



	8/28/95.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140. Later promulgation, see chapters 132Q-02 and 132Q-07 WAC.		
132Q-04-077	Penalties for hazing. [Statutory Authority: RCW 28B.10.903. 95-16-067, § 132Q-04-077, filed 7/28/95, effective 8/28/95.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140. Later promulgation, see chapters 132Q-02 and 132Q-07 WAC.	132Q-04-110	Commercial activities. [Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-04-110, filed 6/26/00, effective 7/27/00; 87-16-010 (Resolution No. 27), § 132Q-04-110, filed 7/23/87; 84-19-029 (Resolution No. 23), § 132Q-04-110, filed 9/14/84; Order 1-69, § 132Q-04-110, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140. Later promulgation, see chapters 132Q-02 and 132Q-07 WAC.
132Q-04-078	Sanctions for impermissible conduct not amounting to hazing. [Statutory Authority: RCW 28B.10.903. 95-16-068, § 132Q-04-078, 7/28/95, effective 8/28/95.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140. Later promulgation, see chapters 132Q-02 and 132Q-07 WAC.	132Q-04-120	Outside speakers. [Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-04-120, filed 6/26/00, effective 7/27/00; 92-14-038, § 132Q-04-120, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-04-120, filed 7/23/87; 84-19-029 (Resolution No. 23), § 132Q-04-120, filed 9/14/84; Order 1-69, § 132Q-04-120, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140. Later promulgation, see chapters 132Q-02 and 132Q-07 WAC.
132Q-04-080	Intimidation/interference. [Statutory Authority: RCW 28B.50.140. 84-19-029 (Resolution No. 23), § 132Q-04-080, filed 9/14/84; Order 1-69, § 132Q-04-080, filed 12/8/69.] Repealed by 00-14-007, filed 6/26/00, effective 7/27/00. Statutory Authority: RCW 28B.50.140.	132Q-04-130	Trespass. [Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-04-130, filed 6/26/00, effective 7/27/00; 92-14-038, § 132Q-04-130, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-04-130, filed 7/23/87; 84-19-029 (Resolution No. 23), § 132Q-04-130, filed 9/14/84; Order 1-69, § 132Q-04-130, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140. Later promulgation, see chapters 132Q-02 and 132Q-07 WAC.
132Q-04-081	Stalking. [Statutory Authority: RCW 28B.50.140(13). 95-01-044, § 132Q-04-081, filed 12/12/94, effective 1/12/95.] Repealed by 00-14-007, filed 6/26/00, effective 7/27/00. Statutory Authority: RCW 28B.50.140.	132Q-04-140	Distribution of materials. [Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-04-140, filed 6/26/00, effective 7/27/00; 92-14-038, § 132Q-04-140, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-04-140, filed 7/23/87; 84-19-029 (Resolution No. 23), § 132Q-04-140, filed 9/14/84; Order 1-69, § 132Q-04-140, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140. Later promulgation, see chapters 132Q-02 and 132Q-07 WAC.
132Q-04-082	Threatening/objectionable behavior. [Statutory Authority: RCW 28B.50.140(13). 95-01-043, § 132Q-04-082, filed 12/12/94, effective 1/12/95.] Repealed by 00-14-007, filed 6/26/00, effective 7/27/00. Statutory Authority: RCW 28B.50.140.	132Q-04-150	Right to demand identification. [Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-04-150, filed 6/26/00, effective 7/27/00; 87-16-010 (Resolution No. 27), § 132Q-04-150, filed 7/23/87; 84-19-029 (Resolution No. 23), § 132Q-04-150, filed 9/14/84; Order 1-69, § 132Q-04-150, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140. Later promulgation, see chapters 132Q-02 and 132Q-07 WAC.
132Q-04-083	Assault. [Statutory Authority: RCW 28B.50.140(13). 95-01-042, § 132Q-04-083, filed 12/12/94, effective 1/12/95.] Repealed by 00-14-007, filed 6/26/00, effective 7/27/00. Statutory Authority: RCW 28B.50.140.	132Q-04-160	Purpose of disciplinary actions. [Statutory Authority: RCW 28B.50.140. 84-19-029 (Resolution No. 23), § 132Q-04-160, filed 9/14/84; Order 1-69, § 132Q-04-160, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140. Later promulgation, see chapters 132Q-02 and 132Q-07 WAC.
132Q-04-085	Abusive conduct. [Statutory Authority: RCW 28B.50.140. 84-19-029 (Resolution No. 23), § 132Q-04-085, filed 9/14/84; Order 70-1, § 132Q-04-085, filed 9/22/70.] Repealed by 00-14-007, filed 6/26/00, effective 7/27/00. Statutory Authority: RCW 28B.50.140.	132Q-04-170	Initiation of prosecution. [Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-04-170, filed 6/26/00, effective 7/27/00; 92-14-038, § 132Q-04-170, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-04-170, filed 7/23/87; 84-19-029 (Resolution No. 23), § 132Q-04-170, filed 9/14/84; Order 1-69, § 132Q-04-170, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140. Later promulgation, see chapters 132Q-02 and 132Q-07 WAC.
132Q-04-090	Forgery or alteration of records. [Statutory Authority: RCW 28B.50.140. 84-19-029 (Resolution No. 23), § 132Q-04-090, filed 9/14/84; Order 1-69, § 132Q-04-090, filed 12/8/69.] Repealed by 00-14-007, filed 6/26/00, effective 7/27/00. Statutory Authority: RCW 28B.50.140.	132Q-04-180	Initial disciplinary proceedings. [Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-04-180, filed 6/26/00, effective 7/27/00; 92-14-038, § 132Q-04-180, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-04-180, filed 7/23/87; 84-19-029 (Resolution No. 23), § 132Q-04-180, filed 9/14/84; Order 70-1, § 132Q-04-180, filed 9/22/70; Order 1-69, § 132Q-04-180, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140. Later promulgation, see chapters 132Q-02 and 132Q-07 WAC.
132Q-04-094	Misuse of computer privileges. [Statutory Authority: RCW 28B.50.140(13). 95-01-041, § 132Q-04-094, filed 12/12/94, effective 1/12/95.] Repealed by 00-14-007, filed 6/26/00, effective 7/27/00. Statutory Authority: RCW 28B.50.140.	132Q-04-190	Appeals. [Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-04-190, filed 6/26/00, effective 7/27/00; 92-14-038, § 132Q-04-190, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-04-190, filed 7/23/87; 84-19-029 (Resolution No. 23), § 132Q-04-190, filed 9/14/84; Order 1-69, § 132Q-04-190, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140. Later promulgation, see chapters 132Q-02 and 132Q-07 WAC.
132Q-04-095	Computer trespass. [Statutory Authority: RCW 28B.50.140. 92-14-038, § 132Q-04-095, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-04-095, filed 7/23/87; 85-19-032 (Resolution No. 24), § 132Q-04-095, filed 9/12/85.] Repealed by 00-14-007, filed 6/26/00, effective 7/27/00. Statutory Authority: RCW 28B.50.140.		
132Q-04-096	Misrepresentation of identity. [Statutory Authority: RCW 28B.50.140. 92-14-038, § 132Q-04-096, filed 6/24/92, effective 7/25/92.] Repealed by 00-14-007, filed 6/26/00, effective 7/27/00. Statutory Authority: RCW 28B.50.140.		
132Q-04-097	Eligibility for clinical programs. [Statutory Authority: RCW 28B.50.140(13). 95-03-060, § 132Q-04-097, filed 1/12/95, effective 2/12/95.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140. Later promulgation, see chapters 132Q-02 and 132Q-07 WAC.		
132Q-04-100	Right of assembly. [Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-04-100, filed 6/26/00, effective 7/27/00; 87-16-010 (Resolution No. 27), § 132Q-04-100, filed 7/23/87; 84-19-029 (Resolution No. 23), § 132Q-04-100, filed 9/14/84; Order 1-69, § 132Q-04-100, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140. Later promulgation, see chapters 132Q-02 and 132Q-07 WAC.		
132Q-04-105	Other punishable acts. [Statutory Authority: RCW 28B.50.140. 87-16-010 (Resolution No. 27), § 132Q-04-105, filed 7/23/87.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140. Later promulgation, see chapters 132Q-02 and 132Q-07 WAC.		

