than those designated in WAC 132R-190-040, unless a written consent from the student is obtained. The college may furnish such information without the consent of the student if it is furnished in compliance with a judicial order, or pursuant to any lawfully issued subpoena, upon condition that the student is notified of all such orders or subpoenas in advance of the compliance therewith unless the court or other issuing agency orders the college not to notify the student before compliance with the subpoena. The written consent should specifically identify the records to be released, the reason for the release and to whom the records are to be released. The college president, the president's designee, or office(s) receiving a subpoena should immediately notify the attorney general.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-190-050, filed 7/14/03, effective 8/14/03. Statutory Authority: RCW 28B.50.140. 94-07-019, § 132R-190-050, filed 3/8/94, effective 4/8/94; Order 76-9, § 132R-190-050, filed 3/9/76.]

**WAC 132R-190-060 Notice of rights given under Family Educational Rights and Privacy Act.** The college shall annually notify students currently in attendance of their rights under this chapter and the Family Educational Rights and Privacy Act. This notification shall be provided through the college catalog and student handbook and may be included in such other publications and media as the college deems appropriate.

[Statutory Authority: RCW 28B.50.140. 94-07-019, § 132R-190-060, filed 3/8/94, effective 4/8/94; Order 76-9, § 132R-190-060, filed 3/9/76.]

**WAC 132R-190-070 Requests for access to student records.** Personally identifiable information regarding a student will only be furnished to persons making a written request and providing to the custodian of the records information sufficient to identify the requesting party as a person who has a right to access such records.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-190-070, filed 7/14/03, effective 8/14/03. Statutory Authority: RCW 28B.50.140. 94-07-019, § 132R-190-070, filed 3/8/94, effective 4/8/94; Order 76-9, § 132R-190-070, filed 3/9/76.]

**WAC 132R-190-080 Determination regarding records.** The college reserves the right to determine that a record regarding a student is not an education record or material defined in WAC 132R-190-020. A determination that personally identifiable information was properly given to an authorized agency per WAC 132R-190-040 will be made by the college. Such written determinations may be made in consultation with any of the records officers of the college as designated in chapter 132R-175 WAC.

[Statutory Authority: RCW 28B.50.140. 94-07-019, § 132R-190-080, filed 3/8/94, effective 4/8/94; Order 76-9, § 132R-190-080, filed 3/9/76.]

**WAC 132R-190-090 Challenges—To content of records—To release of records—Or to denial of access to records.** (1) Any student who believes that inaccurate, misleading, or otherwise inappropriate data is contained within his or her education records shall be permitted to have included within the record a written explanation by the student concerning the content of the records.

(2) A student shall have the right, in accordance with the procedures set forth in WAC 132R-190-100, to:

(a) Challenge the content of education records in order to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student;

(b) Have the opportunity to correct or delete inaccurate, misleading, or otherwise inappropriate data contained within education records;

(c) Challenge the release of education records to specific persons as contrary to the provisions of this chapter; and

(d) Challenge a decision by the college to deny the student access to particular types of records.

(3) A student shall not be permitted under this chapter to challenge the validity of grades given in academic courses, except on the grounds that, as a result of clerical error, the student's records fail to accurately reflect the grades actually assigned by an instructor.

[Statutory Authority: RCW 28B.50.140. 94-07-019, § 132R-190-090, filed 3/8/94, effective 4/8/94; Order 76-9, § 132R-190-090, filed 3/9/76.]

**WAC 132R-190-100 Procedure for challenges.** (1) A student wishing to exercise the rights set forth in WAC 132R-190-090 shall first discuss with the dean of enrollment services the nature of the corrective action sought by the student.

(2) If the informal proceedings required in subsection (1) of this section fail to resolve the student's challenge, the student may file with the public records officer provided for in chapter 132R-175 WAC a written request for a hearing (brief adjudicative proceeding pursuant to chapter 132R-02 WAC).

(3) Within a reasonable time after submission of a request for hearing, the president or his or her designee will appoint a hearing officer. The hearing officer may not have a direct interest in the outcome of the hearing.

(a) The hearing officer shall conduct a hearing concerning the student's request for corrective action within a reasonable time and shall reasonably in advance of the hearing notify the student of the date, time and place of the hearing.

(b) The student may, at his or her expense, be represented by one or more individuals of his or her choice at the hearing.

(c) The student and the college shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request for the hearing. A record shall be made of the hearing by means satisfactory to the college.

(d) Within ten days of the completion of the hearing, the hearing officer shall provide the parties with a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision. The decision shall be binding upon the college and the student.

(4) If the education records are held to be accurate, or not misleading or in violation of the student's right of privacy, the college will notify the student of his or her right to place in

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the record a statement commenting on the challenged information and/or a statement setting forth the reasons for disagreeing with the decision. Such statement will be maintained as part of the student's education records as long as the contested portion is maintained and must be disclosed if the college discloses the contested portion of the record.

(5) If information in the education record is held to be inaccurate, misleading, or in violation of the student's right of privacy, the college will amend the record and so notify the student in writing.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-190-100, filed 7/14/03, effective 8/14/03. Statutory Authority: RCW 28B.50.140. 94-07-019, § 132R-190-100, filed 3/8/94, effective 4/8/94; Order 76-9, § 132R-190-100, filed 3/9/76.]

**WAC 132R-190-110 Disciplinary records.** Disciplinary records shall be kept separate and apart from academic records, and transcripts of a student's academic record shall contain no notation of any disciplinary action. The vice-president of student services office shall keep records of all disciplinary cases, which shall be recorded on the official records of the students. Special precautions shall be exercised to ensure that information from disciplinary or counseling files is not revealed to unauthorized persons. Provisions shall be made for periodic review and routine destruction of inactive disciplinary records by offices maintaining such records. However, the results of any disciplinary proceeding, concerning a crime of violence as defined by 18 U.S.C. Sec. 16 may be released to an alleged victim of that crime.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-190-110, filed 7/14/03, effective 8/14/03. Statutory Authority: RCW 28B.50.140. 94-07-019, § 132R-190-110, filed 3/8/94, effective 4/8/94; Order 76-9, § 132R-190-110, filed 3/9/76.]

## Chapter 132R-200 WAC POLICY ON PERSONNEL FILES

### WAC

132R-200-010	Policy on personnel files.
132R-200-020	Right to examine and place material in file.

**WAC 132R-200-010 Policy on personnel files.** Big Bend Community College shall maintain one personnel file for each employee. This file shall be in the college's human resource office. No other personnel file shall be maintained by any other officer or administrator of the college. This shall not preclude the maintenance of all lawful payroll records by the payroll office nor maintenance of other essential records by appropriate personnel for the operation of the institution.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. 03-15-063, § 132R-200-010, filed 7/14/03, effective 8/14/03. Statutory Authority: RCW 28B.50.140. 90-02-019, § 132R-200-010, filed 12/26/89, effective 1/26/90; Order 76-30, § 132R-200-010, filed 12/23/76.]

**WAC 132R-200-020 Right to examine and place material in file.** Each academic employee shall have the right to review the entire contents of his/her personnel file. An association representative or the academic employee's attorney may accompany such employee upon his/her request to review his personnel file. An academic employee shall have the right to answer in writing any complaints in his/her file and attach such answer(s) to the complaint(s).

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He/she shall also have the right to attach any other relevant supporting statement(s) or affidavit(s).

[Order 76-30, § 132R-200-020, filed 12/23/76.]