Title 106 WAC
CENTRAL WASHINGTON UNIVERSITY

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Chapter 106-16 PARKING AND TRAFFIC REGULATIONS OF CENTRAL WASHINGTON STATE COLLEGE

106-16-010 General information. [Order 1, § 106-16-010, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-011.


106-16-040 Authority of college security officers. [Order 1, § 106-16-040, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-040.

106-16-050 Modification of these regulations. [Order 1, § 106-16-050, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-050.


106-16-102 Faculty-staff and students. [Order 1, § 106-16-102, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-102.

106-16-103 Additional vehicles. [Order 1, § 106-16-103, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-103.

106-16-104 Failure to register. [Order 1, § 106-16-104, filed 8/13/71.] Repealed by Order 15, filed 8/17/73.

106-16-200 Metered parking. [Order 7, § 106-16-200, filed 8/18/72, effective 9/20/72.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-200.

106-16-201 Parking areas. [Order 6, § 106-16-201, filed 7/25/72; Order 1, § 106-16-201, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-201.


106-16-203 Residence hall parking. [Order 6, § 106-16-203, filed 7/25/72; Order 1, § 106-16-203, filed 8/13/71.] Repealed by Order 15, filed 8/17/73.

Commuter students. [Order 1, § 106-16-204, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-204.

Apartment residents. [Order 6, § 106-16-205, filed 7/25/72; Order 1, § 106-16-205, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-205.

Locating legal parking space. [Order 1, § 106-16-206, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-206.

Faculty-staff parking. [Order 1, § 106-16-207, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-207.

Fire lanes and service drives. [Order 1, § 106-16-208, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-208.

Repairs of vehicles. [Order 6, § 106-16-209, filed 7/25/72; Order 1, § 106-16-209, filed 8/13/71.] Repealed by Order 15, filed 8/17/73.


Disability permit. [Order 1, § 106-16-304, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-304.

Special parking permits. [Order 6, § 106-16-305, filed 7/25/72; Order 1, § 106-16-305, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-305.


Replacement of parking permit. [Order 1, § 106-16-308, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-308.

Change of residence. [Order 1, § 106-16-309, filed 8/13/71.] Repealed by Order 15, filed 8/17/73.

Contractor and vendor parking permits. [Order 6, § 106-16-310, filed 7/25/72; Order 1, § 106-16-310, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-310.

Parking fee refunds. [Order 1, § 106-16-401, filed 7/25/72; Order 1, § 106-16-401, filed 8/13/71.] Repealed by Order 15, filed 8/17/73. Later promulgation, see WAC 106-116-401.

(2009 Ed.)
Chapter 106-36
ENTERTAINMENT POLICIES

106-36-800 Entertainment policy. [Order 3244, § 106-36-800, filed 8/17/71.] Repealed by Order 17, filed 7/2/74.

106-36-801 Entertainment definitions. [Order 7, § 106-36-801, filed 8/18/72, effective 9/20/72; Order 3244, § 106-36-801, filed 12/8/71.] Repealed by Order 17, filed 7/2/74.

106-36-802 Festivals. [Order 3244, § 106-36-802, filed 12/8/71.] Repealed by Order 17, filed 7/2/74.

106-36-805 Approval of entertainment required. [Order 7, § 106-36-805, filed 8/18/72, effective 9/20/72; Order 3244, § 106-36-805, filed 12/8/71.] Repealed by Order 17, filed 7/2/74.


106-36-830 Obligations of officially recognized student organizations and private entities. [Order 3244, § 106-36-830, filed 12/8/71.] Repealed by Order 17, filed 7/2/74.

106-36-831 Obligations of officially recognized student organizations and private entities—Deposit of rental fee. [Order 3244, § 106-36-831, filed 12/8/71.] Repealed by Order 17, filed 7/2/74.

106-36-832 Obligations of officially recognized student organizations and private entities—Damages bond. [Order 7, § 106-36-832, filed 8/18/72, effective 9/20/72; Order 3244, § 106-36-832, filed 12/8/71.] Repealed by Order 17, filed 7/2/74.

106-36-840 Scheduling responsibilities, requirements, priorities and procedure. [Order 3244, § 106-36-840, filed 12/8/71.] Repealed by Order 17, filed 7/2/74.

106-36-841 Scheduling responsibilities, requirements, priorities and procedure—Procedure for request. [Order 3244, § 106-36-841, filed 12/8/71.] Repealed by Order 17, filed 7/2/74.

106-36-842 Scheduling responsibilities, requirements, priorities and procedure—Prohibition of assignments. [Order 3244, § 106-36-842, filed 12/8/71.] Repealed by Order 17, filed 7/2/74.

106-36-843 Scheduling responsibilities, requirements, priorities and procedure—Requirements for scheduling. [Order 3244, § 106-36-843, filed 12/8/71.] Repealed by Order 17, filed 7/2/74.

106-36-844 Scheduling responsibilities, requirements, priorities and procedure—Limitation on use of facilities and authority of scheduling officer. [Order 7, § 106-36-844, filed 8/18/72, effective 9/20/72; Order 3244, § 106-36-844, filed 12/8/71.] Repealed by Order 17, filed 7/2/74.

Chapter 106-112 PERSONNEL RULES


106-112-010 Student employment procedures—Regular student employment. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-112-010, filed 7/11/78; Order 4, § 106-112-010, filed 6/16/72, effective 7/20/72.] Repealed by 86-23-007 (Order 59), filed 11/7/86. Statutory Authority: RCW 28B.19.050 and 28B.35.120(11).


106-112-100 Policy on nepotism. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-112-100, filed 7/11/78; Order 4073, § 106-112-100, filed 8/23/74.] Repealed by 86-23-007 (Order 59), filed 11/7/86. Statutory Authority: RCW 28B.19.050 and 28B.35.120(11).


106-112-200 Equal employment opportunity policy. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-08-025 (Order 44), § 106-112-200, filed 7/13/79; Order 36, § 106-112-200, filed 11/14/77; Order 4074, § 106-112-200, filed 8/23/74.] Repealed by 86-23-007 (Order 59), filed 11/7/86. Statutory Authority: RCW 28B.19.050 and 28B.35.120(11).


Chapter 106-136
USE OF COLLEGE FACILITIES

106-136-100 Student publications. [Order 4, § 106-136-100, filed 6/16/72, effective 7/20/72.] Repealed by 86-23-007 (Order 59), filed 11/7/86. Statutory Authority: RCW 28B.19.050 and 28B.35.120(11).


106-136-410 Use of College Facilities.


106-136-531 Resolution of conflicts with other university policies—Commercial enterprise. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), §


106-136-591 Resolution of conflicts with other university policies—Commercial enterprise. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), §
Practice and Procedure

Chapter 106-08

PRACTICE AND PROCEEDURE

WAC

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Chapter 106-164

BID PROCEDURES

106-164-901 Bond bid policies and procedures. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-164-901, filed 7/11/78; Order 2, § 106-164-901, filed 11/7/86. Statutory Authority: RCW 28B.19.050 and 28B.35.120(11).]
106-164-910 Bond bid procedures and requirements. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-164-910, filed 7/11/78; Order 2, § 106-164-910, filed 11/13/72, effective 2/21/72.] Repealed by 86-23-007 (Order 59), filed 11/7/86. Statutory Authority: RCW 28B.19.050 and 28B.35.120(11).
106-164-913 Bond bid procedures and requirements—Time of filing and late bids. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-164-913, filed 7/11/78; Order 2, § 106-164-913, filed 11/13/72, effective 2/21/72.] Repealed by 86-23-007 (Order 59), filed 11/7/86. Statutory Authority: RCW 28B.19.050 and 28B.35.120(11).

Chapter 106-164

BID PROCEDURES

106-164-901 Bond bid policies and procedures. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-164-901, filed 7/11/78; Order 2, § 106-164-901, filed 11/13/72, effective 2/21/72.] Repealed by 86-23-007 (Order 59), filed 11/7/86. Statutory Authority: RCW 28B.19.050 and 28B.35.120(11).
106-164-910 Bond bid procedures and requirements. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-164-910, filed 7/11/78; Order 2, § 106-164-910, filed 11/13/72, effective 2/21/72.] Repealed by 86-23-007 (Order 59), filed 11/7/86. Statutory Authority: RCW 28B.19.050 and 28B.35.120(11).
106-164-913 Bond bid procedures and requirements—Time of filing and late bids. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-164-913, filed 7/11/78; Order 2, § 106-164-913, filed 11/13/72, effective 2/21/72.] Repealed by 86-23-007 (Order 59), filed 11/7/86. Statutory Authority: RCW 28B.19.050 and 28B.35.120(11).

Chapter 106-08

PRACTICE AND PROCEEDURE

WAC

106-08-001 Regular meetings.
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106-08-190 Depositions and interrogatories in contested cases—Protection of parties and deponents.
106-08-200 Depositions and interrogatories in contested cases—Oral examination and cross-examination.

(2009 Ed.)
WAC 106-08-001 Regular meetings. The regular meetings of the board of trustees of Central Washington University shall be held in Room 412 in Barge Hall on the Central Washington University campus in Ellensburg, Washington.

WAC 106-08-002 Formal hearing policy. In each instance that a formal hearing is required by institutional policy or chapter 34.05 RCW, the provisions of WAC 106-08-002 through 106-08-999 shall be applicable.

WAC 106-08-005 Definitions. As used herein, the term "agency" shall mean the board of trustees of Central Washington University or any duly appointed hearing officer or officers.

WAC 106-08-010 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.

WAC 106-08-020 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.

WAC 106-08-030 Application for adjudicative proceeding. An application for an adjudicative proceeding shall be in writing. Application forms are available at the following address:

Business Office
Central Washington University
Ellensburg, WA 98926

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.

WAC 106-08-040 Adjudicative proceedings open. All adjudicative proceedings shall be open to the public, with the exception of student, faculty, and administrative, civil service-exempt disciplinary proceedings unless the subject of the proceedings chooses an open proceeding.

WAC 106-08-050 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.15.015, conducted by the admissions office;
2. Challenges to contents of education records;
(3) Student conduct proceedings. The procedural rules in chapter 106-120 WAC apply to these proceedings;

(4) Parking violations. The procedural rules in chapter 106-116 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 106-122 WAC.

WAC 106-08-060 Discovery in adjudicative proceedings. 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.35.120(12). 91-22-037 (Order CWU AO 73), § 106-08-050, filed 10/31/91, effective 12/1/91.]

WAC 106-08-070 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.35.120(12). 91-22-037 (Order CWU AO 68), § 106-08-070, filed 10/31/91, effective 12/1/91.]

WAC 106-08-080 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 106-08-040, except for the method of official recording selected by the institution.

[Statutory Authority: RCW 28B.35.120(12). 91-22-037 (Order CWU AO 68), § 106-08-080, filed 10/31/91, effective 12/1/91. Statutory Authority: RCW 28B.10.528 and 28B.35.120(12). 91-22-037 (Order CWU AO 73), § 106-08-080, filed 7/11/78; Order 3244, § 106-08-080, filed 12/8/71.]

WAC 106-08-090 Service of process—By whom served. The agency shall cause to be served all orders, notices, and papers issued by it, together with any other papers which it is required by law to serve. Every other paper shall be served by the party filing it.

[Order 3244, § 106-08-090, filed 12/8/71.]

WAC 106-08-100 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.35.120(12). 91-22-037 (Order CWU AO 68), § 106-08-100, filed 10/31/91, effective 12/1/91; Order 3244, § 106-08-100, filed 12/8/71.]

WAC 106-08-110 Service of process—Service upon parties. The final order, and any other paper required to be served by the agency upon a party, shall be served upon such party or upon the agent designated by him or her or by law to receive service of such papers, and a copy shall be furnished to counsel of record.

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counsel of a party, or who is financially interested in the proceedings.

[Order 3244, § 106-08-250, filed 12/8/71.]

WAC 106-08-260 Depositions and interrogatories in contested cases—Authorization. A party desiring to take the deposition of any person upon oral examination shall give reasonable notice of not less than three days in writing to the agency and all parties. The notice shall state the time and place for taking the deposition, the name and address of each person to be examined, if known, and if the name is not known, a general description sufficient to identify the person or the particular class or group to which the person belongs. On motion of a party upon whom the notice is served, the agency may for cause shown, enlarge or shorten the time. If the parties so stipulate in writing, depositions may be taken before any person, at any time or place, upon any notice and in any manner and when so taken may be used as other depositions.

[Statutory Authority: RCW 28B.10.528 and 28B.35.120(12). 94-20-062 (Order CWU AO 73), § 106-08-260, filed 9/30/94, effective 10/31/94; Order 3244, § 106-08-260, filed 12/8/71.]

WAC 106-08-270 Depositions and interrogatories in contested cases—Protection of parties and deponents. After notice is served for taking a deposition, upon its own motion or upon motion reasonably made by any party or by the person to be examined and upon notice and for good cause shown, the agency may make an order that the deposition shall not be taken, or that it may be taken only at some designated place other than that stated in the notice, or that it may be taken only on written interrogatories, or that certain matters shall not be inquired into, or that the scope of the examination shall be limited to certain matters, or that the examination shall be held with no one present except the parties to the action and their officers or counsel, or that after being sealed, the deposition shall be opened only by order of the agency, or that business secrets or secret processes, developments, or research need not be disclosed, or that the parties shall simultaneously file specified documents or information enclosed in sealed envelopes to be opened as directed by the agency; or the agency may make any other order which justice requires to prevent the party or witness from annoyance, embarrassment, or oppression. At any time during the taking of the deposition, on motion of any party or of the deponent and upon a showing that the examination is being conducted in bad faith or in such manner as unreasonably to annoy, embarrass, or oppress the deponent or party, the agency may order the officer conducting the examination to cease forthwith from taking the deposition, or may limit the scope and manner of the taking of the deposition as above provided. If the order made terminates the examination, it shall be resumed thereafter only upon the order of the agency. Upon demand of the objecting party or deponent, the taking of the deposition shall be suspended for the time necessary to make a motion for an order.

[Order 3244, § 106-08-270, filed 12/8/71.]

WAC 106-08-280 Depositions and interrogatories in contested cases—Oral examination and cross-examination. Examination and cross-examination shall proceed as at an oral hearing. In lieu of participating in the oral examination, any party served with notice of taking a deposition may transmit written cross interrogatories to the officer who, without first disclosing them to any person, and after the direct testimony is complete, shall propound them seriatim to the deponent and record or cause the answers to be recorded verbatim.

[Order 3244, § 106-08-280, filed 12/8/71.]

WAC 106-08-290 Depositions and interrogatories in contested cases—Recordation. The officer before whom the deposition is to be taken shall put the witness on oath and shall personally or by someone acting under the officer's direction and in the officer's presence, record the testimony by typewriter directly or by transcription from stenographic notes, wire or record recorders, which record shall separately and consecutively number each interrogatory. Objections to the notice, qualifications of the officer taking the deposition, or to the manner of taking it, or to the evidence presented or to the conduct of the officer, or of any party, shall be noted by the officer upon the deposition. All objections by any party not so made are waived.

[Statutory Authority: RCW 28B.10.528 and 28B.35.120(12). 94-20-062 (Order CWU AO 73), § 106-08-290, filed 9/30/94, effective 10/31/94; Order 3244, § 106-08-290, filed 12/8/71.]

WAC 106-08-300 Depositions and interrogatories in contested cases—Signing attestation and return. (1) When the testimony is fully transcribed the deposition shall be submitted to the witness for examination and shall be read to or by the witness, unless such examination and reading are waived by the witness and by the parties. Any changes in form or substance which the witness desires to make shall be entered upon the deposition by the officer with a statement of the reasons given by the witness for making them. The deposition shall then be signed by the witness, unless the parties by stipulation waive the signing or the witness is ill or cannot be found or refuses to sign. If the deposition is not signed by the witness, the officer shall sign it and state on the record the fact of the waiver or of the illness or absence of the witness or the fact of the refusal to sign together with the reason, if any, given therefor; and the deposition may then be used as fully as though signed, unless on a motion to suppress the agency holds that the reasons given for the refusal to sign require rejection of the deposition in whole or in part.

(2) The officer shall certify on the deposition that the witness was duly sworn by him or her and that the deposition is a true record of the testimony given by the witness. The officer shall then securely seal the deposition in an envelope endorsed with the title of proceeding and marked "Deposition of (here insert name of witness)" and shall promptly send it by registered or certified mail to the agency for filing. The party taking the deposition shall give prompt notice of its filing to all other parties. Upon payment of reasonable charges therefore, the officer shall furnish a copy of the deposition to any party or to the deponent.
(1) Certify under the officer's official signature and seal that the deponent was duly sworn by him or her, that the interrogatories and answers are a true record of the deponent's testimony, that no one except deponent, the officer and the stenographer were present during the taking, and that neither the officer nor the stenographer is a party, privy to a party, or interested in the event of the proceedings, and

(2) Promptly send by registered or certified mail the original copy of the deposition and exhibits with the officer's attestation to the agency, one copy to the counsel who submitted the interrogatories and another copy to the deponent.

WAC 106-08-360 Depositions upon interrogatories—Provisions of deposition rule. In all other respects, depositions upon interrogatories shall be governed by the previous deposition rule.

WAC 106-08-400 Hearing officers. In each instance that a formal hearing is required by institutional policy or chapter 34.05 RCW, and upon receipt of a request for a formal hearing filed in accordance with chapter 34.05 RCW, the chair, vice-chair, or another member of the board of trustees, on the basis of longevity and in the preceding order, may appoint one or more hearing officers, not to exceed three for any one hearing, to preside over, conduct and make proposals for decisions, including findings of fact and conclusions of law, in each instance, and shall afford an opportunity for a formal hearing after not less than ten days notice and provide such individual requesting formal hearing with notice of the hearing in accordance with the provisions of chapter 34.05 RCW.

WAC 106-08-410 Hearing procedures. Each hearing shall be conducted in the manner provided for in these rules and in chapter 34.05 RCW.

WAC 106-08-420 Duties of hearing officers. (1) All hearing officers appointed in accordance with WAC 106-08-400 shall conduct hearings in the same manner and shall have the same authority as provided in hearings by the board of trustees as set forth in these rules and in chapter 34.05 RCW: Provided, That hearing officers shall only make proposals for decisions.

(2) The proposals for decisions and findings of fact and conclusions of law shall be forthwith served upon the parties and transmitted to the board of trustees, together with a record of the proceeding. Within thirty days of service of such proposal for decisions, any party adversely affected may file exceptions, and thereafter all parties may present written argument to the board of trustees, which shall consider the whole record or such portions as may be cited by the parties,
WAC 106-08-430 Stipulations and admissions of record. The existence or nonexistence of a material fact, as made or agreed in a stipulation or in an admission of record, will be conclusively presumed against any party bound thereby, and no other evidence with respect thereto will be received upon behalf of such party, provided:

(1) Upon whom binding. Such a stipulation or admission is binding upon the parties by whom it is made, their privies and upon all other parties to the proceeding who do not expressly and unequivocally deny the existence or nonexistence of the material fact so admitted or stipulated, upon the making thereof, if made on the record at a prehearing conference, oral hearing, oral argument, or by a writing filed and served upon all parties within five days after a copy of such stipulation or admission has been served upon them;

(2) Withdrawal. Any party bound by a stipulation or admission of record at any time prior to final decision may be permitted to withdraw the same in whole or in part by showing to the satisfaction of the agency that such stipulation or admission was made inadvertently or under a bona fide mistake of fact contrary to the true fact and that its withdrawal at the time proposed will not unjustly prejudice the rights of other parties to the proceeding.

WAC 106-08-440 Definition of issues before hearing. In all proceedings the issues to be adjudicated shall be made initially as precise as possible, in order that the agency may proceed promptly to conduct the hearings on relevant and material matter only.

WAC 106-08-450 Continuances. Any party who desires a continuance shall, immediately upon receipt of notice of a hearing, or as soon thereafter as facts requiring such continuance come to his or her knowledge, notify the agency of said desire, stating in detail the reasons why such continuance is necessary. The agency, in passing upon a request for continuance, shall consider whether such request was promptly and timely made. For good cause shown, the agency may grant such a continuance and may at any time order a continuance upon its motion. During a hearing, if it appears in the public interest or in the interest of justice that further testimony or argument should be received, the agency may in its discretion continue the hearing and fix the date for introduction of additional evidence or presentation of argument. Such oral notice shall constitute final notice of such continued hearing.

WAC 106-08-460 Rules of evidence—Admissibility criteria. Subject to the other provisions of these rules, all relevant evidence is admissible which, in the opinion of the agency is the best evidence reasonably obtainable, having due regard for its necessity, availability, and trustworthiness. In passing upon the admissibility of evidence, the agency shall give consideration to, but shall not be bound to follow, the rules of evidence governing civil proceedings, in matters not involving trial by jury, in the superior court of the state of Washington.