- 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140. Later promulgation, see chapters 132Q-02 and 132Q-07 WAC.
- 132Q-04-200 Composition of college disciplinary committee. [Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-04-200, filed 6/26/00, effective 7/27/00; 92-14-038, § 132Q-04-200, filed 6/24/92, effective 7/25/92; 90-21-016, § 132Q-04-200, filed 10/8/90, effective 11/8/90; 87-16-010 (Resolution No. 27), § 132Q-04-200, filed 7/23/87; 84-19-029 (Resolution No. 23), § 132Q-04-200, filed 9/14/84. Statutory Authority: RCW 28B.50.140(13). 82-01-034 (Order 81-03, Resolution No. 19), § 132Q-04-200, filed 12/14/81; Order 74-1, § 132Q-04-200, filed 9/23/74; Order 70-1, § 132Q-04-200, filed 9/22/70; Order 1-69, § 132Q-04-200, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140. Later promulgation, see chapters 132Q-02 and 132Q-07 WAC.
- 132Q-04-210 Brief adjudicative proceeding. [Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-04-210, filed 6/26/00, effective 7/27/00; 92-14-038, § 132Q-04-210, filed 6/24/92, effective 7/25/92; 90-21-016, § 132Q-04-210, filed 10/8/90, effective 11/8/90; 87-16-010 (Resolution No. 27), § 132Q-04-210, filed 7/23/87; 84-19-029 (Resolution No. 23), § 132Q-04-210, filed 9/14/84; Order 74-1, § 132Q-04-210, filed 9/23/74; Order 70-1, § 132Q-04-210, filed 9/22/70; Order 1-69, § 132Q-04-210, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140. Later promulgation, see chapters 132Q-02 and 132Q-07 WAC.
- 132Q-04-220 Conduct of disciplinary proceedings. [Statutory Authority: RCW 28B.50.140. 90-21-016, § 132Q-04-220, filed 10/8/90, effective 11/8/90; 87-16-010 (Resolution No. 27), § 132Q-04-220, filed 7/23/87; Order 1-69, § 132Q-04-220, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140. Later promulgation, see chapters 132Q-02 and 132Q-07 WAC.
- 132Q-04-230 Evidence admissible in proceedings. [Statutory Authority: RCW 28B.50.140. 90-21-016, § 132Q-04-230, filed 10/8/90, effective 11/8/90; 87-16-010 (Resolution No. 27), § 132Q-04-230, filed 7/23/87; 84-19-029 (Resolution No. 23), § 132Q-04-230, filed 9/14/84; Order 70-1, § 132Q-04-230, filed 9/22/70; Order 1-69, § 132Q-04-230, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140. Later promulgation, see chapters 132Q-02 and 132Q-07 WAC.
- 132Q-04-240 Decision by the committee. [Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-04-240, filed 6/26/00, effective 7/27/00; 90-21-016, § 132Q-04-240, filed 10/8/90, effective 11/8/90; 87-16-010 (Resolution No. 27), § 132Q-04-240, filed 7/23/87; 84-19-029 (Resolution No. 23), § 132Q-04-240, filed 9/14/84; Order 1-69, § 132Q-04-240, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140. Later promulgation, see chapters 132Q-02 and 132Q-07 WAC.
- 132Q-04-250 Final decision regarding appeal of disciplinary committee action. [Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-04-250, filed 6/26/00, effective 7/27/00; 92-14-038, § 132Q-04-250, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-04-250, filed 7/23/87; 84-19-029 (Resolution No. 23), § 132Q-04-250, filed 9/14/84; Order 1-69, § 132Q-04-250, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140. Later promulgation, see chapters 132Q-02 and 132Q-07 WAC.
- 132Q-04-260 Disciplinary action. [Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-04-260, filed 6/26/00, effective 7/27/00; 92-14-038, § 132Q-04-260, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-04-260, filed 7/23/87; 84-19-029 (Resolution No. 23), § 132Q-04-260, filed 9/14/84; Order 70-1, § 132Q-04-260, filed 9/22/70; Order 1-69, § 132Q-04-260, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140. Later promulgation, see chapters 132Q-02 and 132Q-07 WAC.
- 132Q-04-270 Readmission after dismissal. [Statutory Authority: RCW 28B.50.140. 87-16-010 (Resolution No. 27), § 132Q-04-270, filed 7/23/87; Order 1-69, § 132Q-04-270, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140. Later promulgation, see chapters 132Q-02 and 132Q-07 WAC.
- 132Q-04-280 Reporting, recording and maintenance of records. [Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-04-280, filed 6/26/00, effective 7/27/00; 92-14-038, § 132Q-04-280, filed 6/24/92, effective 7/25/92; 84-19-029 (Resolution No. 23), § 132Q-04-280, filed 9/14/84; Order 74-1, § 132Q-04-280, filed 9/23/74; Order 1-69, § 132Q-04-280, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140. Later promulgation, see chapters 132Q-02 and 132Q-07 WAC.