WAC 106-08-470 Tentative admission—Exclusion—Discontinuance—Objections. When objection is made to the admissibility of evidence, such evidence may be received subject to a later ruling. The agency may, in its discretion, either with or without objection, exclude inadmissible evidence or order cumulative evidence discontinued. Parties objecting to the introduction of evidence shall state the precise grounds of such objection at the time such evidence is offered.

WAC 106-08-480 Form and content of decisions in contested cases. Every decision and order, whether proposed, initial, or final, shall:

(1) Be correctly captioned as to name of agency and name of proceeding;

(2) Designate all parties and counsel to the proceeding;

(3) Include a concise statement of the nature and background of the proceeding;

(4) Be accompanied by appropriate numbered findings of fact and conclusions of law;

(5) Whenever practical, the conclusions of law shall include the reason or reasons for the particular order or remedy afforded;

(6) Wherever practical, the conclusions and/or order shall be referenced to specific provisions of the law and/or regulations appropriate thereto, together with reasons and precedents relied upon to support the same.

Chapter 106-20 WAC

ORGANIZATION

WAC

106-20-100 Organization—Operation—Information.

WAC 106-20-100 Organization—Operation—Information. (1) Organization. Central Washington University is established in Title 28B RCW as a public institution of higher education. The institution is governed by a seven-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) Operation. The administration office is located at the following address:
The office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, except legal holidays. Educational operations are also located at the following addresses:

- CWU Lynnwood Center
  20000 68th Avenue West SKB
  Lynnwood, WA 98036
- CWU SeaTac Center
  2450 South 142nd St
  SeaTac, WA 98188
- CWU Steilacoom Center
  9401 Farwest Drive SW
  Tacoma, WA 98948
- CWU Yakima Center
  P.O. Box 1647
  16th Avenue and Nob Hill Blvd
  Yakima, WA 98907

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

- Academic Services
  Central Washington University
  400 East 8th Avenue
  Ellensburg, WA 98926-7463

[Statutory Authority: RCW 28B.10.528 and 28B.35.120(12). 94-20-062 (Order CWU AO 73), § 106-20-100, filed 9/30/94, effective 10/31/94. Statutory Authority: RCW 28B.35.120(12). 91-23-031 (Order CWU AO 69), § 106-20-100, filed 11/12/91, effective 12/13/91.]

Chapter 106-50 WAC

RULES COORDINATOR

WAC 106-50-100

Address of rules coordinator.

WAC 106-50-100

Address of rules coordinator. The rules coordinator for this institution shall have an office in the following location:

- President's Office
  Central Washington University
  400 East 8th Avenue
  Ellensburg, WA 98926-7501

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

[Statutory Authority: RCW 28B.10.528 and 28B.35.120(12). 94-20-062 (Order CWU AO 73), § 106-20-100, filed 9/30/94, effective 10/31/94. Statutory Authority: RCW 28B.35.120(12). 91-23-031 (Order CWU AO 69), § 106-20-100, filed 11/12/91, effective 12/13/91.]

(2009 Ed.)
Chapter 106-72

Title 106 WAC: Central Washington University


106-72-270


106-72-270

Adjudicative proceeding—Challenges. [Statutory Authority: RCW 28B.35.120(12), 92-02-006, § 106-72-520, filed 12/20/91, effective 3/17/92. Statutory Authority: RCW 28B.10.528 and 28B.35.120(12).]

Adjudicative proceeding—Expeditious conduct. [Statutory Authority: RCW 28B.35.120(12), 92-02-006, § 106-72-530, filed 12/20/91, effective 3/17/92. Statutory Authority: RCW 28B.10.528 and 28B.35.120(12).]

Adjudicative proceeding—Availability of necessary parties. [Statutory Authority: RCW 28B.10.528 and 28B.35.120(12), 94-20-062 (Order CWU AO 73), § 106-72-540, filed 12/20/91, effective 3/17/92. Statutory Authority: RCW 28B.19.050 and 28B.35.120(11).]

106-72-271

Adjudicative proceeding—Counsel. [Statutory Authority: RCW 28B.35.120(12), 92-02-006, § 106-72-550, filed 12/20/91, effective 3/17/92. Statutory Authority: RCW 28B.10.528 and 28B.35.120(12).]

106-72-272

Adjudicative proceeding—Confidentiality. [Statutory Authority: RCW 28B.35.120(12), 92-02-006, § 106-72-560, filed 12/20/91, effective 3/17/92. Statutory Authority: RCW 28B.10.528 and 28B.35.120(12).]

106-72-273


106-72-274

Adjudicative proceeding—Powers of proceeding panel. [Statutory Authority: RCW 28B.35.120(12), 92-02-006, § 106-72-590, filed 12/20/91, effective 3/17/92. Statutory Authority: RCW 28B.10.528 and 28B.35.120(12).]

106-72-400

Findings of grievance committee. [Statutory Authority: RCW 28B.10.528 and 28B.35.120(12), 94-20-062 (Order CWU AO 73), § 106-72-600, filed 3/17/92. Statutory Authority: RCW 28B.10.528 and 28B.35.120(12).]

106-72-600

Appeal. [Statutory Authority: RCW 28B.10.528 and 28B.35.120(12), 94-20-062 (Order CWU AO 73), § 106-72-610, filed 9/30/94, effective 10/31/94. Statutory Authority: RCW 28B.19.050 and 28B.35.120(12).] Repealed by 05-05-057, filed 2/14/05, effective 3/17/05.
WAC 106-72-005 Equal opportunity/affirmative action in employment. Central Washington University is an equal opportunity employer. The university will:

(1) Recruit, hire, train, and promote persons in all job titles, without regard to race, color, creed, religion, national origin, sex, sexual orientation, gender identity and expression, age, marital status, disability, or status as a protected veteran.

(2) Ensure that all personnel actions such as compensation, benefits, transfers, terminations, layoffs, return from layoff, reductions in force (RIF), university-sponsored training, education, tuition assistance, and social and recreation programs, will be administered without regard to race, color, creed, religion, national origin, sex, sexual orientation, gender identity and expression, age, marital status, disability, or status as a protected veteran.

Central Washington University is committed to affirmative action for Asians, Blacks, Hispanics, Native Americans, women, persons forty years of age or older, persons of disability, and all protected veterans. This commitment is expressed through the university's efforts to eliminate barriers to equal employment opportunity and improve employment opportunities encountered by these protected groups.

WAC 106-72-015 Annual workforce analysis. (1) The affirmative action office will conduct an annual workforce analysis for each academic department and a separate utilization analysis for each protected group members (i.e., minorities, women, Vietnam-era and disabled veterans, persons of disability, and persons age forty and above) in each major job group. The university will set forth specific goals and timetables where underutilization is identified. Underutilization is defined as having fewer protected group members in a particular job than would reasonably be expected by their availability. (Higher Education Guidelines, Executive Order 11246.)

(2) The university and each organizational unit will make every possible effort to recruit and employ qualified minorities and women to fill vacancies in order to achieve its goals, searching for personnel in areas and channels previously unexplored to the extent necessary to overcome underutilization. Before each vacancy can be officially filled, a designee of the office for equal opportunity or human resources must certify that the appropriate recruitment and hiring procedures have been followed.

WAC 106-72-025 Equal opportunity for students. Central Washington University will provide students equal access to all programs and services on the basis of merit without regard to race, color, creed, religion, national origin, sex, sexual orientation, gender identity and expression, age, marital status, disability, or status as a protected veteran.

No person will be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by the university including, but not limited to, admissions, academic programs, student employment, counseling and guidance services, financial aid, recreational activities, and intercollegiate athletics.

Programs may be developed by the university, however, for special student populations as affirmative action measures to overcome the effects of past discrimination.

No member of the university community shall treat students differently because of their race, color, creed, religion, national origin, sex, sexual orientation, gender identity and expression, age, marital status, disability (except to provide reasonable accommodation), or status as a protected veteran. The university has established mechanisms to address complaints to discriminatory treatment, including harassing behaviors (e.g., physical, verbal, graphic, or written) which might lead to the creation of a hostile environment.

WAC 106-72-130 Procedures, rules, and regulations—Contracts and contractors. The associate vice-president for business and financial affairs, through the director of facilities management and the director of business services and contracts shall comply with federal, state, and local nondiscrimination policies and procedures when soliciting bids on all contracts for construction, goods, and services. Bids will be solicited by women and minority group vendors and contractors. Agencies engaged in business with the university will be notified in writing of the university’s affirmative action program and asked to provide a statement of nondiscrimination.

WAC 106-72-250 Procedures, rules, and regulations—Government contracts. The university will establish and maintain nondiscriminatory practices in the fulfillment of all its contracts with any governmental agency. It will fully comply with any federal, state, or local governmental regulations which request a policy or procedural statement on nondiscrimination.

In the case of federal contracts for research grants and awards, the office of graduate studies and research will be charged with development and inclusion in any contract a
statement of nondiscrimination in the fulfillment of such contract.


WAC 106-72-400 Equal opportunity grievance procedures. (1) A person who believes he or she has been discriminated against by Central Washington University because of race, color, creed, religion, national origin, sex, sexual orientation, gender identity and expression, age, marital status, disability, or status as a disabled or Vietnam-era veteran is encouraged to utilize the grievance procedures provided by Central Washington University. There are informal and formal means of addressing complaints through the office for equal opportunity. Both informal and formal grievance procedures are available on-line at http://www.cwu.edu/~oeo/complaint_procedures.html. These procedures should be used as soon as possible after the alleged act of discrimination. No individual shall be penalized or retaliated against in any way by the university community for his or her participation in these complaint procedures.

(2) All persons who seek the advice and assistance of the equal opportunity office shall have explained to them the informal and the formal grievance procedures available to them through the university as well as the existence of external complaint procedures available through state and federal agencies. They shall also receive a copy of the equal opportunity grievance procedure.


Chapter 106-116 WAC PARKING AND TRAFFIC REGULATIONS

WAC


106-116-050 Modification of these regulations. [Statutory Authority: RCW 28B.19.050 and 28B.35.120. 81-06-010 (Order 46), § 106-116-050, filed 3/23/81; 80-11-027 (Order 45), § 106-116-050, filed 8/14/80; Order 24, § 106-116-050, filed 7/30/75; Order 15, § 106-116-050, filed 8/17/73. Repealed by 86-23-007 (Order 59), filed 11/7/86. Statutory Authority: RCW 28B.19.050 and 28B.35.120(11).]


106-116-211 Small car parking. [Statutory Authority: RCW 28B.19.050 and 28B.35.120. 81-22-051 (Order 47), § 106-116-211, filed 11/3/81; 80-11-027 (Order 45), § 106-116-211, filed 8/14/80; Order 24, § 106-116-211, filed 7/30/75; Order 15, § 106-116-211, filed 8/17/73. Repealed by 98-23-007 (Order 59), filed 11/7/86. Statutory Authority:RCW 28B.19.050 and 28B.35.120(11).]


106-116-301 Procedure—Infrctions and service thereof.
106-116-020 Objectives of parking and traffic rules and regulations. (1) To protect and control pedestrian and vehicular traffic.

(2) To assure access at all times for emergency equipment.

(3) To minimize traffic disturbance during class hours.

(4) To facilitate the work of the university by assuring access by vehicles and by assigning the limited parking space for the most efficient use.

WAC 106-116-030 Applicable traffic rules and regulations. (1) The motor vehicle code and other traffic laws of the state of Washington shall be applicable upon all lands located within the state of Washington.
(2) The traffic code of the city of Ellensburg shall be applicable upon all lands located within the city of Ellensburg.

(3) These regulations shall be applicable to all lands owned and leased by Central Washington University.

[Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-030, filed 1/13/78; Order 15, § 106-116-030, filed 8/17/73.]

WAC 106-116-042 Infractions. The public safety and police services department and its duly sworn officers have authority to issue infractions for violations of Washington Administrative Codes and ordinances and laws of the city of Ellensburg, county of Kittitas, and state of Washington, when violations occur.


WAC 106-116-102 Permit required. (1) A permit is required for all motor vehicles that park on postured university grounds at specified times. Fees may be charged and parking permits issued, which will allow vehicles to be parked in specific areas.

(2) A faculty, staff, or student owner, operator, and/or permit holder for a motor vehicle shall be held responsible for any violation involving that vehicle.

[Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-042, filed 11/13/78; Order 24, § 106-116-042, filed 7/30/75.]

WAC 106-116-103 Additional or replacement vehicles. If you have a current CWU parking permit and obtain an additional or different motor vehicle, you must register that vehicle with parking services.


WAC 106-116-10401 Animal traffic. It shall be unlawful for any person to drive, lead, walk, or ride any cattle, horse, or beast of burden upon any of the lawns, beds, sidewalks, malls, service drives, or parking lots of Central Washington University except as authorized by permit by the chief of public safety and police services for parades and university-sponsored activities.

[Statutory Authority: RCW 28B.10.528, 28B.10.560 and 28.35.120. 94-10-049 (Order CWU AO 72), § 106-116-10401, filed 5/2/94, effective 6/2/94. Statutory Authority: RCW 28B.19.050 and 28B.35.120. 80-11-027 (Order 45), § 106-116-10401, filed 8/14/80. Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-10401, filed 1/13/78; Order 32, § 106-116-10401, filed 3/1/77.]

WAC 106-116-201 Permitted parking areas. University-owned parking areas are posted with permitting requirements. Permit requirements will be enforced Monday through Friday, 7:30 a.m. to 4:30 p.m., unless otherwise posted. No parking is permitted from 2:00 a.m. to 6:00 a.m. where posted. During quarter breaks, parking services may designate a specific lot for parking vehicles that will remain parked in a university parking lot for the quarter break.


WAC 106-116-202 No parking areas. The university reserves the right to close specific lots to permit holders and designate parking lot use for special events (i.e., sports events, concerts, camps, etc.).

Parking is permitted only in areas designated and marked for parking in accordance with all signs posted in the designated parking area.

For example, prohibited areas include fire hydrants, fire lanes, yellow curb zones, crosswalks, driveways, service drives, or any area not expressly permitted by sign or these regulations. Vehicles are not permitted to be parked on any undeveloped university property without the approval of the chief of the public safety and police services. This section will be enforced twenty-four hours a day.


WAC 106-116-203 Specific parking prohibitions. (1) Parking in areas and places normally used for moving traffic is a specific violation of these regulations.

(2) Parking in such a position with relation to other parked cars or marked parking spaces as to impede, restrict, or prevent free ingress or egress by other automobiles violates these regulations.

(3) Parking in areas marked for a special permit or clearly designated by signing for special use not available to
WAC 106-116-205 Apartment residents. Apartment residents may be required to display resident parking identification permits to park in the parking area adjacent to their respective apartments but must register their vehicles with the housing office.

WAC 106-116-206 Locating legal parking space. (1) The responsibility for locating legal parking space rests with the operator of the motor vehicle. Lack of space will not be considered a valid excuse for violating any parking regulation.

(2) The fact that a person may park or observe others parked in violation of the regulations without receiving an infraction notice does not mean that the regulation is no longer in effect.

WAC 106-116-207 Staff parking. Staff parking zones are posted and require staff permits.

[Statutory Authority: RCW 28B.10.528 and 28B.35.120(12). 02-18-077, § 106-116-206, filed 8/30/02, effective 9/30/02. Statutory Authority: RCW 28B.10.528, 28B.10.560 and 28.35.120. 80-11-027 (Order 45), § 106-116-206, filed 12/7/89, effective 1/7/90. Statutory Authority: RCW 28B.19.050 and 28B.40.120. 80-11-027 (Order 45), § 106-116-206, filed 12/7/89, effective 1/7/90. Statutory Authority: RCW 28B.19.050 and 28B.35.120. 81-22-051 (Order 47), § 106-116-207, filed 11/3/81; 80-11-027 (Order 45), § 106-116-207, filed 8/14/80; Order 15, § 106-116-207, filed 8/17/73.]
WAC 106-116-214 Mall traffic. (1) Only service vehicles are permitted on pedestrian malls at times of very light pedestrian traffic.

(2) Vehicles on clear emergency business with warning equipment operating are an exception to the provisions of this paragraph. Examples: Fire trucks, ambulances, police cars, and equipment for emergency repair.

[Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-214, filed 1/13/78; Order 16, § 106-116-214, filed 10/19/73.]

WAC 106-116-303 Display of permits. (1) Parking permits shall be conspicuously hung from the inside rearview mirror, or other location specified at time of issuance.

(2) Special permits must be displayed in the manner described at time of issuance.

[Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-02-023 (Order 37), § 106-116-303, filed 1/13/78; Order 16, § 106-116-303, filed 10/19/73.]
mail shall be accomplished by placing a copy of the notice in the mail addressed to the alleged violator.

WAC 106-116-514 Election to forfeit or contest. The notice of infraction issued pursuant to WAC 106-116-513 of these regulations shall inform the alleged violator that he/she may elect either to forfeit the monetary penalty to the infractions charged or to contest the matter(s).

(1) If the alleged violator chooses to forfeit the penalty, he/she may do so by paying the appropriate amount to the cashier’s office, Barge Hall. Payment will be in cash, check, certified check, credit or debit card, or by money order. Such payment may also be made by mail (other than cash payment). Such forfeiture shall constitute a waiver of a right to a hearing.

(2) If the alleged violator chooses to contest, he/she may do so by contacting parking services, where parking infraction appeal forms are available upon request or you may obtain an appeal form or complete an appeal form on the parking web site, http://www.cwu.edu/~parking/appealprocess.html. The completed form stating the reasons for challenging the validity of the assessed obligation must be filed in the parking office within fifteen days of the date of the infraction notice. The appeal must be reviewed by the university parking appeal board. The parking appeal board will render a decision in good faith.

(3) A person charged with a parking infraction who deems himself or herself aggrieved by the final decision of the university parking appeal board may, within ten days after written notice of the final decision, appeal by filing a written notice thereof with the public safety and police services department. Documents relating to the appeal shall immediately be forwarded to the lower Kittitas County district court which shall have jurisdiction over such offense and such appeal shall be heard de novo.

WAC 106-116-515 Procedure—Complaint and information. (1) An infraction notice served in accordance with the provisions of WAC 106-116-513 of these regula-

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tions shall constitute the complaint or information against the person to whom delivered or mailed. The person to whom the vehicle permit was issued shall be held liable, or if no permit has been issued, the owner of the vehicle shall be held liable.

(2) The complaint or information may be amended at any time, either in writing (delivered or mailed to the alleged violator) or upon motion at a judicial hearing in his or her presence, to include new charges of violations of these regulations.

[WAC 106-116-601 Monetary penalties. (1) The monetary penalties to be assessed for violations of these regulations shall be those detailed in WAC 106-116-603.

(2) The chief of public safety and police services or designee will cause:

(a) These regulations or a reasonable condensation thereof to be prominently displayed in the public safety and police services department.

(b) The amount of the monetary penalty to be written on the parking-violation notices served on alleged violators.

(c) Removal or immobilization of vehicles at owner’s expense when infractions remain unpaid.

[WAC 106-116-601 Impounding procedures. (1) Any vehicle parked upon the Central Washington University campus lands in violation of these regulations, including the motor vehicle and other traffic laws of the state of Washington and the traffic code of the city of Ellensburg, may be impounded and taken to such place for storage as the director of public safety and police services selects.

(2) The expense of such impounding and storage shall be charged to the owner or operator of the vehicle and paid prior to the release of the vehicle.

[WAC 106-116-003 Monetary penalty schedule. A monetary penalty schedule is available on-line at http://www.cwu.edu/~parking/wacrules.html#monetary.

Failure to respond within twenty-eight days will result in doubling of the original monetary penalty and an administrative fee. However, in accordance with RCW 46.63.110(4), the penalty for failure to respond shall not exceed $25.00 for any single infraction. Further failure to respond may result in one or more of the following sanctions:

(1) Withholding of transcripts;

(2) Deduction from payroll checks;

(3) Withholding of parking permits and/or

(4) Referral to collection agency.

[WAC 106-116-020 Impounding procedures. (1) Any vehicle parked upon the Central Washington University campus lands in violation of these regulations, including the motor vehicle and other traffic laws of the state of Washington and the traffic code of the city of Ellensburg, may be impounded and taken to such place for storage as the director of public safety and police services selects.

(2) The expense of such impounding and storage shall be charged to the owner or operator of the vehicle and paid prior to the release of the vehicle.

(3) CWU and its employees shall not be liable for loss or damage of any kind resulting from such immobilization, impounding and storage.
WAC 106-116-702 Inoperative vehicles. Disabled or inoperative vehicles shall be removed from the campus within seventy-two hours (three days). Vehicles which have been parked in excess of seventy-two hours (three days) and which appear to be inoperative or unmovable may be impounded and stored at the expense of the owner and/or operator.