### Chapter 132Q-05

#### STUDENT SUMMARY SUSPENSION RULES

- 132Q-05-010 Purpose of summary suspension rules. [Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-05-010, filed 6/26/00, effective 7/27/00; 87-16-010 (Resolution No. 27), § 132Q-05-010, filed 7/23/87; Order 1-69, § 132Q-05-010, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140.
- 132Q-05-020 Definitions. [Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-05-020, filed 6/26/00, effective 7/27/00; 87-16-010 (Resolution No. 27), § 132Q-05-020, filed 7/23/87; Order 1-69, § 132Q-05-020, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140.
- 132Q-05-030 Jurisdiction. [Order 70-2, § 132Q-05-030, filed 9/22/70; Order 1-69, § 132Q-05-030, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140.
- 132Q-05-033 Authority to suspend. [Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-05-033, filed 6/26/00, effective 7/27/00; 87-16-010 (Resolution No. 27), § 132Q-05-033, filed 7/23/87.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140.
- 132Q-05-036 Conduct at college functions. [Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-05-036, filed 6/26/00, effective 7/27/00; 87-16-010 (Resolution No. 27), § 132Q-05-036, filed 7/23/87.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140.
- 132Q-05-040 Initiation of summary suspension proceedings. [Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-05-040, filed 6/26/00, effective 7/27/00; 87-16-010 (Resolution No. 27), § 132Q-05-040, filed 7/23/87; Order 1-69, § 132Q-05-040, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140.
- 132Q-05-050 Notice of summary proceedings. [Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-05-050, filed 6/26/00, effective 7/27/00; 92-14-037, § 132Q-05-050, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-05-050, filed 7/23/87; 87-16-010 (Resolution No. 27), § 132Q-05-050, filed 7/23/87; Order 1-69, § 132Q-05-050, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140.
- 132Q-05-060 Procedures of summary suspension proceeding. [Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-05-060, filed 6/26/00, effective 7/27/00; 92-14-037, § 132Q-05-060, filed 6/24/92, effective 7/25/92; 90-21-017, § 132Q-05-060, filed 10/8/90, effective 11/8/90; 87-16-010 (Resolution No. 27), § 132Q-05-060, filed 7/23/87; Order 70-2, § 132Q-05-060, filed 9/22/70; Order 1-69, § 132Q-05-060, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140.
- 132Q-05-070 Decision by vice-president. [Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-05-070, filed 6/26/00, effective 7/27/00; 92-14-037, § 132Q-05-070, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-05-070, filed 7/23/87; Order 1-69, § 132Q-05-070, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140.
- 132Q-05-080 Notice of suspension. [Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-05-080, filed 6/26/00, effective 7/27/00; 92-14-037, § 132Q-05-080, filed

- 6/24/92, effective 7/25/92; 90-21-017, § 132Q-05-080, filed 10/8/90, effective 11/8/90; 87-16-010 (Resolution No. 27), § 132Q-05-080, filed 7/23/87; Order 1-69, § 132Q-05-080, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140.
- 132Q-05-090 Suspension for failure to appear. [Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-05-090, filed 6/26/00, effective 7/27/00; 92-14-037, § 132Q-05-090, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-05-090, filed 7/23/87; Order 1-69, § 132Q-05-090, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140.
- 132Q-05-100 Appeal. [Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-05-100, filed 6/26/00, effective 7/27/00; 92-14-037, § 132Q-05-100, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-05-100, filed 7/23/87; Order 1-69, § 132Q-05-100, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140.
- 132Q-05-110 Summary suspension proceedings not duplicitous. [Statutory Authority: RCW 28B.50.140. 87-16-010 (Resolution No. 27), § 132Q-05-110, filed 7/23/87; Order 1-69, § 132Q-05-110, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140.
- 132Q-05-120 Reporting, recording and maintenance of records. [Statutory Authority: RCW 28B.50.140. 92-14-037, § 132Q-05-120, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-05-120, filed 7/23/87; Order 74-1, § 132Q-05-120, filed 9/23/74; Order 1-69, § 132Q-05-120, filed 12/8/69.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140.

**Reviser's note:** Later promulgation, see chapter 132Q-02 WAC.

#### Chapter 132Q-06

##### STUDENT CONFIDENTIAL STUDENT RECORDS

- 132Q-06-010 Confidentiality of student records. [Statutory Authority: RCW 28B.50.140. 87-16-010 (Resolution No. 27), § 132Q-06-010, filed 7/23/87; Order 76-1, § 132Q-06-010, filed 1/26/76.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140.
- 132Q-06-015 Definition of a student. [Statutory Authority: RCW 28B.50.140. 87-16-010 (Resolution No. 27), § 132Q-06-015, filed 7/23/87; Order 76-1, § 132Q-06-015, filed 1/26/76.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140.
- 132Q-06-016 Definition of personally identifiable information. [Statutory Authority: RCW 28B.50.140. 91-17-078, § 132Q-06-016, filed 8/21/91, effective 9/21/91.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140.
- 132Q-06-020 Education records—Student's right to inspect. [Statutory Authority: RCW 28B.50.140. 92-14-042, § 132Q-06-020, filed 6/24/92, effective 7/25/92; 90-21-018, § 132Q-06-020, filed 10/8/90, effective 11/8/90; 87-16-010 (Resolution No. 27), § 132Q-06-020, filed 7/23/87; Order 76-1, § 132Q-06-020, filed 1/26/76.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140.
- 132Q-06-025 Requests and appeal procedures. [Statutory Authority: RCW 28B.50.140. 92-14-042, § 132Q-06-025, filed 6/24/92, effective 7/25/92; 90-21-018, § 132Q-06-025, filed 10/8/90, effective 11/8/90; 87-16-010 (Resolution No. 27), § 132Q-06-025, filed 7/23/87; Order 76-1, § 132Q-06-025, filed 1/26/76.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140.
- 132Q-06-030 Release of personally-identifiable records. [Statutory Authority: RCW 28B.50.140. 97-24-023, § 132Q-06-030, filed 11/24/97, effective 12/25/97; 92-14-042, § 132Q-06-030, filed 6/24/92, effective 7/25/92; 90-21-018, § 132Q-06-030, filed 10/8/90, effective 11/8/90; 87-16-010 (Resolution No. 27), § 132Q-06-030, filed 7/23/87; Order 76-1, § 132Q-06-030, filed 1/26/76.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140.

- 132Q-06-035 College records. [Order 76-1, § 132Q-06-035, filed 1/26/76.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140.
- 132Q-06-040 Records committee. [Statutory Authority: RCW 28B.50.140. 92-14-042, § 132Q-06-040, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-06-040, filed 7/23/87; Order 76-1, § 132Q-06-040, filed 1/26/76.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140.