[Statutory Authority: RCW 28B.10.528, 28B.10.560 and 28B.35.120, 94-10-049 (Order CWU AO 72), § 106-116-702, filed 5/2/94, effective 6/2/94; Order 19, § 106-116-702, filed 8/22/74; Order 15, § 106-116-702, filed 8/17/73.]

WAC 106-116-801 Motorcycle regulations. Motorcycle operators will be expected to obey the same traffic, parking, and registration regulations as automobile operators on campus.

Motorcycle operators should use designated motorcycle parking areas when provided.

[Statutory Authority: RCW 28B.10.528 and 28B.35.120(12), 04-17-067, § 106-116-801, filed 8/12/04, effective 9/12/04; Order 19, § 106-116-801, filed 8/22/74; Order 15, § 106-116-801, filed 8/17/73.]

WAC 106-116-850 Skateboard regulations. The purposes of WAC 106-116-850 through 106-116-859 are:

1. To protect and control pedestrian traffic and traffic of persons using skateboards.

2. To protect wooden and concrete benches, ramps for the disabled, brick and paved walkways, stairs, steps, loading ramps, and plazas from physical damage and more than ordinary wear caused by use of skateboards.


WAC 106-116-853 Definitions. As used in WAC 106-116-850 through 106-116-859 "skateboard" means a device made of wood, plastic, metal, or components thereof, with wheels, ridden, as down an incline, usually in a standing position. It may or may not be motorized.


WAC 106-116-856 Alternative transportation regulations. The use of bicycles, electric bicycles, skateboards, nonmotorized scooters, electric scooters and in-line skates shall be allowed only as a means of transportation on pedestrian malls, sidewalks, walkways and vehicular traffic ways of CWU. Anyone using a bicycle, electric bicycle, skateboard, nonmotorized scooter, electric scooter or in-line skates on CWU property shall give right of way to any pedestrian and shall travel at a reasonable, safe and prudent speed. Under no circumstance will bicycling, skateboarding or inline skating be allowed on ramps, curbs, benches, steps or stairs or other such structures. The use of bicycles, electric bicycles, skateboards, nonmotorized scooters, electric scooters or in-line skates shall not be permitted inside any building or within twenty feet of a building entrance or exit. While in use, bicycles, skateboards, scooters and in-line skates shall be operated in a safe, reasonable and prudent manner such as all wheels shall remain on the ground.


WAC 106-116-859 Enforcement. A person refusing to abide by these regulations will be asked to leave the campus. Refusal to leave will subject the person to being cited for trespass under the provisions of RCW 9A.52.070 and/or 9A.52.080, the Revised Code of Washington. If the violator is a student, they will be asked to abide by the regulations. If the student refuses, a proceeding may be initiated under chapter 106-120 WAC, the student judicial code.


WAC 106-116-901 Bicycle parking and traffic regulations. (1) The primary aim of the bicycle control program is safety, and this aim will be achieved by keeping bicycles out of buildings, away from building exits, and parking them off paths and sidewalks. Bicycles must never be parked in stairwells, hallways, or any place which will be a safety hazard or hinder exit from buildings.

2. Bicycles must be parked in racks. At times, rack space may not be available and parking near the racks is permitted provided the parked bicycles do not interfere with pedestrian traffic.

3. The following specific regulations must be observed while operating bicycles on campus:

(a) Do not ride bicycles inside buildings at any time.

(b) Do not lean or park bicycles near or against windows.

(c) Pedestrians have the right of way on all malls and sidewalk areas of the university. At all times and places of congested pedestrian traffic, the bicycle rider must go slowly and yield to pedestrians. A violation of this provision shall constitute a moving violation and shall be referred directly to the court of the judge of the Lower Kittitas County district court.

(d) Bicyclists must observe the 10 m.p.h. speed limits on malls and service drives.

(e) Bicyclists must ride in designated lanes where they exist.

(4) Impoundment policy:

(a) Bicycles parked on paths, sidewalks, in buildings, or near building exits may be impounded, except in areas adjacent to residence halls, or as otherwise permitted and designated by the director of residential services as bike storage rooms. Bicycles left over seventy-two hours may be impounded.

(b) Impounded bicycles will be stored in a location determined by the chief of public safety and police services. Bicycles will be released at specific times and upon presentation of proof of ownership. Owners of impounded bicycles, if identifiable, will be notified immediately upon impoundment and must reclaim the bicycle within seven days.

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(c) Abandoned, lost, or found bicycles that have been impounded shall be subject to sale in accordance with the laws of the state of Washington.


WAC 106-116-902 Severability. If any provision of these regulations or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications which can be given effect without the invalid provision or application, and to this end the separate paragraphs and provisions of these regulations are severable.

[Order 24, § 106-116-902, filed 7/30/75.]

Chapter 106-120 WAC

STUDENT CONDUCT CODE

WAC 106-120-003 Purpose.

106-120-004 Definitions.

106-120-005 Provision for due process.

106-120-006 Students subject to student conduct code.

106-120-007 Cooperation with law enforcement agencies.

106-120-021 Student conduct council.

106-120-022 Subsidiary judicial agencies.

106-120-023 Student conduct council—Membership.

106-120-024 Student conduct council—Chair.

106-120-025 Student conduct council—Quorum.

106-120-026 Student conduct council—Advisor.

106-120-027 Proscribed conduct.

106-120-028 Disciplinary sanctions.

106-120-033 Readmission after suspension.

106-120-131 Initiation, investigation, and disposition of complaints.

106-120-132 Procedures for proceeding before the student conduct council.

106-120-143 Summary suspension proceedings.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

106-120-001 Rights and responsibilities.

[Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-10-106 (Order 41), § 106-120-001, filed 8/18/72, effective 9/20/72. Repealed by 85-07-032 (Order 58), filed 3/15/85. Statutory Authority: RCW 28B.19.050 and 28B.35.120(11).]

106-120-002 Rights and responsibilities of students—Student representation in college governance. [Order 7, § 106-120-012, filed 8/18/72, effective 9/20/72.] Repealed by Order 22, filed 7/29/75.


106-120-021 Summary suspension proceedings.

[Title 106 WAC—p. 22]

106-120-052
Campus judicial council—Term of office. [Order 7, § 106-120-052, filed 8/18/72, effective 9/20/72.] Repealed by Order 22, filed 7/29/75.

106-120-053
Quorum. [Order 22, § 106-120-053, filed 7/29/75; Order 7, § 106-120-053, filed 8/18/72, effective 9/20/72.] Repealed by Order 7, § 106-120-053, filed 8/18/72, effective 9/20/72.] Repealed by Order 22, filed 7/29/75.

106-120-054
Extraordinary hearing boards. [Order 22, § 106-120-054, filed 7/29/75; Order 7, § 106-120-054, filed 8/18/72, effective 9/20/72.] Repealed by Order 7, § 106-120-054, filed 8/18/72, effective 9/20/72.] Repealed by Order 22, filed 7/29/75; Order 7, § 106-120-055, filed 8/18/72, effective 9/20/72.] Repealed by Order 85-07-032, filed 3/15/85. Statutory Authority: RCW 28B.19.050 and 28B.35.120(11).

106-120-056

106-120-057

106-120-058

106-120-059
Decision by the hearing board—Final decision regarding disciplinary sanction. [Order 7, § 106-120-059, filed 8/18/72, effective 9/20/72.] Repealed by 78-10-106 (Order 41), filed 10/4/78. Statutory Authority: RCW 28B.19.050 and 28B.40.120.

106-120-060
Initiation of summary suspension proceedings. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-10-106 (Order 41), § 106-120-060, filed 4/10/78; Order 22, § 106-120-060, filed 7/29/75; Order 7, § 106-120-060, filed 8/18/72, effective 9/20/72.] Repealed by 85-07-032, filed 3/15/85. Statutory Authority: RCW 28B.19.050 and 28B.35.120(11).

106-120-061
Permission to enter or remain on campus. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-120-061, filed 5/16/79; 78-10-106 (Order 41), § 106-120-061, filed 10/4/78; Order 22, § 106-120-061, filed 7/29/75; Order 7, § 106-120-061, filed 8/18/72, effective 9/20/72.] Repealed by 85-07-032 (Order 58), filed 3/15/85. Statutory Authority: RCW 28B.19.050 and 28B.35.120(11).

106-120-062

106-120-063

106-120-064
Decision by the dean. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 79-06-046 (Order 43), § 106-120-064, filed 5/16/79; 78-10-106 (Order 41), § 106-120-064, filed 10/4/78; Order 7, § 106-120-064, filed 8/18/72, effective 9/20/72.] Repealed by 85-07-032 (Order 58), filed 3/15/85. Statutory Authority: RCW 28B.19.050 and 28B.35.120(11).

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106-120-003

Constitution of the associated students of Central—

(Pre-amble. [Order 20, § 106-120-910, filed 3/24/75; Order 7, § 106-120-910, filed 8/17/72; effective 9/20/72.] Repealed by 78-09-045 (Order 40), filed 8/18/78. Statutory Authority: RCW 28B.19.050 and 28B.40.120.)

106-120-010

Constitution of the associated students of Central—

Name. [Order 20, § 106-120-911, filed 3/24/75; Order 7, § 106-120-911, filed 8/17/72; effective 9/20/72.] Repealed by 78-09-045 (Order 40), filed 8/18/78. Statutory Authority: RCW 28B.19.050 and 28B.40.120.)

106-120-020

Constitution of the associated students of Central—

Purpose. [Order 20, § 106-120-912, filed 3/24/75; Order 7, § 106-120-912, filed 8/17/72, effective 9/20/72.] Repealed by 78-09-045 (Order 40), filed 8/18/78. Statutory Authority: RCW 28B.19.050 and 28B.40.120.)

106-120-030

Constitution of the associated students of Central—

Membership. [Order 20, § 106-120-913, filed 3/24/75; Order 7, § 106-120-913, filed 8/17/72, effective 9/20/72.] Repealed by 78-09-045 (Order 40), filed 8/18/78. Statutory Authority: RCW 28B.19.050 and 28B.40.120.)

106-120-040

Constitution of the associated students of Central—

Organization. [Order 20, § 106-120-914, filed 3/24/75; Order 7, § 106-120-914, filed 8/17/72, effective 9/20/72.] Repealed by 78-09-045 (Order 40), filed 8/18/78. Statutory Authority: RCW 28B.19.050 and 28B.40.120.)

106-120-050

Constitution of the associated students of Central—

Elections. [Order 20, § 106-120-915, filed 3/24/75; Order 7, § 106-120-915, filed 8/17/72, effective 9/20/72.] Repealed by 78-09-045 (Order 40), filed 8/18/78. Statutory Authority: RCW 28B.19.050 and 28B.40.120.)

106-120-060

Constitution of the associated students of Central—

Judicial branch. [Order 31, § 106-120-916, filed 3/24/75; Order 7, § 106-120-916, filed 8/17/72, effective 9/20/72.] Repealed by 78-09-045 (Order 40), filed 8/18/78. Statutory Authority: RCW 28B.19.050 and 28B.40.120.)

106-120-070

Constitution of the associated students of Central—

Executive manager. [Order 31, § 106-120-917, filed 3/24/75; Order 7, § 106-120-917, filed 8/17/72, effective 9/20/72.] Repealed by 78-09-045 (Order 40), filed 8/18/78. Statutory Authority: RCW 28B.19.050 and 28B.40.120.)

106-120-080

Constitution of the associated students of Central—

Disciplinary authority. [Order 31, § 106-120-918, filed 3/24/75; Order 7, § 106-120-918, filed 8/17/72, effective 9/20/72.] Repealed by 78-09-045 (Order 40), filed 8/18/78. Statutory Authority: RCW 28B.19.050 and 28B.40.120.)

106-120-090

Constitution of the associated students of Central—

Initiative and referendums. [Order 20, § 106-120-919 (codified and amended as WAC 106-120-920), filed 3/24/75; Order 7, § 106-120-919, filed 8/17/72, effective 9/20/72.] Repealed by 78-09-045 (Order 40), filed 8/18/78. Statutory Authority: RCW 28B.19.050 and 28B.40.120.)

106-120-100

Constitution of the associated students of Central—


106-120-110

Constitution of the associated students of Central—

Publications. [Order 7, § 106-120-922, filed 8/17/72, effective 9/20/72.] Repealed by 78-09-045 (Order 40), filed 8/18/78. Statutory Authority: RCW 28B.19.050 and 28B.40.120.)

106-120-120

Constitution of the associated students of Central—

The enabling act. [Order 20, § 106-120-923, filed 3/24/75; Order 7, § 106-120-923, filed 8/17/72, effective 9/20/72.] Repealed by 78-09-045 (Order 40), filed 8/18/78. Statutory Authority: RCW 28B.19.050 and 28B.40.120.)

Reviser's note: * Order 40 (WSR 78-09-045) repeals WAC 106-120-919 through 106-120-922 by section number, however, it repeals WAC 106-120-920 through 106-120-923 by section caption. Since WAC 106-120-919 had previously been repealed by Order 22, filed July 29, 1975, it appears the intent was to repeal WAC 106-120-923 which appears in the above disposition table.

WAC 106-120-003 Purpose. The students of Central Washington University are responsible for complying with policies, standards, rules, and requirements for academic and social behavior formulated by the university for the maintenance of an orderly and responsible functioning of the university community. Students enrolled at any of the university's campuses are expected to uphold these standards both on and off campus. The student conduct code shall apply to a student's conduct even if the student withdraws from the university while a disciplinary matter is pending. At the same time, students have protection through orderly procedures against arbitrary or capricious actions or decisions by university authorities. Due process is recognized as essential to the proper enforcement of university rules. The purpose of this chapter is to provide a procedure and rules by which a student will be afforded due process in the matter of alleged violations of university standards, rules and requirements governing academic and social conduct of students.

The university recognizes a responsibility to resolve behavior problems before they escalate into serious problems requiring the application of these rules. Therefore, the vice-president for student affairs and enrollment management shall generally review and/or investigate student behavioral problems which are referred by university community members or any subsidiary conduct agencies to the student conduct council, or which otherwise come to the attention of the vice-president through the office of public safety and police services or other official university reports. The vice-president and the problem-solving team shall be as proactive as possible concerning the resolution of student behavioral problems and use reasonable arbitration and conflict resolution methods in order to prevent such problems from further interfering with the university community or the student's own education progress.


WAC 106-120-004 Definitions. (1) "University" shall mean Central Washington University.

(2) "Vice-president" shall mean the vice-president for student affairs and enrollment management of the university or the vice-president's designee.

(3) "Student" shall mean a person enrolled either full or part time, pursuing undergraduate or graduate studies, or extension studies, or a person accepted for admission or readmission to the university.

(4) "University community" shall include the employees and students of Central Washington University and all property and equipment of the university.

(5) "Hazing" shall include any method of initiation into a student organization or living group, or any pastime or amusement engaged in with respect to such an organization.
or living group that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm, to any student or other person attending Central Washington University. The term does not include customary athletic events or other similar contests or competitions.

(6) "Sexual assault" occurs when the act is intentional and is committed either by:
   (a) Physical force, violence, threat, or intimidation;
   (b) Ignoring the objections of another person;
   (c) Causing another's intoxication or impairment through the use of alcohol or drugs; or
   (d) Taking advantage of another person's incapacitation, state of intimidation, helplessness, or other inability to consent.

(7) "Sexual misconduct" occurs when an act is committed without intent to harm another and where, by failing to correctly assess the circumstances, a person mistakenly believes that effective consent was given and did not meet his/her responsibility to gain effective consent.

(8) "Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. More specifically, sexually harassing behavior includes, but is not limited to the following:
   (a) Gender harassment, including sexist statements and behaviors that convey insulting, degrading, or sexist attitudes;
   (b) Seductive behavior encompassing unwanted, inappropriate, and offensive physical or verbal sexual advances;
   (c) Sexual bribery, involving solicitation of sexual activity or other sex-linked behavior by promise of reward;
   (d) Sexual coercion of sexual activity or other sex-linked behavior by threat of punishment; and
   (e) Sexual assault, attempted rape, and rape. Additional examples of sexual harassment can be found in the university's sexual harassment policy. (CWU Policies Manual 2-2.2.3.2 http://www.cwu.edu/~pres/policies/Part2-2.2.pdf).

(9) "Stalking" is a legal term for repeated harassment or other forms of invasion of a person's privacy in a manner that causes fear to its target. Stalking may include such acts as repeated following; unwanted contact (by letter or other means of communication); observing a person's actions closely for an extended period of time; or contacting family members, friends, or associates of a target inappropriately.

(10) Burden of proof: In determining whether sufficient cause exists, the burden of proof shall be on the university which must establish, by a preponderance of the evidence, that the student is responsible for a violation of the student conduct code. For the purpose of this code, the phrase "preponderance of the evidence," means that it is more likely that the student charged violated the student code by engaging in the conduct for which he/she is charged than that he/she did not.

[Statutory Authority: RCW 28B.10.528 and 28B.35.120(12), 08-20-053, § 106-120-004, filed 9/24/08, effective 10/25/08; 07-01-065, § 106-120-004, filed 12/18/06, effective 1/18/08; 07-01-065, § 106-120-004, filed 12/18/06, effective 1/18/08; 07-01-065, § 106-120-004, filed 12/18/06, effective 1/18/07. Statutory Authority: RCW 28B.19.050 and 28B.35.120(11). 85-07-032 (Order 58), § 106-120-004, filed 3/15/85.]

WAC 106-120-006 Students subject to student conduct code. Any student is subject to these rules, independent of any other status the individual may have with the university. Any action taken against a student under these rules shall be independent of other actions taken by virtue of another relationship with the university in addition to that of student.

The student conduct code shall apply to a student's conduct, even if the student withdraws from school, while a disciplinary matter is pending.

[Statutory Authority: RCW 28B.10.528 and 28B.35.120(12), 08-20-053, § 106-120-004, filed 9/24/08, effective 10/25/08; 07-01-065, § 106-120-004, filed 12/18/06, effective 1/18/08; 07-01-065, § 106-120-004, filed 12/18/06, effective 1/18/07. Statutory Authority: RCW 28B.19.050 and 28B.35.120(11). 85-07-032 (Order 58), § 106-120-004, filed 3/15/85.]

WAC 106-120-007 Cooperation with law enforcement agencies. Central Washington University distinguishes its responsibility for student conduct from the controls imposed by the larger community beyond the university, and of which the university is a part. When students are charged with violations of laws of the nation or state, or ordinances of the county or city, the university will neither request nor agree to special consideration for students because of their status as students, but the university will cooperate with law enforcement agencies, courts, and any other agencies in programs for rehabilitation of students.

University disciplinary proceedings may be initiated against a student charged with conduct that potentially violates both the criminal law and this student conduct code (that is if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal arrest and prosecution. Proceedings under this student conduct code may be carried out prior to, simultaneously with, or following civil or criminal proceedings.

University proceedings are not subject to challenge or dismissal referencing, as a basis, that criminal charges involving the same incident have been dismissed or reduced. Determinations made or sanctions imposed under this student conduct code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of university rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant. The university is not bound by the rules of evidence observed by courts in this state and may exclude incompetent, irrelevant, inmaterial, and unduly repetitious evidence.

[Statutory Authority: RCW 28B.10.528 and 28B.35.120(12), 08-20-053, § 106-120-004, filed 9/24/08, effective 10/25/08; 07-01-065, § 106-120-004, filed 12/18/06, effective 1/18/07. Statutory Authority: RCW 28B.19.050 and 28B.35.120(11). 85-07-032 (Order 58), § 106-120-004, filed 3/15/85.]

(09 Ed.)

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WAC 106-120-021 Student conduct council. The student conduct council shall be the principal campus-wide conduct body with jurisdiction over all students, whether graduate or undergraduate, and student organizations and authority to hear all charges of misconduct. It has authority to impose the sanctions described in WAC 106-120-028.


WAC 106-120-022 Subsidiary judicial agencies. Other divisions of the university may elect to establish subsidiary conduct agencies over which the student conduct council will have appellate jurisdiction. Subsidiary conduct agencies or persons levying sanctions should devise sanctions which are in proportion to both the nature and extent of the misconduct, and which redress injury, damage, expense, inconvenience and/or grievance as far as possible. Appeal from subsidiary councils or agencies must be made within five working days from the time of publication of findings by said subsidiary conduct agency. Failure to file such an appeal will constitute and be construed as full acceptance by all parties of the findings.


WAC 106-120-023 Student conduct council—Membership. The student conduct council shall consist of six faculty members holding the rank of assistant professor or above, and eight students, at least one of whom should be a graduate student if a graduate student files for appointment to the council.