**Reviser's note:** Later promulgation, see chapter 132Q-02 WAC.

#### Chapter 132Q-08

##### REDUCTION IN FORCE FOR CLASSIFIED PERSONNEL

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

#### Chapter 132Q-09

##### PRACTICE AND PROCEDURE

- 132Q-09-001 Formal hearing policy. [Order 72-4, § 132Q-09-001, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-005 Definitions. [Order 72-4, § 132Q-09-005, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-010 Appearance and practice before agency. [Order 72-4, § 132Q-09-010, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-080 Notice and opportunity for hearing in contested cases. [Order 72-4, § 132Q-09-080, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-090 Service of process—By whom served. [Order 72-4, § 132Q-09-090, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-100 Service of process—Upon whom served. [Order 72-4, § 132Q-09-100, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-110 Service of process—Service upon parties. [Order 72-4, § 132Q-09-110, filed 4/25/72.] Repealed by 90-21-019,

- filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-120 Service of process—Method of service. [Order 72-4, § 132Q-09-120, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-130 Service of process—When service complete. [Order 72-4, § 132Q-09-130, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-140 Service of process—Filing with agency. [Order 72-4, § 132Q-09-140, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-230 Depositions and interrogatories in contested cases—Right to take. [Order 72-4, § 132Q-09-230, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-240 Depositions and interrogatories in contested cases—Scope. [Order 72-4, § 132Q-09-240, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-250 Depositions and interrogatories in contested cases—Officer before whom taken. [Order 72-4, § 132Q-09-250, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-260 Depositions and interrogatories in contested cases—Authorization. [Order 72-4, § 132Q-09-260, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-270 Depositions and interrogatories in contested cases—Protection of parties and deponents. [Order 72-4, § 132Q-09-270, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-280 Depositions and interrogatories in contested cases—Oral examination and cross-examination. [Order 72-4, § 132Q-09-280, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-290 Depositions and interrogatories in contested cases—Recordation. [Order 72-4, § 132Q-09-290, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-300 Depositions and interrogatories in contested cases—Signing attestation and return. [Order 72-4, § 132Q-09-300, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-310 Depositions and interrogatories in contested cases—Use and effect. [Order 72-4, § 132Q-09-310, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-320 Depositions and interrogatories in contested cases—Fees of officers and deponents. [Order 72-4, § 132Q-09-320, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-330 Depositions upon interrogatories—Submission of interrogatories. [Order 72-4, § 132Q-09-330, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-340 Depositions upon interrogatories—Interrogation. [Order 72-4, § 132Q-09-340, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-350 Depositions upon interrogatories—Attestation and return. [Order 72-4, § 132Q-09-350, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-360 Depositions upon interrogatories—Provisions of deposition rule. [Order 72-4, § 132Q-09-360, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-400 Hearing officers. [Order 72-4, § 132Q-09-400, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-410 Hearing procedures. [Order 72-4, § 132Q-09-410, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-420 Duties of hearing officers. [Order 72-4, § 132Q-09-420, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-430 Stipulations and admissions of record. [Order 72-4, § 132Q-09-430, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-440 Definition of issues before hearing. [Order 72-4, § 132Q-09-440, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-450 Continuances. [Order 72-4, § 132Q-09-450, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-460 Rules of evidence—Admissibility criteria. [Order 72-4, § 132Q-09-460, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-470 Tentative admission—Exclusion—Discontinuance—Objections. [Order 72-4, § 132Q-09-470, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.
- 132Q-09-480 Form and content of decisions in contested cases. [Order 72-4, § 132Q-09-480, filed 4/25/72.] Repealed by 90-21-019, filed 10/8/90, effective 11/8/90. Statutory Authority: RCW 28B.50.140.

**Chapter 132Q-12****AUTHORITY TO HIRE AND DISMISS CLASSIFIED EMPLOYEES**

- 132Q-12-010 Designation of appointing authority. [Statutory Authority: RCW 28B.50.140, 92-14-041, § 132Q-12-010, filed 6/24/92, effective 7/25/92; Order 70-4, § 132Q-12-010, filed 1/25/71.] Repealed by 99-10-012, filed 4/26/99, effective 5/27/99. Statutory Authority: RCW 28B.50.140(14).

**Chapter 132Q-16****ELECTIONS**

- 132Q-16-003 Purpose. [Order 71-5, § 132Q-16-003, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50.140.
- 132Q-16-006 Request for election—Canvass of certificated employees by independent and neutral person or association. [Order 71-5, § 132Q-16-006, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50.140.
- 132Q-16-009 Notice of election—Organizations to be included on ballot—Time for filing. [Order 71-5, § 132Q-16-009, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50.140.
- 132Q-16-012 Contents of notice of election—Designation of chief election officer—Duties. [Order 71-5, § 132Q-16-012, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50.140.
- 132Q-16-015 List of certificated employees—Posting of list. [Order 71-5, § 132Q-16-015, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50.140.
- 132Q-16-018 Election inspectors—Duties—Right to challenge voter—Improper conduct. [Order 71-5, § 132Q-16-018, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50.140.
- 132Q-16-021 Ballots. [Order 71-5, § 132Q-16-021, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50.140.
- 132Q-16-024 Record of vote—Signature—Challenge. [Order 71-5, § 132Q-16-024, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50.140.
- 132Q-16-027 Incorrectly marked ballot. [Order 71-5, § 132Q-16-027, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50.140.
- 132Q-16-030 Privacy for voter—Equipment. [Order 71-5, § 132Q-16-030, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50.140.
- 132Q-16-033 Folding ballot—Ballot box. [Order 71-5, § 132Q-16-033, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50.140.

- 132Q-16-036 Challenged ballot—Procedure. [Order 71-5, § 132Q-16-036, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50.140.
- 132Q-16-039 Employees present entitled to vote—Sealing ballot box—Unused ballots. [Order 71-5, § 132Q-16-039, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50-140.
- 132Q-16-042 Election inspectors duties after voting has terminated. [Order 71-5, § 132Q-16-042, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50.140.
- 132Q-16-045 Disposition of challenged ballots—Tally sheets—Investigation by chief election officer. [Statutory Authority: RCW 28B.50.140, 90-21-020, § 132Q-16-045, filed 10/8/90, effective 11/8/90; Order 71-5, § 132Q-16-045, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50-140.
- 132Q-16-048 Counting of ballots—Procedure—Certification of results of election—Retention of ballots—Signed voting lists. [Order 71-5, § 132Q-16-048, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50.140.
- 132Q-16-051 Electioneering within the polls forbidden. [Order 71-5, § 132Q-16-051, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50.140.
- 132Q-16-054 Contest of election—Time for filing objections—Investigation of objections. [Order 71-5, § 132Q-16-054, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50-140.
- 132Q-16-057 Persons eligible to vote—Definition "certificated employee." [Order 71-5, § 132Q-16-057, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50.140.
- 132Q-16-060 Election determined by majority of valid votes cast—Run-off election. [Order 71-5, § 132Q-16-060, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50.140.
- 132Q-16-063 Time lapse for new election. [Order 71-5, § 132Q-16-063, filed 7/26/71.] Repealed by 92-14-043, filed 6/24/92, effective 7/25/92. Statutory Authority: RCW 28B.50.140.

#### Chapter 132Q-88

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

- 132Q-88-010 Purpose. [Order 71-11, § 132Q-88-010, filed 1/6/72.] Repealed by 82-01-035 (Order 81-04, Resolution No. 21), filed 12/14/81. Statutory Authority: RCW 28B.50-852.
- 132Q-88-020 Definitions. [Order 71-11, § 132Q-88-020, filed 1/6/72.] Repealed by 82-01-035 (Order 81-04, Resolution No. 21), filed 12/14/81. Statutory Authority: RCW 28B.50-852.
- 132Q-88-030 Composition of review committees. [Order 74-1, § 132Q-88-030, filed 9/23/74; Order 71-11, § 132Q-88-030, filed 1/6/72.] Repealed by 82-01-035 (Order 81-04, Resolution No. 21), filed 12/14/81. Statutory Authority: RCW 28B.50.852.
- 132Q-88-040 Review committee evaluation procedures. [Order 71-11, § 132Q-88-040, filed 1/6/72.] Repealed by 82-01-035 (Order 81-04, Resolution No. 21), filed 12/14/81. Statutory Authority: RCW 28B.50.852.
- 132Q-88-050 Review committee evaluation standards. [Order 71-11, § 132Q-88-050, filed 1/6/72.] Repealed by 82-01-035 (Order 81-04, Resolution No. 21), filed 12/14/81. Statutory Authority: RCW 28B.50.852.
- 132Q-88-060 Communication of evaluation to probationers. [Order 71-11, § 132Q-88-060, filed 1/6/72.] Repealed by 82-01-035 (Order 81-04, Resolution No. 21), filed 12/14/81. Statutory Authority: RCW 28B.50.852.
- 132Q-88-070 Recommendations regarding tenure. [Order 71-11, § 132Q-88-070, filed 1/6/72.] Repealed by 82-01-035 (Order 81-04, Resolution No. 21), filed 12/14/81. Statutory Authority: RCW 28B.50.852.
- 132Q-88-080 Board decisions regarding tenure. [Order 71-11, § 132Q-88-080, filed 1/6/72.] Repealed by 82-01-035 (Order 81-04, Resolution No. 21), filed 12/14/81. Statutory Authority: RCW 28B.50.852.