(1) The faculty members of the council shall be designated in accordance with procedures established by the faculty senate.

(2) The student members of the council shall be selected in accordance with procedures established by the constitution of the associated students of Central Washington University. Eight student members shall be appointed, each student being appointed for a term of one calendar year. Terms of office for students begin with the first day of instruction of the academic year for which the student is appointed.


WAC 106-120-024 Student conduct council—Chair. A student conduct council chair shall be elected at the beginning of each hearing and preside over that hearing. The duties of the chair are as follows:

(1) To preside over the hearing process;

(2) To draft a letter regarding the outcome of the hearing to include all sanctions and actions required by the student appearing before the student conduct council; and

(3) After a draft is placed on university letterhead, the chair will sign the letter.

WAC 106-120-025 Student conduct council—Quorum. Two of the faculty members and three of the student members of the council shall constitute a quorum.


WAC 106-120-027 Proscribed conduct. A student shall be subject to disciplinary action or sanction upon violation of any of the following conduct proscriptions:

(1) Disruptive and disorderly conduct which interferes with the rights and opportunities of other students to pursue their academic studies.

(2) Academic dishonesty in all its forms including, but not limited to:

(a) Cheating on tests.

(b) Copying from another student's test paper.

(c) Using materials during a test not authorized by the person giving the test.

(d) Collaboration with any other person during a test without authority.

(e) Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of an unadministered test or information about an unadministered test.

(f) Bribing any other person to obtain an unadministered test or information about an unadministered test.

(g) Substitution for another student or permitting any other person to substitute for oneself to take a test.

(h) "Plagiarism" which shall mean the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit.

(i) "Collusion" which shall mean the unauthorized collaboration with any other person in preparing work offered for credit.

(3) Filing a formal complaint with the vice-president for student affairs and enrollment management with the intention of falsely accusing another with having violated a provision of this code.

(4) Furnishing false information to any university official, especially during the investigation of alleged violations of this code.

(5) Furnishing false information to the student conduct council with the intent to deceive, the intimidation of wit-
nesses, the destruction of evidence with the intent to deny its presentation to the student conduct council or the vice-president when properly notified to appear.

(6) Intentionally setting off a fire alarm or reporting a fire or other emergency or tampering with fire or emergency equipment except when done with the reasonable belief in the existence of a need therefore.

(7) Forgery, alteration, or misuse of university documents, records, or identification cards.

(8) Sexual harassment including stalking, forced and/or nonconsensual sexual activity in any form, including sexual assault and sexual misconduct.

(9) Actual or attempted physical/emotional abuse of any person or conduct which threatens or endangers the health and safety of any person or which intentionally or recklessly causes a reasonable apprehension of harm to any person.

(10) Harassment of any sort or any malicious act which causes harm to any person's physical or mental well being.

(11) Recklessly engaging in conduct which creates a substantial risk of physical harm to another person.

(12) Creating noise in such a way as to interfere with university functions or using sound amplification equipment in a loud and raucous manner.

(13) Theft or malicious destruction, damage or misuse of university property, private property of another member of the university community, whether occurring on or off campus; or theft or malicious destruction, damage or misuse on campus of property of a nonmember of the university community.

(14) Unauthorized seizure or occupation or unauthorized presence in any university building or facility.

(15) Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other university activities or programs whether occurring on or off campus or of activities or programs authorized or permitted by the university pursuant to the provisions of this chapter.

(16) Intentional participation in a demonstration which is in violation of rules and regulations governing demonstrations promulgated by the university pursuant to the provisions of this chapter.

(17) Unauthorized entry upon the property of the university or into a university facility or any portion thereof which has been reserved, restricted in use, or placed off limits; unauthorized presence in any university facility after closing hours; or unauthorized possession or use of a key to any university facility.

(18) Possession or use on campus of any firearm, dangerous weapon or incendiary device or explosive unless such possession or use has been authorized by the university.

(19) Possession, use, or distribution on campus of any controlled substance as defined by the laws of the United States or the state of Washington except as expressly permitted by law.

(20) Violation of the university policy on alcoholic beverages which states:

(a) Persons twenty-one years of age or older may possess and/or consume alcoholic beverages within the privacy of their residence hall rooms or apartments. Washington state law provides severe penalties for the possession or consumption of alcoholic beverages by persons under twenty-one years of age and for persons who furnish alcoholic beverages to minors. All university students should be aware of these laws and the possible consequences of violations.

(b) The university does not condone the consumption of alcoholic beverages by minors at functions sponsored by Central Washington University organizations. Organizations are held responsible for the conduct of their members at functions sponsored by the organization and for failure to comply with Washington state law.

(c) The student conduct council may place on probation any organization or prohibit a specific campus social function when the consumption of alcoholic beverages has become a problem of concern to the university.

(21) Conduct which violates the university policies on computer use.

(22) Violation of clearly stated proscriptions in any published rule or regulation promulgated by any official campus committee, commission, or council acting within the scope of its authority.

(23) Violation on or off campus of any university policy, city, county, state, or federal law. This includes participation in any university sponsored activity.

(24) Conspiracy to engage in hazing or participation in hazing of another.

(25) Failure to comply with the directive of a university official acting in the scope of authority may result in disciplinary action.

Any questions of interpretation of application or revision of the student conduct code shall be referred to the vice-president for student affairs or their designee.


WAC 106-120-028 Disciplinary sanctions. The following may be the sanctions imposed by the vice-president for student affairs and enrollment management, or the vice-president's designee, or by the student conduct council.

(1) Warning. Notice in writing that the student has violated university rules or regulations or has otherwise failed to meet the university's standard of conduct. Such warning will contain the statement that continuation or repetition of the specific conduct involved or other misconduct will normally result in one of the more serious disciplinary actions described below.

(2) Disciplinary probation. Formal action specifying the conditions under which a student may continue to be a student at the university including limitation of specified activities, movement, or presence on the CWU campus, including restricted access to any university building. The conditions specified may be in effect for a limited period of time or for the duration of the student's attendance at the university.

(3) Restitution. An individual student may be required to make restitution for damage or loss to university or other property and for injury to persons. Failure to make restitution will result in suspension until payment is made.
(4) Suspension. Dismissal from the university and from status as a student for a stated period. The notice suspending the student will state in writing the term of the suspension and any condition(s) that must be met before readmission is granted. The student so suspended must demonstrate that the conditions for readmission have been met. There is to be no refund of fees for the quarter in which the action is taken, but fees paid in advance for a subsequent quarter are to be refunded.

(5) Deferred suspension. Notice of suspension from the university with the provision that the student may remain enrolled contingent on meeting a specified condition. Not meeting the contingency shall immediately invoke the suspension for the period of time and under the conditions originally imposed.

(6) Expulsion. The surrender of all rights and privileges of membership in the university community and exclusion from the campus without any possibility for return.

(7) For the specific instance of hazing, forfeiture of any entitlement to state-funded grants, scholarships, or awards for a specified period of time.

More than one of the sanctions listed above may be imposed for any single violation.


**WAC 106-120-033 Readmission after suspension.**

Any student suspended from the university under the provisions of the student conduct code may be readmitted upon expiration of the time period specified in the document of original suspension.

If circumstances warrant reconsideration of the suspension prior to its time of expiration, the student may be readmitted following approval of a written petition submitted to the vice-president. Such petitions must state reasons which either provide new evidence concerning the situation which resulted in the suspension, or demonstrate that earlier readmission is in the best interest of the student and the university. Approval for such readmission must be given by the vice-president or by the student conduct council.

Students who have been suspended and whose suspension upon appeal is found to have been unwarranted shall be provided full opportunity to reestablish their academic and student standing to the extent possible within the abilities of the university, including an opportunity to retake examinations or otherwise complete course offerings missed by reason of such action.


**WAC 106-120-131 Initiation, investigation, and disposition of complaints.** (1) Philosophy.

The problem-solving team deals with student behaviors which constitute violations of this code. The problem-solving team meets weekly to review residence hall incident reports filed by resident assistants and building managers, as well as police reports which deal with both on- and off-campus students.

The problem-solving team works together to suggest intervention strategies which are considered to be most appropriate and effective for eliminating specific negative student behaviors. The problem-solving team is chaired by the assistant to the vice-president for student affairs and includes representatives from public safety and police services, university housing and new student programs, the center for student empowerment, counseling services, international studies and programs, and the wildcat wellness center.

(2) Process.

Incidents that come to the attention of the problem-solving team may be addressed in one of the following ways:

(a) No action;
(b) Informal meetings with relevant university officials;
(c) Referral to the residence hall arbitration council, for resolving certain disputes within the residence halls;
(d) Initiate proceedings in the office of the vice-president for student affairs and enrollment management.

Official proceedings in the vice-president’s office are conducted when it becomes apparent to the problem-solving team that the initial and more informal forms of intervention with a student have been unsuccessful in positively modifying a student’s behavior.

(3) Investigation and disposition of complaints. The following rules will govern the processing of alleged violations of the proscribed conduct listed in the student conduct code with one exception. Allegations of discrimination, based on race, color, creed, religion, national origin, sex (including sexual harassment), sexual orientation, gender identity and gender expression, age, marital status, disability, or status as a protected veteran will utilize a separate process in order to provide both parties their rights under the law and in accordance with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. Copies of the discrimination grievance process are available in the office of the vice-president for student affairs and enrollment management.

(a) A complaint alleging misconduct related to this student conduct code may be filed by anyone and reported to the office of the vice-president for student affairs and enrollment management. The report should be in standardized written form. Students, faculty members, administrators, and other employees of the university shall have concurrent authority to request the commencement of the disciplinary proceedings provided for in this chapter. A person filing a complaint shall be complainant of record and should file the complaint as soon as possible or within twenty working days.

(b) Any student charged in a complaint shall receive written notification from the vice-president. Such notice shall:

(i) Inform the student that a complaint has been filed alleging that the student violated specific provisions of the student conduct code and the date of the violation(s);
(ii) Set forth those provisions allegedly violated;
(iii) Specify a time and date the student is required to meet with the vice-president or designee; and

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(iv) Inform the student that failure to appear at the appointed time at the vice-president’s office may subject the student to suspension from the university.

(4) When the vice-president meets with the student, the vice-president shall:

(a) Provide for the student a copy of the student conduct code;
(b) Review the facts of the alleged violation with the student; and
(c) Conduct an investigation into the alleged violation.

(5) Upon completion of the review with the student and/or the investigation, the vice-president may:

(a) Drop the charges, when they appear to be invalid or without substance or capricious;
(b) Issue a verbal warning;
(c) Apply any of the sanctions as outlined in WAC 106-120-028 if such sanction is warranted by the evidence;
(d) Refer the case to the student conduct council; or
(e) Invoke the summary suspension procedure as outlined in WAC 106-120-143 when deemed appropriate.

(6) The vice-president shall inform the student that only suspension and expulsion sanctions may be appealed to the student conduct council, and that if an appeal is made, the vice-president shall take no action or make any determination, except for summary suspension, in the matter other than to inform the student of the time, date, and location of the proceeding by the student conduct council.

[Statutory Authority: RCW 28B.10.528 and 28B.35.120(12), 08-20-053, § 106-120-131, filed 9/24/08, effective 10/25/08; 07-01-065, § 106-120-131, filed 12/18/06, effective 1/18/07; 94-21-048 (Order CWU AO 75), § 106-120-131, filed 10/12/94, effective 11/12/94. Statutory Authority: Chapter 34.05 RCW and RCW 28B.35.120(11), 91-04-054, § 106-120-131, filed 2/4/91, effective 3/7/91. Statutory Authority: RCW 28B.19.050 and 28B.35.120(11), 85-07-032 (Order 58), § 106-120-131, filed 3/15/85.]

WAC 106-120-132 Procedures for proceeding before the student conduct council. (1) When a case is referred to the student conduct council the vice-president shall forward to the council:

(a) A statement describing the alleged misconduct;
(b) The name and address of the complainant;
(c) The name and address of the student charged; and
(d) All relevant facts and statements.

(2) The vice-president shall call a special meeting of the council and arrange for a proceeding in the following manner:

(a) The vice-president shall determine the time and place of the proceeding, which shall be at least five working days after delivery of written notice to the student. In the interest of timeliness and efficiency, upon the request of either the student or the vice-president, this five working day interval may be waived by the vice-president, with the student’s permission. Time and place shall be set to make the least inconvenience for all interested parties.

(b) The members of the council shall be selected by the vice-president from the list of students and faculty appointed by the council based on their ability to attend the scheduled hearing. The proceedings board will consist of three students and two faculty members; and if possible, one student and one faculty will serve as alternates. Faculty and student members may be substituted for each other when faculty or student members are not available. A chair will be selected from the group assigned for each hearing and will preside over that meeting acting as the official representative of the committee.

(c) No case shall be heard unless all the hearing board is present, unless approved by the appealing student.

(d) All cases will be heard de novo, whether the case be an appeal from a subsidiary judicial body or is heard as an original complaint.

(3) The student affairs and enrollment management secretary shall send written notice by e-mail and mail of the proceeding to the student’s last known address. Certified mail may be used, if appropriate. The notice shall contain:

(a) A statement of the date, time, place and nature of the proceeding;
(b) A list of witnesses who will appear, to the extent known; and
(c) A summary description of any documentary or other physical evidence that would be presented by the university.

(4) The student shall have all authority possessed by the university to obtain information he/she specifically describes in writing and tenders to the vice-president no later than two working days prior to the proceeding or to request the presence of witnesses, or the production of other evidence relevant to the proceeding. However, the university shall not be liable for information requested by the student or the presence of any witnesses when circumstances beyond the control of the university prevent the obtaining of such information or the attendance of such witnesses at the proceeding.

(5) Proceedings will ordinarily be held in closed session unless the proceeding board determines there is a compelling reason for the proceeding to be open, or the student requests an open proceeding. A closed proceeding shall include only members of the proceeding board, the vice-president, persons directly involved in the proceeding as parties and persons called as witnesses.

(6) The proceeding shall be audio tape recorded, and the tape shall be on file at the office of the vice-president for a period of three years.

(7) The university shall be represented by the vice-president who shall present the university’s case against the student.

(8) The student must represent himself or herself. The student may be accompanied by counsel, or another third party, who may offer advice. If the student utilizes an attorney as advisor, the student must give to the vice-president two working days notice of intent to do so. If the student elects to be advised by an attorney, the vice-president may elect to have the university advised by an assistant attorney general.

(9) The council chair shall insure that:

(a) The proceeding is held in an orderly manner giving full care that the rights of all parties to a full, fair and impartial proceeding are maintained.

(b) The charges and supporting evidence or testimony shall be presented first, and that there is full opportunity for the accused student to challenge the testimony and/or evidence, and to cross examine appropriately.

(c) The student charged shall next present evidence or testimony to refute the charge, and that there is full opportunity for the accuser to challenge testimony and/or evidence, and to cross examine appropriately.

(2009 Ed.)
(d) Only those materials and matters presented at the proceeding will be considered as evidence. The presiding officer shall exclude incompetent, irrelevant, immaterial, and unduly repetitious evidence.

(10) Any person disruptive of the proceeding or any other procedure described in this document may be excluded from the process by the chair of the student conduct council or by the vice-president, using such means as are necessary to ensure an orderly process. Any student engaging in such interference shall be in contempt and may be summarily suspended from the university by the student conduct council or the vice-president immediately. The student shall be subject to a suspension or any lesser sanction as may be determined by the student conduct council or the vice-president at the time the interference takes place or within fifteen working days thereafter.

(11) The student has a right to a fair and impartial proceeding, but the student's failure to cooperate with or attend a proceeding shall not preclude the council from making its finding of facts, conclusions, and recommendations. Failure by the student to cooperate may be taken into consideration by the student conduct council and the vice-president in deciding the appropriate disciplinary action.

(12) Upon conclusion of the proceeding, the proceeding board in closed session shall consider all the evidence presented and decide by majority vote to exonerate the student or to impose one of the sanctions authorized by this document.

(13) The student shall be provided with a copy of the board's findings of fact and conclusions regarding whether the student did violate any rule or rules of the student conduct code and the board's decision as to the appropriate sanction to be imposed.

(14) If a student charged with misconduct under this code has been charged with a crime for the same act or closely related acts by federal, state, or local authorities, or if it appears that such criminal charge is under consideration, the student conduct council may postpone action on the complaint until there has been a disposition of the criminal charge or of the consideration of filing such charge. However, prior to action by other agencies, the council may proceed to hear and decide the case if in the judgment of the council, the nature of the alleged misconduct and the circumstances surrounding it pose a serious risk to the health or well-being of the student or other members of the university. If there is a determination of guilt by the council and if the subsequent criminal proceedings result in a judgment of acquittal, the student shall be provided with a copy of the court's findings of fact and conclusions of law regarding whether the student did violate any rule or rules of the student conduct code and the court's decision as to the appropriate sanction to be imposed.

WAC 106-120-143 Summary suspension proceedings. The vice-president may summarily suspend any student from the university pending investigation, action of prosecution of charges of an alleged proscribed conduct violation or violations, if the vice-president has reason to believe that the student's physical or emotional safety and well-being, or the safety and well-being of other university community members, or the protection of property requires such suspension.

1. If the vice-president finds it necessary to exercise the authority to summarily suspend a student the vice-president shall:
   (a) Give to the student an oral or written notice of intent to determine if summary suspension is an appropriate action;
   (b) Give an oral or written notice of the alleged misconduct and violation(s) to the student;
   (c) Give an oral or written explanation of the evidence in support of the charge(s) to the student;
   (d) Determine a time for the summary suspension proceeding to be held within two working days;
   (e) Give an oral or written notice of the time and place of the summary suspension proceeding before the vice-president; and
   (f) Give an oral or written explanation of the summary suspension which may be imposed on the student.

2. At the place and time designated for the summary suspension proceeding, the vice-president shall:
   (a) Consider the evidence relating specifically to the probability of danger to the student, to others on the campus, or to property;
   (b) Provide the student with an opportunity to show why continued presence on campus does not constitute a danger to the physical and emotional well being of self or others, or a danger to property;
   (c) Give immediate oral notice of the decision to the student to be followed by written notice; and
   (d) If summary suspension is warranted, summarily suspend the student for no more than fifteen working days with a student conduct council proceeding of the allegations to have commenced by the end of the suspension period.

3. If a student has been instructed by the vice-president to appear for summary suspension proceedings and then fails to appear at the time designated, the vice-president may suspend the student from the university, and shall give written notice of suspension to the student at the last address of record on file with the university.

4. During the period of summary suspension, the suspended student shall not enter the campus of the university other than to meet with the vice-president. However, the vice-president may grant the student special permission for the express purpose of meeting with faculty, staff, or students in preparation for a proceeding before the student conduct council.


Chapter 106-121 WAC

SUBSTANCE USE AND DRUG TESTING

WAC

106-121-100 Purpose.
106-121-110 Education.
106-121-120 Drugs to be tested.
106-121-130 Reasonable suspicion.
106-121-140 Drug testing procedures.
Substance Use and Drug Testing

WAC 106-121-100 Purpose. The purpose of this policy is to prevent substance abuse among student athletes by implementing probable cause drug testing. The intent is to protect the personal health and safety of each athlete as well as to ensure an atmosphere of competitive equality. It will also provide an opportunity to intervene on behalf of an individual who has a drug abuse history or a perceived drug problem.

[Statutory Authority: RCW 28B.10.528 and 28B.35.120(12). 06-05-043, § 106-121-100, filed 2/10/06, effective 3/13/06.]

WAC 106-121-110 Education. Central Washington University and the CWU athletic department are committed to maintaining a drug free environment. An important component is educating the student athlete on the effects and consequences of substance abuse. In order to accomplish this goal, a class entitled Drugs in Sports (HED 205) is offered every term. This two-credit course includes surveying the potential hazards of recreational, ergogenic, and restorative drugs commonly used by athletes. It also includes information on nutritional supplements and NCAA drug testing policies and procedures. Every student athlete is required to take this class during their first year and no later than their second year of participation. This course will also serve as our mandatory NCAA drug education component.

[Statutory Authority: RCW 28B.10.528 and 28B.35.120(12). 06-05-043, § 106-121-110, filed 2/10/06, effective 3/13/06.]

WAC 106-121-120 Drugs to be tested. (1) Stimulants including amphetamines and ephedra derivatives.

(2) Cocaine.

(3) Marijuana (THC).

(4) Anabolic steroids (testosterone levels greater than 6:1).

[Statutory Authority: RCW 28B.10.528 and 28B.35.120(12). 06-05-043, § 106-121-120, filed 2/10/06, effective 3/13/06.]

WAC 106-121-130 Reasonable suspicion. (1) To be considered reasonable suspicion, evidence must be based upon a specific event or occurrence in which the student athlete has been presumed to use drugs; these would include, but are not limited to:

(a) Direct observation by coaches, athletic trainers, or physicians involving suspicious medical symptomatic changes inherent to suspected substance abuse;

(b) Frequent, unexplained absenteeism;

(c) Significant changes in behavior;

(d) Obviously suspicious conduct;

(e) Common sense conclusions of abnormal human behavior;

(f) Previously positive drug test;

(g) Evidence reported from a reliable third party;

(h) Physical evidence pointing to drug abuse; and

(i) Possession of drug paraphernalia.

Each event or reasonable suspicion must be separate and unrelated to a previous incident.

(2) A drug test can also be requested by anyone who has objective information within the realms of reasonable suspicion. This may include reliable third parties. This request is to be made verbally (in person or by phone) or in writing (letter, fax or e-mail) to the team physician or other medical practitioner at the Central Washington University student health center (SHC), should the team physician be unavailable. SHC personnel shall decide if the suspicion warrants the drug testing process and, if warranted, authorize it.

(3) Athletes may also self-refer, if they feel that they may have accidentally or inadvertently taken any controlled substance. Any positive test based on this "safe harbor" testing shall result in the individual being referred to the CWU wellness center to determine the cause of the positive test and how it can be avoided in the future. The student athlete is eligible for self-referral one time only unless indicated otherwise by their counselor.

[Statutory Authority: RCW 28B.10.528 and 28B.35.120(12). 06-05-043, § 106-121-130, filed 2/10/06, effective 3/13/06.]

WAC 106-121-140 Drug testing procedures. Each year, prior to participation, every athlete will review copies of the NCAA and CWU drug testing policies and sign consent forms agreeing to testing as specified in the policies. Failure to do so will result in ineligibility for intercollegiate athletic participation. Detailed drug testing procedures and testing forms are available online in the university procedures manual http://www.cwu.edu/~pres/procedures/Part1.html.

[Statutory Authority: RCW 28B.10.528 and 28B.35.120(12). 06-05-043, § 106-121-140, filed 2/10/06, effective 3/13/06.]

WAC 106-121-150 Alcohol policy. (1) Central Washington University does not condone the illegal or irresponsible use of alcohol. Both abuse of and dependence on alcohol can impair brain function, dull judgment, reduce alertness, and lead to life-altering consequences. University staff and faculty are expected to conduct themselves in an exemplary fashion and adhere to university, federal, state, and city laws related to alcohol. Violations are punishable by state laws and subject to prosecution. Student violators are also subject under the student judicial code.

(2) Consumption of alcohol is expressly prohibited in connection with any official intercollegiate team function; that is, any activity held at or under the direction and supervision of a member of the coaching staff.

(3) Sanctions for involvement with alcohol under conditions prohibited by the athletic department, but in which there are no legal implications, will be determined by the head coach and athletic director. Depending upon circumstances, sanctions may include suspension from practice and/or competition as well as other appropriate consequences to include referral to the division of student affairs and enrollment management for proper action under the student judicial code.

(4) According to Washington Administrative Code (WAC 106-120-027), a student shall be subject to disciplinary action or sanction upon violation of the university policy on alcoholic beverages which states:

(a) Persons twenty-one years of age or older may possess and/or consume alcoholic beverages within the privacy of their residence hall rooms or apartments. Washington state law provides severe penalties for the possession or consumption of alcoholic beverages by persons under twenty-one years of age and for persons who furnish alcoholic beverages to minors.

(2009 Ed.)
b) The university does not condone the consumption of alcoholic beverages by minors at functions sponsored by Central Washington University organizations. Organizations are held responsible for the conduct of their members at functions sponsored by the organization and for failure to comply with Washington state law.

c) The campus judicial council, including the vice-president for student affairs and enrollment management, may place any organization on probation or prohibit a specific campus social function when the consumption of alcoholic beverages has become a problem of concern to the university.

5) Violations of the rules of student conduct will result in sanctions imposed by the division of student affairs and enrollment management and will include:

(a) Warning;
(b) Disciplinary probation;
(c) Restitution;
(d) Deferred suspension;
(e) Suspension; or
(f) Expulsion.

A complete explanation of each of these penalties and a complete copy of the Central Washington University drug and alcohol policy is available in the office of the vice-president for student affairs and enrollment management.


106-124-101


106-124-102

Speakers and programs—Convention restrictions. [Statutory Authority: RCW 28B.19.050 and 28B.35.120. 80-11-027 (Order 45), § 106-124-102, filed 8/14/80; Order 7, § 106-124-102, filed 8/18/72, effective 9/20/72.] Repealed by 86-23-007 (Order 59), filed 11/7/86. Statutory Authority: RCW 28B.19.050 and 28B.35.120(11).

Chapter 106-122 WAC

LOSS OF ELIGIBILITY—STUDENT ATHLETIC PARTICIPATION

WAC

106-122-100  Immediate suspension.

WAC 106-122-100  Immediate suspension. Student athletes found to have violated chapter 69.41 RCW (Legend drugs—Prescription drugs) shall, upon conviction, be immediately suspended from participation in school-sponsored athletic events by the director of athletics. The period of loss of eligibility to participate will be determined by the director of athletics at the conclusion of a brief adjudicative hearing, to be commenced within twenty days of the suspension.

[Statutory Authority: RCW 28B.19.050 and 28B.35.120(12). 91-23-031 (Order CWU AO 69), § 106-122-100, filed 11/12/91, effective 12/13/91.]

Chapter 106-124 WAC

GENERAL CONDUCT—RIGHTS AND RESPONSIBILITIES OF UNIVERSITY COMMUNITY MEMBERS

WAC

106-124-010  Financial obligations of students.


106-124-150  Alumni records.

106-124-700  Firearms, explosives, dangerous chemicals—Restrictions.

106-124-801  Animals prohibited.

106-124-900  Tobacco use.

106-124-910  Tobacco regulations.

106-124-920  Tobacco use violations.

[Title 106 WAC—p. 32]
WAC 106-124-010 Financial obligations of students. Admission to or registration with the university, conferring of degrees, and issuance of academic transcripts or grade reports may be withheld for failure to meet financial obligations to the university.

WAC 106-124-011 Financial obligations of students—Appeal procedure. Every student has the right to appeal an assessment by the university of a fee, fine, charge, debt, or other financial obligation by filing a written petition with the appropriate dean or nonacademic area director stating the student's reasons for challenging the validity of the assessed obligation. The written petition must be filed not more than thirty days after the notice of assessment was sent to the student. The dean or director, or designee, shall review the university's decision to assess the fee, fine, charge, debt, or other financial obligation in light of the student's petition appealing the assessment and shall render a decision thereon which shall be final.

WAC 106-124-012 Alumni records. Alumni records. Alumni records are not considered to be student records and do not fall within the provisions of the Family Educational Rights and Privacy Act of 1974. The alumni affairs office shall be the office through which the university maintains communication with its alumni, and it shall be responsible for the maintenance of current files covering alumni information. Alumni records and mailing lists maintained by the alumni affairs office shall be confidential property of the university and the alumni association and shall not generally be available to any other agency or casual inquirers.

WAC 106-124-013 Tobacco use. In order to provide a healthful environment for Washington state citizens and university employees and students, the use of tobacco products by students, employees, and visitors in any university academic or administrative building is prohibited. This prohibition includes all smoking materials and chewing tobacco.

WAC 106-124-014 Tobacco regulations. (1) The act(s) of smoking or chewing tobacco shall not be permitted inside any Central Washington University administrative or academic building or in identified external areas that may affect those people inside the administrative and academic buildings.

(2) Smoking is prohibited within a presumptively reasonable minimum distance of twenty-five feet from entrances, exits, windows that open, and ventilation intakes of campus buildings where smoking is prohibited so as to ensure that tobacco smoke does not enter the area through entrances, exits, open windows, or other means.

(3) Smoking will be allowed in identified outdoor smoking areas in compliance with chapter 70.160 RCW. Signs will be posted to identify smoke-free buildings and, if a smoking area is designated, the location of that area. Smokers can request a designated area through the office of the vice-president for business and financial affairs. The local health officer may exempt designated smoking areas on campus from the twenty-five-foot minimum distance from entrances, exits, windows that open, and ventilation intakes of campus buildings where smoking is prohibited, upon application by the vice-president of business and financial affairs and a finding that the public health and safety will be adequately protected by a lesser distance.
Chapter 106-140 WAC

USE OF FACILITIES

WAC 106-140-010 Business sales.


WAC 106-140-020 Advertising—Advertising in recognized student and faculty publications.

WAC 106-140-021 Advertising—Advertising on bulletin boards.

WAC 106-140-022 Advertising rates—Student publications.

WAC 106-140-024 Advertising rates—KCAT radio station.

WAC 106-140-027 Gallery art display.

WAC 106-140-031 Publicity and literature—Outdoors signs.

WAC 106-140-032 Publicity and literature—Bulletin boards.

WAC 106-140-033 Publicity and literature—Personal "for sale" notices.

WAC 106-140-034 Publicity and literature—Free dissemination of literature.

WAC 106-140-035 Publicity and literature—Use of tables.

WAC 106-140-036 Publicity and literature—Commercial advertising prohibited.

WAC 106-140-040 Selling on campus.

WAC 106-140-050 Soliciting and selling of published materials.

WAC 106-140-051 Soliciting and selling of published materials—Exceptions.

WAC 106-140-052 Soliciting and selling of published materials—Prohibitions.

WAC 106-140-100 Telephone services—Long distance calls.

WAC 106-140-110 Telephone services—Requests for repairs.

WAC 106-140-112 Telephone services—Approval of installations.

WAC 106-140-113 Telephone services—Requests for repairs.

WAC 106-140-120 Telephone services—Commercial advertising prohibited.

WAC 106-140-125 Telephone services—Right to restrict or modify services.

WAC 106-140-130 Motor pool—University vehicles—University personnel.

WAC 106-140-131 Motor pool—University vehicles—Student personnel.

WAC 106-140-133 Responsibility for expenses resulting from failure to return keys.

WAC 106-140-135 Keys—Transferring/loaning prohibited.

WAC 106-140-137 Failure to return keys to lock shop—Penalties.

WAC 106-140-150 University bookstore—Packages.

WAC 106-140-154 University bookstore—Sales restrictions.

WAC 106-140-160 Use of university mailing and stationery services.

WAC 106-140-170 Use of facilities for campaign purposes.

WAC 106-140-180 Use of facilities for campaign purposes—Requirements.

WAC 106-140-190 Available space—Prohibition.

WAC 106-140-200 Available space—Limitations.

WAC 106-140-205 Entertainment policy.

WAC 106-140-210 Entertainment defined.

WAC 106-140-252 Entertainment policy—Approval required.


WAC 106-140-275 Festivals prohibited.

WAC 106-140-300 Authority of athletic director to administer athletic events.

WAC 106-140-310 Authority of vice-president for student affairs to administer university recreation program.

WAC 106-140-320 Authority of academic departments to administer their sponsored public events.

WAC 106-140-330 Use of university facilities—Business office.

Chapter 106-140 WAC

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

WAC 106-140-010 Business enterprises policy. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-001, filed 7/11/78; Order 2, § 106-140-001, filed 1/13/73; Repealed by 86-23-007 (Order 59), filed 11/7/86. Statutory Authority: RCW 28B.19.050 and 28B.35.120(11).]

WAC 106-140-030 Publicity and literature. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-030, filed 7/11/78; Order 2, § 106-140-030, filed 1/13/73; Repealed by 86-23-007 (Order 59), filed 11/7/86. Statutory Authority: RCW 28B.19.050 and 28B.35.120(11).]

WAC 106-140-053 Soliciting and selling of published materials—Time, place and manner of soliciting and selling of published materials. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-053, filed 7/11/78; Order 2, § 106-140-053, filed 1/13/73; Repealed by 86-23-007 (Order 59), filed 11/7/86. Statutory Authority: RCW 28B.19.050 and 28B.35.120(11).]

WAC 106-140-010 Business sales. The soliciting, selling, exposing for sale, or offering to sell of any goods, services, articles, wares, or merchandise of any nature whatsoever, within the boundaries of Central Washington University property is prohibited except by written permission of the board of trustees, president, or his designee: Provided, That this section shall not apply to any otherwise legal private, personal, noncommercial sales between individuals where no general or public solicitation, exposure for sale or offer to sell is involved, or to the soliciting, selling, exposing for sale, or offering to sell of individual books, newspapers, magazines, pamphlets, and similar published materials.

[Statutory Authority: RCW 28B.10.528 and 28B.35.120(12). 94-20-075 (Order CWU AO 76), § 106-140-010, filed 10/3/94, effective 11/3/94. Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-011, filed 7/11/78; Order 2, § 106-140-010, filed 1/13/72.]

WAC 106-140-011 Business sales—Restrictions. Central Washington University property and facilities may not be used for the activities set forth in WAC 106-140-010 unless such activities serve the purposes and needs of the university and are sponsored by a university department, agency, or recognized organization. Such activities must be in compliance with the commercial activity policies of the university.


WAC 106-140-020 Advertising—Advertising in recognized student and faculty publications. Advertising in publications of the university and its recognized student or faculty organizations or on university-operated radio or television broadcasts is permitted within the requirements of journalistic policies, prices, rules, and regulations established by each program.


WAC 106-140-021 Advertising—Advertising on bulletin boards. Advertising in order of priority, by students, university employees, and recognized organizations thereof on bulletin boards is approved but shall be subject to regulation by the vice-president for student affairs or his or her designated representative with respect to priority when there is a lack of space, and to the size and duration of the posting. This section applies to bulletin boards located at the following places:

<table>
<thead>
<tr>
<th>Location</th>
<th>Users</th>
</tr>
</thead>
<tbody>
<tr>
<td>Samuelson Union Building</td>
<td>Student government activities</td>
</tr>
<tr>
<td></td>
<td>Campus-sponsored groups</td>
</tr>
<tr>
<td></td>
<td>Campus-sponsored events</td>
</tr>
<tr>
<td>Mitchell Hall</td>
<td>Student government activities</td>
</tr>
<tr>
<td></td>
<td>Campus-sponsored groups</td>
</tr>
<tr>
<td></td>
<td>Campus-sponsored events</td>
</tr>
<tr>
<td>Bookstore</td>
<td>All recognized campus organizations and students.</td>
</tr>
<tr>
<td></td>
<td>All recognized campus organizations.</td>
</tr>
</tbody>
</table>

Advertising by other than Central Washington University affiliated or recognized groups is not permitted at any time on university property and will be removed upon discovery.


WAC 106-140-023 Advertising rates—Student publications. The following rules shall be followed regarding advertising rates in student publications:

1. Display advertising rates shall be appropriately and publicly announced prior to each year's publication period.
2. Rates shall bear reasonable relationship to prevailing commercial standards and shall be based upon current economic conditions, publication financial requirements, and competitive situations.
3. Differentials in display advertising rates shall be permitted based upon frequency and amount of advertising by advertisers and upon classification of advertisements, such as "local" or "national."
4. Classified advertising rates, appropriately set and properly announced, shall be on the basis of cost per line.

(09 Ed.)
WAC 106-140-025 Advertising rates—KCAT radio station. Whenever possible, the advertising rates of KCAT shall be in accordance with the standards set by the Intercollegiate Broadcasting System.


WAC 106-140-027 Gallery art display. Displays of art in the Sarah Spurgeon Gallery shall be subject to the following conditions:

1. All work displayed in the gallery shall be invited, authorized, and scheduled by the gallery director and/or department chair and shall comply with United States supreme court rulings on the display of works of art.

2. All campus displays of art authorized by the gallery director and/or department chair shall comply with these rules and be subject to the supervision of the gallery director and/or department chair.

[Statutory Authority: RCW 28B.19.050 and 28B.35.120(11). 86-23-007 (Order 59), § 106-140-027, filed 11/7/86.]

WAC 106-140-031 Publicity and literature—Outdoor signs. These signs may include banners, posters, stick signs, sandwich boards, or other types of signs. Any sign causing destruction of property will be removed upon discovery.

1. Student activity signs approved by the scheduling center may be placed anywhere on the major walkways or malls immediately adjacent to the Samuelson Union Building.

2. Stick signs and banners or posters may be posted in the immediate area of Commons and Holmes dining hall entrances. Signs in these areas will be limited to two feet by three feet in size. Pep banners or any other large signs to be posted in the immediate area of Commons or Holmes dining hall entrances must receive specific approval of the scheduling center and the director of food services.

3. For Central Washington University student election campaigns, other areas such as the west end of Black Hall or the east end of Hertz Hall may be designated by the election committee subject to the approval of the university official responsible for that area.

4. All signs, banners, and posters on the physical property immediately surrounding dormitories must be approved by the scheduling center and housing manager.

5. Signs shall not be posted on trees or doors anywhere on campus; any so placed may be removed and destroyed by Central Washington University and Central Washington University may charge the group or individual responsible for such sign placement for the labor required to restore the premises.

6. Outdoor signs shall be removed within thirty-six hours after an event.

7. If signs and debris are not removed by the individuals or groups responsible for their erection within thirty-six hours after an event, after warning the individual or group, the university may take steps to remove the debris, litter, or material and charge the group or individual responsible for such erection, installation, or placement, for the labor required to restore the premises to the original condition.

[Statutory Authority: RCW 28B.10.528 and 28B.35.120(12). 94-20-075 (Order CWU AO 76), § 106-140-031, filed 10/3/94, effective 11/3/94. Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-031, filed 7/11/78; Order 2, § 106-140-031, filed 1/13/72.]

WAC 106-140-032 Publicity and literature—Bulletin boards. Posting on bulletin boards for regularly scheduled meetings shall not be earlier than three days before an event; posters for major activities such as speakers and dances shall not be placed on bulletin boards until seven days before the event. All posters shall be removed within thirty-six hours after the event. Maximum allowable size of any sign is 12 x 18 inches; any sign in excess of the stated size may be removed at any time.

[Statutory Authority: RCW 28B.10.528 and 28B.35.120(12). 94-20-075 (Order CWU AO 76), § 106-140-032, filed 10/3/94, effective 11/3/94; Order 2, § 106-140-032, filed 1/13/72.]

WAC 106-140-033 Publicity and literature—Personal "for sale" notices. The items may be posted in the designated areas of the Samuelson Union Building only when neatly typed or written on a 3 x 5 inch card for no longer than one month after posting and shall be subject to approval by the scheduling office.

[Order 2, § 106-140-033, filed 1/13/72.]

WAC 106-140-034 Publicity and literature—Free dissemination of literature. Individuals may use campus walkways to disseminate free literature, except commercial advertising; however, such dissemination shall not be permitted to interfere with individuals entering or leaving buildings or with building occupants. This privilege may be revoked if deemed necessary by the university. Dissemination of literature within any buildings, limited or restricted use areas, including the stadium or tennis courts, is prohibited.

[Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-034, filed 7/11/78; Order 2, § 106-140-034, filed 1/13/72.]

WAC 106-140-035 Publicity and literature—Use of tables. Representatives of organizations recognized by the associated students of Central may arrange for use of literature tables through the scheduling office. Such tables shall be used only for literature from students, faculty, or departments.

[Statutory Authority: RCW 28B.10.528 and 28B.35.120(12). 94-20-075 (Order CWU AO 76), § 106-140-035, filed 10/3/94, effective 11/3/94; Order 2, § 106-140-035, filed 1/13/72.]

WAC 106-140-036 Publicity and literature—Commercial advertising prohibited. University facilities and
property shall not be used for commercial advertising by non-university groups or individuals except by written permission of the president, or designee.

[Statutory Authority: RCW 28B.35.120(12) and 28B.10.528, 95-22-058, § 106-140-036, filed 10/30/95, effective 11/30/95. Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-036, filed 7/11/78; Order 2, § 106-140-036, filed 1/13/72.]

WAC 106-140-040 Selling on campus. Selling within the boundaries of Central Washington University property may be permitted in the manner and at the locations as set forth below:

1. University housing:
   a. The selling of items in vending machines is controlled by and administered through the office of the director of auxiliary services, excepting those in the student union building, which are under the control of the student union building administration.
   b. Residents in university housing are allowed to sell or to offer services on commission with a special permit from the director of auxiliary services or designee. Students may request such a permit only for their assigned room or housing unit because door-to-door selling is not allowed on campus.
   c. The Samuelson Union board regulates selling by individuals and groups in the Samuelson Union Building. Applications for permission to sell shall be made to the university athletic director or designee.
   d. The Samuelson Union board regulates selling by individuals and groups in the Samuelson Union Building. Applications for permission to sell in the Samuelson Union Building shall be made to the vice-president for student affairs or designee through the scheduling center. Off-campus vendors may rent table space in the union building for a maximum of two days (five if ware fairs are included) per academic quarter. Requests for exceptions to this regulation will be made to the vice-president for student affairs or designee.
   e. Violations of the foregoing on any university property should be reported promptly to the vice-president for business and financial affairs except for Samuelson Union Building which should be reported to the vice-president for student affairs.