- 132Q-88-090 Dismissals. [Order 71-11, § 132Q-88-090, filed 1/6/72.] Repealed by 82-01-035 (Order 81-04, Resolution No. 21), filed 12/14/81. Statutory Authority: RCW 28B.50.852.
- 132Q-88-100 Dismissal for sufficient cause. [Order 71-11, § 132Q-88-100, filed 1/6/72.] Repealed by 82-01-035 (Order 81-04, Resolution No. 21), filed 12/14/81. Statutory Authority: RCW 28B.50.852.
- 132Q-88-110 Nonrenewal of tenured faculty contracts. [Order 71-11, § 132Q-88-110, filed 1/6/72.] Repealed by 82-01-035 (Order 81-04, Resolution No. 21), filed 12/14/81. Statutory Authority: RCW 28B.50.852.
- 132Q-88-120 Tenure considerations. [Order 71-11, § 132Q-88-120, filed 1/6/72.] Repealed by 82-01-035 (Order 81-04, Resolution No. 21), filed 12/14/81. Statutory Authority: RCW 28B.50.852.
- 132Q-88-130 Severability. [Order 71-11, § 132Q-88-130, filed 1/6/72.] Repealed by 82-01-035 (Order 81-04, Resolution No. 21), filed 12/14/81. Statutory Authority: RCW 28B.50.852.

#### Chapter 132Q-01 WAC

#### BOARD OF TRUSTEES

#### WAC

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

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

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

#### WAC 132Q-01-006 Organization and operation. (1)

Organization: Washington State Community College District 17, Community Colleges of Spokane including Spokane Community College, Spokane Falls Community College and the Institute for Extended Learning, is established in Title 28B RCW as a public institution of higher education. District 17 is governed by a five-member board of trustees, appointed by the governor. The board employs a chancellor/chief executive officer who establishes the structure of the administration.

(2) Operation: The administrative office is located at 501 North Riverpoint Boulevard, P.O. Box 6000, Spokane, Washington 99217-6000. Spokane Community College is located at 2000 North Greene Street, Spokane, Washington 99217-5499; Spokane Falls Community College is located at 3410 West Fort George Wright Drive, Spokane, Washington 99224-5288; the Institute for Extended Learning is located at 3305 West Fort George Wright Drive, Spokane, Washington 99224-5228. The office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday, except for legal holidays. During summer months, sections of the district may operate on an alternate schedule and throughout the year, evening services are provided. Specific information is available through each campus.

(3) Additional and detailed information concerning the educational offerings may be obtained from the college catalog, available at various locations including college libraries, cashier's offices and district web site.

[Statutory Authority: RCW 28B.50.140. 04-10-065, § 132Q-01-006, filed 4/30/04, effective 5/31/04; 90-21-014, § 132Q-01-006, filed 10/8/90, effective 11/8/90.]

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

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

[Statutory Authority: RCW 28B.50.140. 04-10-065, § 132Q-01-010, filed 4/30/04, effective 5/31/04; 86-04-010 (Resolution No. 25), § 132Q-01-010, filed 1/24/86.]

**WAC 132Q-01-020 Regular meetings of the board of trustees.** The board of trustees of Washington State Community College District 17 (Community Colleges of Spokane) shall hold regular monthly meetings according to a schedule including place, time and date filed with the Washington state code reviser on or before January 1 of each year for publication in the Washington State Register. Notice of any change from such meeting schedule shall be published in the Washington State Register at least twenty days prior to the rescheduled meeting date.

All regular meetings of the board of trustees shall be held at 2000 North Greene Street, Spokane, Washington, 99217-5499, unless otherwise announced. Information about specific meeting places and times may be obtained from the office of the board.

[Statutory Authority: RCW 28B.50.140. 04-10-065, § 132Q-01-020, filed 4/30/04, effective 5/31/04; 86-04-010 (Resolution No. 25), § 132Q-01-020, filed 1/24/86.]

**WAC 132Q-01-030 Special meetings of the board of trustees.** Special meetings of the board of trustees may be called by the chairperson of the board or by a majority of the members of the board by written notice delivered by mail or by person to each member at least twenty-four hours before the time of such meeting. Such notice shall specify the time and place of the special meeting and the business to be transacted. Final disposition shall not be taken on any other matter at such meetings. Notice of such special meetings also shall be provided twenty-four hours prior to such meetings to each local newspaper of general circulation and to each local radio and television station which has on file a written request to be notified of such special meetings or of all meetings of the board.

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

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

The board of trustees of Washington State Community College District 17 shall maintain an office at 501 North Riverpoint Boulevard, P.O. Box 6000, MS 1001, Spokane, Washington, 99217-6000. All records, minutes and the official district seal shall be kept in the board office. This office shall be open during all normal working hours.

[Statutory Authority: RCW 28B.50.140. 04-10-065, § 132Q-01-040, filed 4/30/04, effective 5/31/04; 86-04-010 (Resolution No. 25), § 132Q-01-040, filed 1/24/86.]

**WAC 132Q-01-050 Correspondence for the board of trustees.** Correspondence or other business for the board of trustees of Washington State Community College District 17

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shall be sent to the secretary of the board at the office of the board, 501 North Riverpoint Boulevard, P.O. Box 6000, MS 1001, Spokane, Washington 99217-6000.