[Statutory Authority: RCW 28B.10.528 and 28B.35.120(12). 94-20-075 (Order CWU AO 76), § 106-140-040, filed 10/3/94, effective 11/3/94. Statutory Authority: RCW 28B.19.050 and 28B.35.120(11). 86-23-007 (Order 59), § 106-140-040, filed 11/7/86. Statutory Authority: RCW 28B.40.120. 78-02-048 (Order 38), § 106-140-040, filed 1/19/78; Order 2, § 106-140-040, filed 1/13/72.]

WAC 106-140-050 Soliciting and selling of published materials. The personal, noncommercial soliciting, selling, exposing for sale, or offering to sell by a person or persons, of any books, newspapers, magazines, pamphlets, and similar published materials shall be permitted within the boundaries of Central Washington University property, provided that such published materials are not already available for sale at the university, and shall be subject to regulation by the university president or his designee as to the time, place, and manner thereof. Applications for permission to solicit or sell under this policy shall be submitted to the president or his designee twenty-four hours prior to the time such use of the university facilities is desired. The president or his designee shall establish the time, place, and manner that such soliciting and selling shall occur within the boundaries of university property. All rules and regulations, orders or directives adopted by the president or his designee pursuant to this section shall be promulgated.

[Statutory Authority: RCW 28B.35.120(12). 94-20-075 (Order CWU AO 76), § 106-140-050, filed 10/3/94, effective 11/3/94. Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-050, filed 7/11/78; Order 2, § 106-140-050, filed 1/13/72.]

WAC 106-140-051 Soliciting and selling of published materials—Exceptions. WAC 106-140-050 shall not apply to otherwise legal private sales between individuals where no general or public solicitation, exposure for sale, or offer to sell is involved.

[Statutory Authority: RCW 28B.35.120(12). 94-20-075 (Order CWU AO 76), § 106-140-051, filed 10/3/94, effective 11/3/94; Order 2, § 106-140-051, filed 1/13/72.]

WAC 106-140-052 Soliciting and selling of published materials—Prohibitions. The soliciting, selling, exposing for sale, or offering to sell of any material in violation of Washington state law is prohibited.

[Statutory Authority: RCW 28B.35.120(12). 94-20-075 (Order CWU AO 76), § 106-140-052, filed 10/3/94, effective 11/3/94; Order 2, § 106-140-052, filed 1/13/72.]

WAC 106-140-110 Telephone services—Long distance calls. Personal long distance calls may not be charged to any university telephone number; any individual doing so shall pay for the cost of the toll charge, plus an additional penalty charge established by the university. Long distance telephone calls may be placed from university telephones by charging the call to a nonuniversity telephone number or to a credit card.

Violation of this section may result in disciplinary action.

[Statutory Authority: RCW 28B.35.120(12). 94-20-075 (Order CWU AO 76), § 106-140-110, filed 10/3/94, effective 11/3/94. Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-110, filed 7/11/78; Order 4, § 106-140-110, filed 6/16/72, effective 7/20/72.]

WAC 106-140-111 Telephone services—Requests for repairs. All requests for repair of university telephones are to be made with university telecommunication services.

[Statutory Authority: RCW 28B.35.120(12). 94-20-075 (Order CWU AO 76), § 106-140-111, filed 10/3/94, effective 11/3/94. Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-111, filed 7/11/78; Order 4, § 106-140-111, filed 6/16/72, effective 7/20/72.]

WAC 106-140-112 Telephone services—Approval of installations. Telephones in all administrative and academic
buildings of the university may only be installed with the approval of the manager of telecommunication services.

WAC 106-140-113 Telephone services—Right to restrict or modify services. The university reserves the right at any time it deems necessary to restrict or change:

(1) The telephone services,
(2) Access to controlled long distance networks,
(3) The hours of having operators on duty,
(4) The amounts and types of information it will make available to the public through telecommunication services.


WAC 106-140-120 Motor pool—University vehicles—University personnel. University vehicles shall be utilized and operated only by university employees, or students of Central Washington University authorized by university officials, provided they have a valid operator’s license on their person.

[Statutory Authority: RCW 28B.19.050 and 28B.35.120(12). 94-20-075 (Order CWU AO 76), § 106-140-120, filed 10/3/94, effective 11/3/94. Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-120, filed 7/11/78; Order 4, § 106-140-113, filed 6/16/72, effective 7/20/72.]

WAC 106-140-121 Motor pool—University vehicles—Student personnel. Student employee use of vehicles is limited to that use authorized by departmental chairs and administrative heads.

[Statutory Authority: RCW 28B.19.050 and 28B.35.120(12). 94-20-075 (Order 59), § 106-140-121, filed 11/7/86. Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-120, filed 7/11/78; Order 4, § 106-140-120, filed 6/16/72, effective 7/20/72.]

WAC 106-140-130 Prohibition of smoking. Smoking is prohibited in university buildings except campus living facilities and designated areas.

[Statutory Authority: RCW 28B.10.528 and 28B.35.120(12). 94-20-075 (Order CWU AO 76), § 106-140-130, filed 10/3/94, effective 11/3/94; Order 4, § 106-140-130, filed 6/16/72, effective 7/20/72.]

WAC 106-140-131 Building key—Authority to issue. (1) Only department chairs and administrative heads may authorize issuance of submaster, building entrance, or individual room keys for their departments to faculty, staff, administrators, students, contractors, vendors, or service agents.

(2) Only deans, vice-presidents, the director of auxiliary services, and the director of physical plant are authorized to issue building masters for their respective operational areas.


WAC 106-140-133 Responsibility for expenses resulting from failure to return keys. (1) The administrative head authorizing issuance of keys to contractors, vendors, or service agents will be responsible for the return of the keys to the lock shop as scheduled, and if the keys are not returned as scheduled, will be required to pay the cost of recombinating work necessary to retain building security and function as determined by the director of facilities management.

(2) The department responsible for the issuance of keys may be billed the cost of recombinating work necessary to restore security when faculty, staff, administrators, or students fail to return keys to the key shop. The work required to restore security will be determined by the director of facilities management for state-funded facilities and by the director of auxiliary services for auxiliary service facilities. The responsible department chair or administrative head will be informed of the cost estimate prior to the rekeying process.


WAC 106-140-135 Keys—Transferring/loaning prohibited. Transferring university keys between individuals is prohibited. Loaning keys to university facilities is prohibited. Individuals who loan their keys will be held responsible should they be improperly used.

[Statutory Authority: RCW 28B.19.050 and 28B.35.120(11). 86-23-007 (Order 59), § 106-140-135, filed 11/7/86.]

WAC 106-140-137 Failure to return keys to lock shop—Penalties. Failure to return keys to the lock shop may result in withholding of salary/wages, transcripts, registration, and/or graduation.

[Statutory Authority: RCW 28B.19.050 and 28B.35.120(11). 86-23-007 (Order 59), § 106-140-137, filed 11/7/86.]

WAC 106-140-156 University bookstore—Packages. The public is required to leave all packages, books, supplies, packs, bags, large handbags, etc., outside the university bookstore sales display area, provided that those carried in shall be subject to search prior to leaving the sales display area.

[Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-156, filed 7/11/78; Order 4, § 106-140-156, filed 6/16/72, effective 7/20/72.]

WAC 106-140-158 University bookstore—Sales restrictions. Only merchandise or items sold by the university bookstore as a part of its operation may be sold within the university bookstore premises.

[Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-140-158, filed 7/11/78; Order 4, § 106-140-158, filed 6/16/72, effective 7/20/72.]

WAC 106-140-160 Use of university mailing and stationery services. No one may employ university stationery, services (mail, duplicating, equipment, etc.), and supplies for personal use or for organizations not sponsored solely by the university.

[Title 106 WAC—p. 38]
WAC 106-140-401 Facilities scheduling and use. The coordinator of the university scheduling center shall have authority for approving and scheduling the use of the following facilities:

1. Classrooms (lecture and seminar) and certain specified conference rooms within academic facilities: Provided, That scheduling of these facilities by academic departments for academic purposes shall have priority over other uses;

2. Samuels Union Building facilities;

3. Limited housing and dining hall facilities, except that such facilities are made available only through the director of auxiliary services or the director's designee.

WAC 106-140-410 Use of facilities for campaign purposes. No political candidate or group supporting specific candidates for political office, or persons or groups campaigning for specific political issues, or political candidates can use university space or facilities free of charge, such as the campus newspaper, campus radio or TV station, or receive university support for those political activities. Furthermore, no university equipment, including duplicating machines, computers, telephones, mailing services, or supplies may be used free of charge for political or other nonuniversity purposes.

WAC 106-140-411 Use of facilities for campaign purposes—Requirements. The purpose of Central Washington University is to provide a liberal education in a number of academic fields; it has been established for public benefit rather than for the benefit of any private endeavors. In no case may university facilities or services be used to establish or maintain an office or headquarters for a political candidate or partisan political cause. Rules, regulations, policies, procedures, and practices regarding the use of university facilities shall not discriminate or promote discrimination among political parties or groups solely on the basis of their particular political viewpoint.

WAC 106-140-527 Available space—Prohibition. University organizations or members of the staff, faculty, students, or administration of Central Washington University shall not be permitted to assume cosponsorship for another group or individual in order to favorably affect scheduling priority or to reduce the costs otherwise chargeable to such other group or individual.

WAC 106-140-528 Available space—Limitations. University facilities available to nonuniversity organizations through the scheduling office may be used for religious worship, training, instruction, or prayer meetings when available and at full rental charge rates: Provided, That such facilities may not be scheduled, leased, rented, or used on a regular series basis, daily, weekly, monthly, etc., or in any manner that establishes a consistent pattern of the aforementioned religious usage of university facilities.

WAC 106-140-600 Entertainment policy. The entertainment policy for Central Washington University shall be maintained by the director of student activities, except for those for university housing which shall be maintained by the director of housing services and the director of residence living. All entertainment as defined in WAC 106-140-601 shall be presented in accordance with this policy and in accordance with the provisions of WAC 106-140-602 through 106-140-632.

WAC 106-140-601 Entertainment defined. "Entertainment" wherever used in chapter 106-140 WAC shall be defined as follows: "Any performance, dance, concert, attraction, fund-raising event, or other event presented on campus which shall require the use of Central Washington University facilities and is sponsored by either the Associated Students of Central, an officially recognized organization, or private entity."

WAC 106-140-605 Entertainment—Approval required. All entertainment, except athletic events administered by academic departments and events sponsored through the university office of recreation and intramurals must have the signed approval of the vice-president for student affairs or designee.

WAC 106-140-632 Entertainment—Damages bond—Responsibilities of sponsor. Officially recognized organizations and private entities may be required to furnish Central Washington University with a certificate of insurance or other satisfactory proof that such organization or private entity has purchased reasonable broad form insurance coverage (e.g., $1,000,000 liability coverage and $250,000 property damage coverage for use of Nicholson Pavilion) for the entertainment event presented by such organization or private entity, of which Central Washington University is the sole beneficiary. The following shall be required of all officially recognized organizations and private entities presenting entertainment:
(1) Each organization or private entity shall provide the scheduling office with a complete list of all the officers, agents, and representatives of the organization, including full names, local addresses, and permanent addresses of each.

(2) Each organization or private entity shall be responsible for the admissions, attendance, and crowd control in the university facilities during the time reserved for their organization.

(3) Each organization or private entity assumes responsibility for all violations of campus regulations and policies, state law, and federal law which occur in connection with the use of the facilities and shall hold the university harmless from any claims or liability for any act or failure to act on the part of the organization.


**WAC 106-140-640 Festivals prohibited.** The presentation of festivals will not be permitted. For purposes of this section, a festival is an assembly of more than two thousand persons gathered primarily for outdoor, live, or recorded musical entertainment where the duration of the program is five hours or longer.

[Statutory Authority: RCW 28B.19.050 and 28B.35.120(11). 86-23-007 (Order 59), § 106-140-640, filed 11/7/86.]

**WAC 106-140-660 Authority of athletic director to administer athletic events.** The athletic director of Central Washington University shall establish reasonable admission fees, rules, and regulations regarding attendance and crowd control at athletic events at Central Washington University. Advance notice of such admissions fees, rules, and regulations regarding attendance and crowd control at athletic events at Central Washington University will be provided to interested parties, whenever possible, by the athletic director.


**WAC 106-140-670 Authority of vice-president for student affairs to administer recreation program.** The vice-president for student affairs or designee may establish reasonable admission charges, schedules, rules, and regulations regarding uses, attendance, and crowd control at Nicholson Pavilion and Pool, and admission charges will be assessed for university employees and their immediate families during such periods. Advance notice of such charges, schedules, rules, and regulations shall be provided to interested parties, whenever possible, by the vice-president or designee.


**WAC 106-140-680 Authority of academic departments to administer their sponsored public events.** Following approval by the appropriate dean, academic departments may establish reasonable admissions fees, rules, and regulations regarding attendance and crowd control for public events which they sponsor. Such admission charges may be assessed for university staff, faculty, student body, and the general public. However, when Central Washington University student fees are allocated for the direct support of an academically related public event, Central Washington University students shall normally be provided a reduced student admission charge for such event. Advance notice of such admission fees, rules, and regulations shall be provided to interested parties as soon as possible after their adoption, by the respective academic departments.

[Statutory Authority: RCW 28B.19.050 and 28B.35.120(11). 86-23-007 (Order 59), § 106-140-680, filed 11/7/86.]

## Chapter 106-156 WAC

**HOUSING AND DINING HALL SERVICES**

**WAC 106-156-010** Students required to live in university residence halls.

**WAC 106-156-011** Students required to live in university residence halls—Exceptions.

**WAC 106-156-012** Students required to live in university residence halls—Deviations.

**WAC 106-156-013** Students required to live in university residence halls—Verification and time requirement.

**WAC 106-156-015** Eligibility for university family housing.

**WAC 106-156-050** Use of housing facilities.

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

**106-156-016** Eligibility for university family housing—Loss of eligibility grounds for termination of lease. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 59), § 106-156-016, filed 7/11/78; Order 7, § 106-156-016, filed 8/18/72, effective 9/20/72.] Repealed by 86-23-007 (Order 59), filed 11/7/86. Statutory Authority: RCW 28B.19.050 and 28B.35.120(11).

**106-156-017** Eligibility for college family housing—Waiting lists. [Order 7, § 106-156-017, filed 8/18/72, effective 9/20/72.] Repealed by 86-23-007 (Order 59), filed 11/7/86. Statutory Authority: RCW 28B.19.050 and 28B.35.120(11).

**106-156-020** Residence hall and single student applicants responsibilities. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-020, filed 7/11/78; Order 7, § 106-156-020, filed 8/18/72, effective 9/20/72.] Repealed by 86-23-007 (Order 59), filed 11/7/86. Statutory Authority: RCW 28B.19.050 and 28B.35.120(11).


**106-156-022** Residence hall and single student applicants responsibilities—Accommodation assignments—Residence halls and single student apartments. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-022, filed 7/11/78; Order 7, § 106-156-022, filed 8/18/72, effective 9/20/72.] Repealed by 86-23-007 (Order 59), filed 11/7/86. Statutory Authority: RCW 28B.19.050 and 28B.35.120(11).

**106-156-023** Residence hall and single student applicants responsibilities—Housing and food service rates. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-023, filed 7/11/78; Order 7, § 106-156-023, filed 8/18/72, effective 9/20/72.] Repealed by 86-23-007 (Order 59), filed 11/7/86. Statutory Authority: RCW 28B.19.050 and 28B.35.120(11).

**106-156-024** Residence hall and single student applicants responsibilities—Payment requirements—Cancellation of registration. [Order 7, § 106-156-024, filed 8/18/72, effective 9/20/72.] Repealed by 86-23-007 (Order 59), filed 11/7/86.

106-156-056 Use of housing facilities—Associate members. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-055, filed 8/18/72, effective 9/20/72.] Repealed by 86-23-007 (Order 59), filed 11/7/86. Statutory Authority: RCW 28B.19.050 and 28B.35.120(11).

106-156-057 Services Policy

106-156-056 Family housing applicants. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-060, filed 7/11/78; Order 7, § 106-156-060, filed 8/23-007 (Order 59), filed 11/7/86. Statutory Authority: RCW 28B.19.050 and 28B.35.120(11).]

106-156-061 Family housing applicants—Accommodation assignments—Exceptions—Family housing. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-061, filed 7/11/78; Order 7, § 106-156-061, filed 8/18/72, effective 9/20/72.] Repealed by 86-23-007 (Order 59), filed 11/7/86. Statutory Authority: RCW 28B.19.050 and 28B.35.120(11).


106-156-063 Family housing applicants—Marriage certificate. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-063, filed 7/11/78; Order 7, § 106-156-063, filed 8/18/72, effective 9/20/72.] Repealed by 86-23-007 (Order 59), filed 11/7/86. Statutory Authority: RCW 28B.19.050 and 28B.35.120(11).

106-156-064 Family housing applicants—Family housing deposit requirements. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-064, filed 7/11/78; Order 7, § 106-156-064, filed 8/18/72, effective 9/20/72.] Repealed by 86-23-007 (Order 59), filed 11/7/86. Statutory Authority: RCW 28B.19.050 and 28B.35.120(11).

106-156-065 Family housing applicants—Lease required. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-065, filed 7/11/78; Order 7, § 106-156-065, filed 8/18/72, effective 9/20/72.] Repealed by 86-23-007 (Order 59), filed 11/7/86. Statutory Authority: RCW 28B.19.050 and 28B.35.120(11).

106-156-066 Family housing applicants—Family housing rates. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-066, filed 7/11/78; Order 7, § 106-156-066, filed 8/18/72, effective 9/20/72.] Repealed by 86-23-007 (Order 59), filed 11/7/86. Statutory Authority: RCW 28B.19.050 and 28B.35.120(11).

106-156-067 Family housing applicants—Payment requirements. [Order 7, § 106-156-067, filed 8/18/72, effective 9/20/72.] Repealed by 86-23-007 (Order 59), filed 11/7/86. Statutory Authority: RCW 28B.19.050 and 28B.35.120(11).

106-156-070 Food services. [Order 7, § 106-156-070, filed 8/18/72, effective 9/20/72.] Repealed by 86-23-007 (Order 59), filed 11/7/86. Statutory Authority: RCW 28B.19.050 and 28B.35.120(11).

106-156-071 Food services—Admittance to dining halls. [Order 7, § 106-156-071, filed 8/18/72, effective 9/20/72.] Repealed by 86-23-007 (Order 59), filed 11/7/86. Statutory Authority: RCW 28B.19.050 and 28B.35.120(11).


106-156-075 Food services—Persons eligible to purchase an off-campus meal ticket. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-075, filed 8/18/72, effective 9/20/72.] Repealed by 86-23-007 (Order 59), filed 11/7/86. Statutory Authority: RCW 28B.19.050 and 28B.35.120(11).

106-156-076 Food services—Choice of servings and seconds. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-156-076, filed 7/11/78; Order 7, § 106-156-076, filed 8/18/72, effective 9/20/72.]

(2009 Ed.)
WAC 106-156-010 Students required to live in university residence halls. All full-time single freshman and sophomore students of Central Washington University under twenty-one years of age are required to live in university residence halls. Residence hall facilities do not include apartments for single or married students.

WAC 106-156-011 Students required to live in university residence halls—Exceptions. Exceptions to WAC 106-156-010 may be granted to the following students:

1. Those who are living with parents or relatives.
2. Those with medical reasons.
3. Those who have completed six quarters as a full-time student.
4. Those employed off campus and housing and/or room and board is part of their overall compensation received.
5. Those who have unique situations not otherwise covered in this paragraph of exceptions and obtain the approval of the director of auxiliary services or the director's designee.

The director of auxiliary services has established a committee of whom the student may request a proceeding and ruling on the student's request for an exception.

WAC 106-156-012 Students required to live in university residence halls—Definitions. Definitions of exceptions as stated in WAC 106-156-011 shall mean and are defined as follows:

1. "Living with" shall mean those whose domiciles are in the place of residence of a parent or relative and will be commuting from such place of residence on a daily basis.
2. "Parents or relatives" shall mean a parent, legal guardian, grandparent, brother, sister, aunt, uncle, or first cousin.
3. "Medical reason" shall mean a medical problem that shall require a student to live in other than a university residence hall. Written verification of the medical problem and the requirement not to live in a residence hall must be obtained and submitted from a licensed physician or licensed psychologist.
4. "Employment in nonuniversity housing and housing and/or board is part of their overall compensation received" shall mean employment for an established place of business or for an established family unit when a landlord/employer requires the student to reside where the work is performed and a substantial portion of the rent and/or room and board is reduced as a part of the overall compensation for the work performed for the landlord/employer at the place of the residence of the student.
5. "Completed six quarters as a full-time student" shall mean enrollment in and completion of a minimum of ten quarter credit hours of academic work in each of the six quarters.

WAC 106-156-013 Students required to live in university residence halls—Verification and time requirement. Acceptable written verification shall be provided to the university for all exceptions at the time the request for an exception is made.

1. A currently enrolled student wishing to apply for an exception to the university housing policy as set forth in WAC 106-156-010 shall reduce such request to writing and file it as required by the director of auxiliary services no later than 5:00 p.m. on the last day of the fifth week of classes in the quarter preceding the quarter the exception is requested.
2. A newly admitted or reenrolling student who has not been enrolled as a student at Central the previous quarter wishing to apply for an exception to the university housing policy as set forth in WAC 106-156-010 shall reduce such request to writing and file such request in the office of the director of auxiliary services as required by the director of auxiliary services within twenty days after such student's acceptance to the university; however, in no event later than 5:00 p.m. on the day following such student's day of registration.

WAC 106-156-015 Eligibility for university family housing. Generally eligibility to lease and occupy university family housing is limited to students, full-time faculty, and staff.
full-time staff members of the university. A student is one who maintains a minimum of twelve quarter hours as an undergraduate student or ten quarter hours as a graduate student. Concurrent enrollment of husband and wife to maintain the minimum hours does not fulfill this requirement. This regulation applies to each quarter, with the exception of a tenant living in family housing during spring quarter who wishes to remain as a nonstudent during the summer. The student may do so if he or she indicates in writing an intention to reenroll fall quarter.

[Statutory Authority: RCW 28B.10.528 and 28B.35.120(12). 94-21-008 (Order CWU AO 77), § 106-156-015, filed 7/11/78; Order 7, § 106-156-015, filed 8/18/72, effective 9/20/72.]

### WAC 106-156-050 Use of housing facilities. Only residents, their guests, persons having official business, and associate members of housing facilities, are authorized to enter or use the buildings or their facilities. Use of common areas by nonresidents may be approved by the director of housing services.

[Order 7, § 106-156-050, filed 8/18/72, effective 9/20/72.]

### Chapter 106-160 WAC

**ADMISSION AND REGISTRATION PROCEDURES**

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106-160-300 Admission requirements—Admission to credential program. [Statutory Authority: RCW 28B.10.528 and 28B.35.120(12), 94-21-008 (Order CWU AO 77), § 106-160-300, filed 10/6/94, effective 11/6/94.] Repealed by 07-01-066, filed 12/18/06, effective 1/18/07. Statutory Authority: RCW 28B.10.528 and 28B.35.120(12).

WAC 106-160-050 Admission and registration procedures and catalog requirements. The provisions of WAC 106-160-001 through 106-160-099 shall contain admission and registration procedures and catalog requirements of Central Washington University.

[Statutory Authority: RCW 28B.10.528 and 28B.35.120(12), 94-21-008 (Order CWU AO 77), § 106-160-050, filed 10/6/94, effective 11/6/94.]

WAC 106-160-060 Admission and registration procedures and catalog requirements—Changes in catalog. The board of trustees reserves the right of the board of trustees or president to make changes in any of the provisions of the university's catalogs without prior notice. When changes are made, the changes shall be filed in the office of the president and other appropriate university offices and placed with the appropriate catalog in the reference area of the library.

[Statutory Authority: RCW 28B.10.528 and 28B.35.120(12), 94-21-008 (Order CWU AO 77), § 106-160-060, filed 10/6/94, effective 11/6/94.]

WAC 106-160-070 Finances. Each enrolled student at Central Washington University must pay the tuition and fees as established by the board of trustees or the president on or before the dates for payment as designated by the board of trustees or the president.

[Statutory Authority: RCW 28B.10.528 and 28B.35.120(12), 07-01-066, filed 12/18/06, effective 1/18/07; 94-21-008 (Order CWU AO 77), § 106-160-070, filed 10/6/94, effective 11/6/94.]

WAC 106-160-080 Graduating students. Students shall submit their applications for the appropriate degrees on or before the date designated for the purpose by the board of
trustees or the president, which shall be published in the appropriate university catalog. No application shall be accepted after the designated dates. However, the president or designee may waive this requirement.

WAC 106-160-090 Registration. Currently enrolled students and all other individuals desiring to enroll in Central Washington University shall do so during the early registration dates or on or before the registration dates designated by the board of trustees or president, which shall be published in the appropriate university catalog. No registration shall be accepted after the designated dates: Provided that the registrar may, whenever possible, waive this requirement within the time designated by the board of trustees or president for late registration.

WAC 106-160-100 Registration—Deadlines. All students registering with the university must meet those deadlines as established by the board of trustees or the president for registration.

WAC 106-160-110 Registration—Changes in registration and withdrawal. Students who wish to change their registration or withdraw from a particular course or the university after having completed their registration must do so on or before the date established for such changes or withdrawal by the board of trustees or president and by the completion of the "change of schedule" or "withdrawal" forms maintained by the university. Students who leave the university and do not withdraw shall receive failing grades for work not completed and are liable for tuition and fees. For further information, consult the tuition and fee payment policy in Part 7 of the CWU Policies Manual at http://www.cwu.edu/~pres/policies/Part7-2.2.3.1.DelinquencyPolicy.pdf.

WAC 106-160-120 Admission requirements—To freshman standing. Central Washington University will admit qualified students who meet the published admissions criteria for any quarter. Admission to the university is based on the student's ability to successfully complete programs offered by the university. Eligibility for admission as a first-time freshman is based on evidence of potential success in university study. Eligibility for initial admission as a freshman will be guided by the following situations:

Situation 1: Initial admission of freshmen will be determined using both the student's high school grade point average and a nationally normed standardized test, either the ACT, or the SAT. The high school grade point average and test score will be combined to produce, for each freshman applicant, an admission index number. An offer of acceptance to the university as a freshman will be based on the resulting index number. The minimum index number established by the higher education coordinating board for the three regional universities and The Evergreen State College for regular admission is 13. A 13 index indicates that applicants have at least a sixty-five percent probability of achieving a "C" or better grade point average at the completion of their freshman year at Central Washington University. Freshman applicants must have prescribed set of high school courses totaling fifteen units. The required high school courses include: Four years of English, three years of math, two years of science, three years of social studies, two years of single foreign language, and one year of fine, visual or performing arts, or an additional year of any of the above college-prep courses.

Situation 2: Alternate standards for freshman admissions. Students who are not admissible through the initial admissions process may be admitted through the comprehensive review process. Admission to the university does not guarantee admission into a particular major or program offered by the university.

WAC 106-160-130 Admission requirements for transfer applicants. Eligibility for admission of transfer applicants with fewer than forty transferable quarter credits is the same as first-time freshmen as they must meet freshman requirements in addition to an assessment of the quality of previous college work.

Applicants who have earned more than forty transferable quarter credits will be admitted based on the quality of college work only. If transcripts do not provide evidence of academic ability, regardless of the grade point average, additional information may be required.

Central Washington University accepts academic credits earned at other accredited collegiate institutions which are essentially equivalent in academic level and nature of work offered at CWU. The university endorses the policy in the Intercollegiate Transfer and Articulation Agreement among Washington public colleges and universities.

Students who have completed college-level math and English and those that have completed a Direct Transfer Associates degree (DTA) will do better in the comprehensive review process. See the following web site for a list of accepted DTA degrees: http://www.cwu.edu/~cwuadmis/dta.html.

Admission to the university does not guarantee admission into a particular major or program offered by the university.

WAC 106-160-140 Readmission of former students. Former CWU students who have interrupted their studies for more than one quarter, or who have attended another college or university after CWU, except for summer school, must reapply for admission. Transcripts of any college work com-
pleted since last enrolled at Central Washington University must be submitted.

[Statutory Authority: RCW 28B.10.528 and 28B.35.120(12). 07-01-066, § 106-160-140, filed 12/18/06, effective 1/18/07; 94-21-008 (Order CWU AO 77), § 106-160-140, filed 10/6/94, effective 11/6/94.]

WAC 106-160-160 Nonmatriculating students. Students who are not seeking degrees or certificates may be allowed to enroll in courses as nonmatriculated students. These students do not need to go through the regular admissions process but should apply through registrar services and may be allowed to register on a space available basis. Credits earned as a nonmatriculated student may not be used to satisfy degree or certificate requirements unless the student applies and is accepted as a matriculated student, in which case a maximum of forty-five credits may be applied.

Students who have previously attended Central Washington University as matriculated students and have not obtained a degree and students who have applied and been rejected for undergraduate matriculated status will not be allowed to enroll as nonmatriculated students. Nonmatriculated students are not eligible for most financial aid, veteran's benefits, credit evaluations, or other services regularly provided for matriculated students.

[Statutory Authority: RCW 28B.10.528 and 28B.35.120(12). 07-01-066, § 106-160-160, filed 12/18/06, effective 1/18/07; 94-21-008 (Order CWU AO 77), § 106-160-160, filed 10/6/94, effective 11/6/94.]

WAC 106-160-170 High school enrichment. Students who have not yet graduated from high school may be allowed to enroll as nonmatriculated students for courses that they need to advance academically, provided that such academic opportunities are not readily available to them elsewhere. To be eligible for the high school enrichment program, students must have demonstrated superior academic performance or preparation in the area of study for which they are applying. High school enrichment applicants must submit either ACT, SAT or compass scores, and official copies of their high school transcript. In addition, they need to explain in writing their reasons for wanting to attend specific courses at the university and offer arguments for their potential to succeed. They must also meet with the registrar and have the approval of their high school principal and the course professor.

[Statutory Authority: RCW 28B.10.528 and 28B.35.120(12). 07-01-066, § 106-160-170, filed 12/18/06, effective 1/18/07; 94-21-008 (Order CWU AO 77), § 106-160-170, filed 10/6/94, effective 11/6/94.]

WAC 106-160-180 Admission requirements—International students. Central Washington University welcomes qualified students form other countries. Students demonstrating the greatest potential for success may be admitted after a thorough review and evaluation of their entire academic background.

Because educational systems vary widely around the world, there is no single uniform admission requirement for international students. However, they must meet the following basic minimum requirements:

1. Completion of academic course work and national examinations necessary to satisfy admission requirements to colleges and universities in their native country.

2. Adequate financial support verified by a Confidential Financial Statement Form and a current bank letter or scholarship award from a United States bank or agency.

3. Competency in English demonstrated by a score of 525 or above on the paper-based Test of English As A Foreign Language (TOEFL) or a score of 195 or above on the computer-based TOEFL, or a score of 71 or above on the internet-based TOEFL, or a 3.0 (B grade) in each of two college level English composition courses from an accredited United States college or university which would meet the general education writing requirement at Central Washington University.

4. International students transferring from United States institutions must have a minimum grade point average of 2.50 in transferable courses, and must also meet the academic requirements for college entrance in their native country.

[Statutory Authority: RCW 28B.10.528 and 28B.35.120(12). 07-01-066, § 106-160-180, filed 12/18/06, effective 1/18/07; 94-21-008 (Order CWU AO 77), § 106-160-180, filed 10/6/94, effective 11/6/94.]

WAC 106-160-190 Application procedures. New and former students must submit an application for admission. The preferred way to apply for admission is to apply online, via the following web site: http://www.cwu.edu/~cwuadmis/apply/html. Hard copy applications are available by request.

There is a fifty dollar, nonrefundable application processing fee.

*Application deadline dates: Fall-April 1; winter-November 1; spring-February 1; summer-June 1.

*Dates are subject to change.

[Statutory Authority: RCW 28B.10.528 and 28B.35.120(12). 07-01-066, § 106-160-190, filed 12/18/06, effective 1/18/07; 94-21-008 (Order CWU AO 77), § 106-160-190, filed 10/6/94, effective 11/6/94.]

WAC 106-160-200 Required transcripts. Freshman applicants must have official transcripts sent directly to the office of admissions from their high school. Transfer applicants must have transcripts sent from each institution previously attended. All documents must be received by the announced closing dates to be considered for admission. Documents sent by the student received in open envelopes will not be considered official.

[Statutory Authority: RCW 28B.10.528 and 28B.35.120(12). 07-01-066, § 106-160-200, filed 12/18/06, effective 1/18/07; 94-21-008 (Order CWU AO 77), § 106-160-200, filed 10/6/94, effective 11/6/94.]

WAC 106-160-210 Required tests. Freshman students, or transfer students with fewer than forty college-level transferable quarter credits, applying to the university must submit scores from the ACT or SAT.

[Statutory Authority: RCW 28B.10.528 and 28B.35.120(12). 07-01-066, § 106-160-210, filed 12/18/06, effective 1/18/07; 94-21-008 (Order CWU AO 77), § 106-160-210, filed 10/6/94, effective 11/6/94.]

WAC 106-160-220 Admission decision. Completed application files are reviewed by the office of admissions and decisions are mailed to students in writing.

Appeals of admissions denial are handled on an individual basis. Students wishing to appeal should contact the office of admissions for the current appeal procedure.
WAC 106-160-230 Accepting the offer of admission. Students must confirm their intention to enroll at Central Washington University by submitting a confirmation of admission payment that will be applied to their first quarter's tuition. This payment should not be made until requested by admission payment that will be applied to their first quarter's tuition. Students are encouraged to submit the confirmation of admission payment as early as possible after receiving the offer of admission. Central Washington University will guarantee a registration position to any student who submits the confirmation of admission payment prior to the announced deadline.

WAC 106-160-240 Admission requirements—Application and admission to graduate study. (1) Each prospective graduate student must submit a formal application and receive a formal letter of admission before registering for courses. A graduate student is expected to have a bachelor's degree from a college or university of recognized standing. Prospective graduate students must submit their formal applications on or before those dates specified by the board of trustees or the president for such admission.

(2) Applicants for graduate assistantships should have their admission and assistantship applications completed and filed with the college on that date specified by the board of trustees or president for the filing of such applications.

(3) All prospective graduate students must apply for admission either in a degree program, fifth year or other certificate program, or nondegree study (professional improvement, scholarly development), or other study.

WAC 106-160-250 Admission requirements—Application for study leading to a master's degree. Applicants for admission to graduate study must make application on the "application for admission to graduate study" provided by Central Washington University. The form must be returned to the office of admissions prior to the dates established by the board of trustees or president for such application. Each applicant for graduate study is required to have official transcripts of all undergraduate and graduate study sent directly to the office of graduate admissions and records. Three letters of recommendation should be sent to graduate admissions and records directly from the persons making the recommendations. Two of the letters should come from instructors familiar with the applicant's academic preparation. Scores on the general test and appropriate subject test of the graduate record examination must be submitted to admissions before admission to graduate study will be considered.

WAC 106-160-270 Admission requirements—Admission procedure. Applicants for graduate study may not be admitted if they have not completed all the application requirements. Admission to master's degree study is determined by the graduate office upon the recommendation of the department involved. A formal letter of admission will be directed to the student from the graduate office. Applicants not meeting the scholastic requirements may be admitted on probation provided the department to which admission is requested provides justification for admission to master's degree study and no more than ten percent are admitted on probation. If admitted, the student must meet those requirements established by the university for progress in the university. Upon the recommendation of the appropriate department, applicants may be admitted to master's programs with additional conditions stipulated.

WAC 106-160-310 Summer session admission and registration procedures. Students registering for summer session must pay all fees and complete registration on or before the dates indicated on the calendar as published in the summer session bulletin. Students planning to attend the entire summer session or the first or second term only, must complete admission procedures by the date so specified and register on the dates so specified by the board of trustees or president for such purposes, as published in the summer session bulletin. All summer session students must pay fees and tuition to the appropriate university office as established by the board of trustees or the president, as published in the summer session bulletin.

WAC 106-160-320 Summer session admission and registration procedures—Workshop registration. Workshop registration shall be permitted and must be completed in the manner established by the board of trustees or the president, as published in the appropriate catalog.

Chapter 106-168 WAC
LIBRARY POLICIES

WAC
106-168-008 Violation of library policies.
106-168-009 Library user conduct.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER
106-168-001 Central Washington University library. [Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-168-001, filed 7/11/78; Order 9, § 106-168-001, filed 10/16/72.] Repealed by 83-01-036
Title 106 WAC: Central Washington University

106-168-008 Violation of library policies. Violators of library policies may be subject to appropriate disciplin ary action, including assessment of service charges and revocation of library privileges.


WAC 106-168-009 Library user conduct. Users are expected to maintain appropriate public behavior while using the library facilities. The library user policy is available online at http://www.lib.cwu.edu/info/policies/conduct.html. This policy is reviewed and updated annually. The current policy is posted in the entryway and at all public service desks in the library building.


WAC 106-168-065 Borrower identification cards. In order to check out materials, borrowers must present an authorized university library identification card.


Chapter 106-172 WAC

STUDENT RECORDS POLICY

WAC 106-172-700 Purpose.

WAC 106-172-711 Definitions.

WAC 106-172-721 Notification by educational institution.

WAC 106-172-731 Access to education records.

WAC 106-172-735 Limitations on access to education records.

WAC 106-172-740 Exception to consent requirements and record of access.

WAC 106-172-745 Information not to be required.

WAC 106-172-750 Timely disposal of records.

WAC 106-172-760 Right to a proceeding.

WAC 106-172-765 Informal proceedings.

WAC 106-172-767 Conduct of the proceeding.

WAC 106-172-772 Release of information for health or safety emergencies.

WAC 106-172-775 Limitation on liability.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

106-172-710 Definitions and requirements. [Order 10, § 106-172-710, filed 12/7/72.] Repealed by Order 23, filed 7/31/75. Later promulgation, see WAC 106-172-711.


WAC 106-172-700 Purpose. The purpose of WAC 106-172-700 through 106-172-799 is to set forth the policies of Central Washington University regarding the legitimate and appropriate use of official student records developed and used throughout the various offices of the university. More-
over, the guidelines implement the general policy and respond to the requirements of Public Law 93-380, the Family Educational Rights and Privacy Act of 1974.

[Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-172-700, filed 7/11/78; Order 35, § 106-172-700, filed 7/13/77; Order 29, § 106-172-700, filed 8/2/76; Order 23, § 106-172-700, filed 7/31/75; Order 10, § 106-172-700, filed 12/7/72.]

WAC 106-172-711 Definitions. The following definitions shall apply for the interpretation of these regulations:

1. The "university" means Central Washington University as a whole, including any and all of its component departments, offices, or units.

2. "Directory information" means the student's name, university and permanent home address and telephone number, e-mail address, a photograph, date of birth, dates of attendance, class, major field(s) of study, previous institutions attended, awards and honors (including honor roll), degrees conferred (including dates), and participation in officially recognized sports and activities, and height and weight of members of athletic teams. Central Washington University may release directory information in accordance with the provisions of FERPA. Students may withhold directory information by giving written notice within two weeks after the beginning of fall quarter. Requests for nondisclosure must be forwarded to the office of the vice-president for student affairs and enrollment management where an appropriate notation will be indicated on the student's file on the student information system. Students may place a nondisclosure indicator on their student record directly on the student information system. Requests for nondisclosure will be honored unless students submit a written request to have the block on their directory information removed. Students who wish to withhold directory information after they graduate, which would include their dates of attendance and degrees conferred, must submit an additional written request to the vice-president for student affairs and enrollment management. Forms for making requests to withhold directory information are available in the Office of the Vice-President for Student Affairs and Enrollment Management, Bouillon Hall, Room 204, at the Ellensburg campus.

3. "Eligible student" means any person who is officially registered at this university.

4. (a) "Education records" mean those records which:
   (i) Are directly related to a student, and include admission, academic, financial aid, student account, placement records, and
   (ii) Are maintained by the university or by a party acting for the university.

   (b) The term education record does not include the following:
   (i) Records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker of the record and which are not accessible or revealed to any other person except a temporary substitute;
   (ii) Records of public safety and police services which are maintained separately and solely for law enforcement officials of the same jurisdiction—provided that education records maintained by the university are not disclosed to the law enforcement unit;
   (iii) Records of someone employed by the university, which are made in the normal course of business, related exclusively to the person as an employee, and are not used for any other purpose;
   (iv) Records made by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional directly related to the treatment of a student, and not disclosed to anyone other than individuals providing treatment provided records can be reviewed by a physician or other appropriate professional of the student's choice.

5. "Personally identifiable" means that the data or information includes:
   (a) The name of a student, the student's parent, or other family member,
   (b) The student's university and permanent home address,
   (c) A personal identifier, such as the student's social security number or student number,
   (d) A list of personal characteristics which would make the student's identity easily traceable, or
   (e) Other information which would make the student's identity easily traceable.

6. "Record" means information or data recorded in any medium including but not limited to: Handwriting, print, tapes, film, microfilm, and microfiche.

7. "Financial aid" means a payment of funds provided to an individual which is conditioned on the individual's attendance at an educational agency or institution.

8. "Vice-president for student affairs and enrollment management" means the vice-president for student affairs and enrollment management or the vice-president's designee.

[Statutory Authority: RCW 28B.10.528, 28B.35.120(12) and 41 C.F.R. [C.F.R.] 06-50. 06-23-107, § 106-172-711, filed 11/17/06, effective 12/18/06. Statutory Authority: RCW 28B.10.528 and 28B.35.120(12), 94-21-048 (Order CWU AO 75), § 106-172-711, filed 10/12/94, effective 11/12/94. Statutory Authority: RCW 28B.19.050 and 28B.35.120(11), 86-23-007 (Order 59), § 106-172-711, filed 11/7/86; Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-172-711, filed 7/11/78; Order 35, § 106-172-711, filed 7/13/77; Order 29, § 106-172-711, filed 8/2/76; Order 23, § 106-172-700, filed 7/31/75. Formerly WAC 106-172-710 (part).]

WAC 106-172-721 Notification by educational institution. (1) The university shall inform eligible students, annually, of the following:

(a) The types of education records and information contained therein which are maintained by the institution;
(b) The titles and addresses of official responsible for the maintenance of each type of record, the persons who have access to those records, and the purposes for which they have access;
(c) The policies and procedures of the university for reviewing and expunging those records, and for challenging the accuracy of them;
(d) The procedures for gaining access to the educational records;
(e) The cost, as approved by the board of trustees, which will be charged to the eligible student for reproducing single copies of records, provided that the cost shall not exceed the actual cost of reproducing the record;
(f) The categories of information which the university has designated as directory information.

(2009 Ed.)
(2) Notice of the existence of this policy and the availability of the information described in subsection (1)(a) through (f) of this section may be published in any official university print medium publication having general circulation among students. This may be a special publication for this purpose only, or included in another publication. Students may consult the office of the vice-president for student affairs and enrollment management for the information described.


WAC 106-172-731 Access to education records. The university shall provide each student access to his/her education records except as otherwise limited according to WAC 106-172-733.

The right of access shall include:
(1) The right to inspect and review the content of education records in the presence of appropriate university personnel.
(2) The right to obtain single copies of each record, at the expense of the eligible student but not to exceed the actual cost to the university of reproducing such copies.
(3) The right to a response from the university to reasonable requests for explanations and interpretations of those records.
(4) The right of an opportunity for a proceeding to challenge the content and accuracy of those records according to WAC 106-172-761.
(5)(a) Students wishing access under provisions of this policy to education records maintained by the university should address a request in writing to the person in charge of maintenance of that record. If copies are requested, copies may be supplied at no more than the cost of making the copy, including supplies and staff time.
(b) The individual responsible for maintenance of any record shall respond to written requests only, and provide copies as requested, within forty-five working days. The university registrar is not prohibited from providing a student with a copy of the student's academic transcript from CWU, but is prohibited from providing a student with a copy of the student's official academic transcripts from other institutions.
(6) The office of the vice-president for student affairs and enrollment management will maintain a file showing what education records are maintained by any department or entity of the university and the title and address of the official responsible for maintenance of each record.


WAC 106-172-733 Limitations on access to education records. Central Washington University shall not make available to a student the following types of materials:
(1) Financial records and statements provided by parents "or any information contained therein."
(2) Confidential letters and statements of recommendation or evaluation which were provided to the university, with written assurance of a "documented understanding of confidentiality," prior to January 1, 1975, provided such letters or statements are not used for purposes other than those for which they were specifically intended.
(3) Post-1974 confidential recommendations involving possible admission, employment, or honor, but only if the student has signed a waiver of the right to inspect them. Such a waiver shall apply to recommendations only if:
(a) The student is upon request, notified of the names of all persons making confidential recommendations; and
(b) Such recommendations are used solely for the purpose for which they were specifically intended.


WAC 106-172-735 Exception to consent requirements and record of access. (1) The university may disclose personally identifiable information from the education records of a student without the written consent of the student if the disclosure is to:
(a) University officials, including faculty members, when the information is required for a legitimate educational purpose,
(b) Officials of another school in which the student seeks or intends to enroll, providing a reasonable attempt has been made to notify the student of the transfer of the records at the last known address of the student—except when the transfer of the records is initiated by the student;
(c) Federal or state officials requiring access to education records in connection with the audit or evaluation of federally or state-supported educational programs. Such surveys must be administered in a manner which will not permit personal identification of students by individuals other than those conducting the study, and such information will be destroyed when no longer needed for the purposes for which it was provided;
(d) Persons or organizations providing financial aid, individuals and organizations charged with oversight of the university, or of federal or state programs in which the university participates;
(e) Accrediting organizations in order to carry out their accrediting functions;
(f) Parents of any student under the age of twenty-one, regardless of the student's dependency status, in cases where the student has violated laws or university rules governing alcohol or controlled substances;
(g) Any personal subpoena and/or subpoena duces tecum, when lawfully prepared and served upon the university or an appropriate administrator of the university. The university will notify the student by certified or registered mail to the address or addresses on file with the university of
any such subpoena. Such a notice will be sent to the student in advance of compliance with the subpoena;

(h) Persons in an emergency to protect the health and safety of students or other persons according to WAC 106-172-772;

(i) The U.S. Citizenship and Immigration Service under the terms and provisions of immigration law.

(2) Any student may grant permission for use of information about himself/herself by giving specific permission in writing, signed and dated by the student giving such consent to include:

(a) A specification by title of the records released;
(b) The reasons for such release;
(c) The names of the parties to whom such records will be released; and
(d) A written statement indicating that the information cannot subsequently be released in a personally identifiable form to any other party without the written consent of the student involved.

(3) The university shall maintain a record which will indicate all parties, other than those parties specified in WAC 106-172-735 (1)(a), who have been granted access to a student's education records. The record will:

(a) Indicate specifically the legitimate interest that each such party has in obtaining the information.
(b) Be available only to the student, to the employees of the university responsible for maintaining the records, and to the parties identified under WAC 106-172-735 (1)(a) and (d).


WAC 106-172-740 Information not to be required.

(1) The university shall not require from any student the following information, for purposes of record:

(a) Religious affiliations or religious/ethical value systems;
(b) Political affiliations or views;
(c) Membership status in any organization not directly connected with recognized educational functions of the university;
(d) Ethnic background.

(2) The university shall enable the student to record this information if he or she should desire.

[Statutory Authority: RCW 28B.19.050 and 28B.40.120, 78-08-011 (Order 39), § 106-172-740, filed 7/11/78; Order 23, § 106-172-740, filed 7/31/75; Order 10, § 106-172-740, filed 12/7/72.]

WAC 106-172-750 Timely disposal of records.

(1) Provisions of the laws and regulations of the state of Washington regarding the time during which records must be maintained will be complied with.

(2) Except as required in subsection (1) above, records will be maintained only during the minimum time in which they may ordinarily be expected to be useful or valid. Each record keeping entity of the university shall make periodic review of its records to ensure compliance with this provision.

(2009 Ed.)

[Statutory Authority: RCW 28B.10.528 and 28B.35.120(12), 94-21-048 (Order CWU AO 75), § 106-172-750, filed 10/12/94, effective 11/12/94. Statutory Authority: RCW 28B.19.050 and 28B.40.120, 78-08-011 (Order 39), § 106-172-750, filed 7/11/78; Order 35, § 106-172-750, filed 7/13/77; Order 10, § 106-172-750, filed 12/7/72.]

WAC 106-172-761 Right to a proceeding.

(1) The university shall provide students an opportunity for a proceeding in order to challenge the content of a student's education records to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students.

(2) A student shall have the right, in accordance with the procedures set forth in WAC 106-172-763 and 106-172-765, to:

(a) Correct or delete inaccurate, misleading, or otherwise inappropriate data contained within education records;
(b) Challenge the release of education records to specific persons as contrary to the provisions of this chapter; and
(c) Challenge a decision by the university to deny the student access to particular types of records.

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


WAC 106-172-763 Informal proceedings.

(1) Whenever possible the university shall attempt to settle disputes regarding requests to amend education records through informal proceedings.

(2) A student who wishes to exercise the rights set forth in WAC 106-172-761(2) shall:

(a) First, attempt a resolution with the university official who has custody of the education records; and
(b) Second, discuss with the vice-president for student affairs and enrollment management or designee the nature of the corrective action recommended by the student.


WAC 106-172-765 Conduct of the proceeding.

(1) If informal proceedings fail to resolve the complaint of a student, the student may file with the vice-president for student affairs and enrollment management a written request for the proceeding before a proceeding officer of the university to be designated by the vice-president for student affairs and enrollment management, and who does not have a direct interest in the outcome of the proceeding.

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(2) The proceeding shall be held within a reasonable time (not to exceed twenty working days) after the university has received the request and the student shall be given notice of the date, place, and time reasonably in advance of the proceeding.

(3) The student shall be given an opportunity to present evidence relevant to the issues raised in WAC 106-172-761(2) and may be represented by any person (including an attorney) of the student's choosing at his or her expense.

(4) A decision in writing shall be prepared within a reasonable period of time (not to exceed ten working days), which decision shall be based solely upon the evidence presented, and which includes a summary of the evidence and the reasons for the decision.

(5) If, as a result of the proceeding, the decision is:

(a) To amend the record, the university must do so accordingly and give notice to the student.

(b) Not to amend, the student must be allowed to place a written comment or explanation in the student's file, and it must be kept in the file as long as the file itself is kept. If the contested portion of the file is disclosed to anybody, the student's statement must also be disclosed.

(6) The designated proceeding officer shall be advised by the assistant attorney general representing the university.

WAC 106-172-772 Release of information for health or safety emergencies. (1) The university (president or designee, vice-president for student affairs and enrollment management) may release information from education records to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons.

(2) The factors which should be taken into account in determining whether records may be released shall include:

(a) The seriousness of the threat to the health or safety of the student or other persons;

(b) The need for such records to meet the emergency;

(c) Whether the persons to whom such records are released are in a position to deal with the emergency; and

(d) The extent to which time is of the essence in dealing with the emergency.

WAC 106-172-775 Limitation on liability. The university shall not be liable for student records when information available only from the student is not provided initially or kept up to date by the student. This provision shall apply when the university has made adequate provision for supplying the information.

WAC 106-200-110 Career counseling services for non-CWU students or nonalumni. (1) Career services are available to anyone who seeks professional career assistance. CWU alumni who have completed forty-five quarter credits or more at CWU and CWU students are afforded these services free of charge. CWU students are defined as those who are currently enrolled, part-time or full-time, or are currently taking one quarter (fall, winter, or spring) away from school.

(2) Fees for non-CWU students and nonalumni:

Career assessment instruments plus interpretation - Thirty dollars per assessment.

Career counseling - Twenty dollars per session up to one hour.

Payment is made before the counseling session at the cashier's office (student financial services) located in 104 Barge Hall, 509-963-2224. Payment can be in the form of cash, Visa, MasterCard or money order.

(3) Career service locations:

Career Services
Barge Hall 202, 204M
Ellensburg Campus
400 East University Way
Ellensburg, WA 98926
509-963-1921
509-963-2404

CWU-Lynnwood
Snoqualmie Hall 106
20000 68th Ave. W.
Lynnwood, WA 98036
425-640-1574 ext. 3878

CWU-Des Moines
Building 29, Room 261
2400 S. 240th Street
Des Moines, WA 98198
206-439-3800 ext. 3841

CWU-Yakima Center
Decio Higher Education Center
1000 S. 12th Avenue, Room 107
509-574-6894
509-963-3700
Chapter 106-276 WAC
PUBLIC RECORDS

WAC
106-276-001  Public records policy.
106-276-005  Definitions.
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for disclosure when disclosure would produce private gain and public loss.

(j) Preliminary drafts, notes, recommendations, and intra-agency memorandums in which opinions are expressed or policies formulated or recommended except that a specific record shall not be exempt when publicly cited by an agency in connection with any agency action.

(k) Records which are relevant to a controversy to which an agency is a party but which records would not be available to another party under the rules of pretrial discovery for causes pending in the superior courts.

(l) Records, maps, or other information identifying the location of archaeological sites in order to avoid the looting or depredation of such sites.

(m) Any library record, the primary purpose of which is to maintain control of library materials, or to gain access to information, which discloses or could be used to disclose the identity of a library user.

(2) The exemptions of this section shall be inapplicable to the extent that information, the disclosure of which would violate personal privacy or vital governmental interest, can be deleted from the specific records sought. No exemption shall be construed to permit the nondisclosure of statistical information not descriptive of any readily identifiable person or persons.

(3) Inspection or copying of any specific records exempt under the provisions of this section may be permitted if the superior court in the county in which the record is maintained finds, after a proceeding with notice thereof to every person in interest and the agency, that the exemption of such records is clearly unnecessary to protect any individual’s right of privacy or any vital governmental function.

(4) Any response refusing, in whole or in part, inspection of any public record shall include a statement of the specific exemption authorizing the withholding of the record (or part) and a brief explanation of how the exemption applies to the record withheld.


**WAC 106-276-040 General course and method of decision making.** (1) The formal procedures for decision making at the university are governed by the board of trustees through rules promulgated by it in accordance with the requirements of chapter 34.05 RCW, the Administrative Procedure Act (APA). Accordingly, all rules, orders or directives, or regulations of the university which affect the relationship of the general public with the institution, or the relationship of particular segments of the university, such as students, faculty, or other employees, with the university or with each other,

(a) The violation of which subjects the person to a penalty or administrative sanction; or

(b) Which establishes, alters, or revokes any procedures, practice, or requirement relating to institutional proceedings; or

(c) Which establishes, alters, or revokes any qualification or requirement relating to the enjoyment of benefits or privileges conferred by law; are implemented through the procedures of the APA and appear in Title 106 WAC, provided, however, that in accordance with RCW 34.05.220, the university reserves the right to promulgate as internal rules not created or implemented in accordance with the APA, the following: Rules, regulations, orders, statements, or policies relating primarily to the following: Standards for admission; academic advancement, academic credits, graduation, and the granting of degrees; tuition and fees, scholarships, financial aid, and similar academic matters; employment relationships; fiscal processes; or matters concerning only the internal management of an institution and not affecting private rights or procedures available to the general public; and such matters need not be established by rule adopted under APA unless otherwise required by law. Internal rules and regulations to the extent not already set forth in the university’s published catalogs and handbooks shall be collected in a general university policies manual, a copy of which shall be maintained on file in the university library and be available to the public.

WAC 106-276-050 Informal procedures regarding the general course and methods of decision. Informal procedures regarding the methods and general course of operations at the university are, for the purposes of these rules, either:

(1) Decisions made by persons authorized by board resolution, the president, or any designee to make a decision within the scope of responsibility assigned to such person; or

(2) Methods of human persuasion utilized by any member of the university's constituencies or of the public to attempt to influence one in power to make decisions within that person's scope of responsibility.

[Statutory Authority: RCW 28B.19.050 and 28B.40.120. 78-08-011 (Order 39), § 106-276-050, filed 7/11/78; Order 11, § 106-276-050, filed 2/27/73.]

WAC 106-276-060 Designation of public records officers. (1) In accordance with the requirements of chapter 42.17 RCW, insofar as such initiative requires state agencies to adopt and enforce reasonable rules and regulations to provide full public access to official divisions while yet protecting the same from damage and to prevent excessive interference with essentials of the agency, all public records at the university shall be in the charge of persons holding positions as records officers.

(2) Overall responsibility for coordinating responses to requests for examination of public records shall be the responsibility of the person known as the "public records officer." The person holding such position will be headquartered in Mitchell Hall at the university. The exact location and name of the public records officer may be determined by inquiry at the office of the president of the university. The public records officer shall also be responsible for compiling and maintaining the index required by chapter 42.17 RCW.

(3) In cases where a question arises as to whether a given public record is the responsibility of one records custodian or another, the determination of such ministerial responsibility shall for the purposes of this chapter be made by the public records officer, or the president of the university.


WAC 106-276-070 Availability for public inspection and copying or reproduction of public records. (1) Public records shall be available for inspection, copying, and reproduction during the customary office hours of the university. For the purposes of this chapter, the customary office hours shall be from 9 a.m. to noon and from 1 p.m. to 4 p.m., Monday through Friday, excluding legal holidays, unless the person making the request and the university, acting through the public records officer, agree on a different time.


WAC 106-276-080 Requests for public records. In accordance with chapter 42.17 RCW the requirements 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 are only obtainable by members of the public when those members of the public comply with the following procedures:

(1) A request shall be made in writing upon a form which shall be available at the office of the public records officer and shall be presented to the public records officer, per WAC 106-276-060. Such request shall include the following:

(a) The name of the person requesting the record;

(b) The time of day and calendar date on which the request was made; and

(c) If the matter requested is referenced within the current index maintained by the university records officer, a reference to the requested record as it is described in such current index;

(d) If the requested matter is not identifiable by reference to the university records current index, a statement that succinctly describes the record requested;

(e) A verification that the records requested shall not be used to compile a commercial sales list.

(2) In all cases in which a member of the public is making a request, it shall be the obligation of the university "public records officer" or that individual's designee, to assist the member of the public in succinctly identifying the public record requested.


WAC 106-276-090 Charges for copying or reproduction. (1) No fee shall be charged for inspection of public records. The university may impose a reasonable charge for providing copies or reproductions of public records for use by any person of agency equipment to copy or reproduce public records and for any excessive time expended by a state employee in researching the requested records, as determined by the public records officer. Such charges shall not exceed the amount necessary to reimburse the university for its actual costs incident to such copying or reproduction.

(2) No record shall be copied by photostatic process or otherwise reproduced until and unless the person requesting the copying or reproduction of the public record has tendered payment for such copying or reproduction to the records official from whom the public record was obtained, or to any person designated by such records official.


WAC 106-276-100 Determination regarding exempt records. (1) The university reserves the right to determine that a public record requested in accordance with the procedures of this chapter is exempt under the provisions of RCW 42.17.310. Such determination may be made in consultation with any of the records officers of the university, president of [Title 106 WAC—p. 55]
the university, or an assistant attorney general assigned to the university.

(2) Responses to requests for records must be made promptly. For the purpose of these rules, a prompt response occurs if the person requesting the public record is notified within five business days as to whether or not the request for a public record will be granted or denied.

(3) No denial of a request for public records shall be valid unless accompanied by a written statement, signed by the public records officer or designee, specifying the specific reasons therefore.

[WAC 106-276-110 Review of denials of public records requests. (1) Any person who objects to the denial of a request for a public record shall petition for prompt review of such decision by tendering to the president's office a written request for a review of such denial. Such written request by a person demanding prompt review shall specifically reference the written statement by the university denying that person's request for a public record.

(2) Within two business days after receiving the written request by a person petitioning for prompt review of a decision denying a public record, the president or any designee, which for the purposes of this section may include the public records officer, shall consider such petition.

(3) During the course of the two business days in which the president or designee reviews the decision of the public records officer denying the request for a public record, the president or designee may conduct a brief adjudicative proceeding. During the course of such brief adjudicative proceeding, the president or designee may require that the person requesting the public record appear at a reasonable time and place located on the campus and further explain and identify the exact nature of the public record the person is seeking. Failure by the person requesting the review proceeding to appear at such brief adjudicative proceeding shall be deemed a waiver of that person's right to insist upon completion of the review of the request within two business days. If the petitioner requesting review does appear at such brief adjudicative proceeding, then the period for review by the university shall be extended to a period not exceeding twenty-four hours after such person requesting review has appeared before the president or designee.

(4) During the course of the brief adjudicative proceeding conducted by the president or designee under this section, the presiding officer shall consider the obligations of the university to comply fully with the intent of chapter 42.17 RCW insofar as it requires providing public access to official records, but shall also consider the exemptions provided in RCW 42.17.310 and the requirement of RCW 42.17.290 insofar as it requires the university to protect public records from damage or disorganization, prevent excessive interference with essential functions of the agency, and to prevent any unreasonable invasion of personal privacy by deleting identifying details.

WAC 106-276-230 Document index. An index of all documents required to be indexed by RCW 42.17.260 shall be maintained at the office of business services and contracts, second floor, Mitchell Hall. The index shall be accessible to the public by request to the public records officer at the above office during normal working hours.

Chapter 106-325 WAC
STATE ENVIRONMENTAL POLICY ACT—RULE
WAC 106-325-010 Implementation of State Environmental Policy Act.