[Statutory Authority: RCW 28B.50.140. 04-10-065, § 132Q-01-050, filed 4/30/04, effective 5/31/04; 86-04-010 (Resolution No. 25), § 132Q-01-050, filed 1/24/86.]

**Chapter 132Q-02 WAC  
STUDENT RECORDS**

**WAC**

132Q-02-340	Definitions.
132Q-02-350	Confidentiality of student records.
132Q-02-360	Education records—Student's right to inspect.
132Q-02-370	Records requests and appeals.
132Q-02-380	Release of personally identifiable records.
132Q-02-390	College records.
132Q-02-400	Records committee.
132Q-02-410	Eligibility for clinical programs.

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

132Q-02-010	Definitions. [Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-010, filed 8/25/03, effective 9/25/03.] Repealed by 07-10-042, filed 4/25/07, effective 6/25/07. Statutory Authority: Chapter 28B.50 RCW.
132Q-02-020	Purpose for adoption of student rules. [Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-020, filed 8/25/03, effective 9/25/03.] Repealed by 07-10-042, filed 4/25/07, effective 6/25/07. Statutory Authority: Chapter 28B.50 RCW.
132Q-02-030	Jurisdiction. [Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-030, filed 8/25/03, effective 9/25/03.] Repealed by 07-10-042, filed 4/25/07, effective 6/25/07. Statutory Authority: Chapter 28B.50 RCW.
132Q-02-040	Student misconduct. [Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-040, filed 8/25/03, effective 9/25/03.] Repealed by 07-10-042, filed 4/25/07, effective 6/25/07. Statutory Authority: Chapter 28B.50 RCW.
132Q-02-050	Academic dishonesty. [Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-050, filed 8/25/03, effective 9/25/03.] Repealed by 07-10-042, filed 4/25/07, effective 6/25/07. Statutory Authority: Chapter 28B.50 RCW.
132Q-02-060	Classroom conduct/learning environment. [Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-060, filed 8/25/03, effective 9/25/03.] Repealed by 07-10-042, filed 4/25/07, effective 6/25/07. Statutory Authority: Chapter 28B.50 RCW.
132Q-02-070	Authority to suspend. [Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-070, filed 8/25/03, effective 9/25/03.] Repealed by 07-10-042, filed 4/25/07, effective 6/25/07. Statutory Authority: Chapter 28B.50 RCW.
132Q-02-080	Conduct at college functions. [Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-080, filed 8/25/03, effective 9/25/03.] Repealed by 07-10-042, filed 4/25/07, effective 6/25/07. Statutory Authority: Chapter 28B.50 RCW.
132Q-02-090	Other punishable acts. [Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-090, filed 8/25/03, effective 9/25/03.] Repealed by 07-10-042, filed 4/25/07, effective 6/25/07. Statutory Authority: Chapter 28B.50 RCW.
132Q-02-100	Hazing. [Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-100, filed 8/25/03, effective 9/25/03.] Repealed by 07-10-042, filed 4/25/07, effective 6/25/07. Statutory Authority: Chapter 28B.50 RCW.
132Q-02-110	Disciplinary actions. [Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-110, filed 8/25/03, effective 9/25/03.] Repealed by 07-10-042, filed 4/25/07, effective 6/25/07. Statutory Authority: Chapter 28B.50 RCW.



132Q-02-120	Delegation of disciplinary authority. [Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-120, filed 8/25/03, effective 9/25/03.] Repealed by 07-10-042, filed 4/25/07, effective 6/25/07. Statutory Authority: Chapter 28B.50 RCW.	132Q-02-290	Repealed by 07-10-042, filed 4/25/07, effective 6/25/07. Statutory Authority: Chapter 28B.50 RCW. Procedures of immediate summary suspension proceedings. [Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-290, filed 8/25/03, effective 9/25/03.] Repealed by 07-10-042, filed 4/25/07, effective 6/25/07. Statutory Authority: Chapter 28B.50 RCW.
132Q-02-130	Due process. [Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-130, filed 8/25/03, effective 9/25/03.] Repealed by 07-10-042, filed 4/25/07, effective 6/25/07. Statutory Authority: Chapter 28B.50 RCW.	132Q-02-300	Decision by vice-president. [Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-300, filed 8/25/03, effective 9/25/03.] Repealed by 07-10-042, filed 4/25/07, effective 6/25/07. Statutory Authority: Chapter 28B.50 RCW.
132Q-02-140	Initiation of disciplinary action. [Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-140, filed 8/25/03, effective 9/25/03.] Repealed by 07-10-042, filed 4/25/07, effective 6/25/07. Statutory Authority: Chapter 28B.50 RCW.	132Q-02-310	Notice of immediate summary suspension. [Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-310, filed 8/25/03, effective 9/25/03.] Repealed by 07-10-042, filed 4/25/07, effective 6/25/07. Statutory Authority: Chapter 28B.50 RCW.
132Q-02-150	Composition of college disciplinary committee. [Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-150, filed 8/25/03, effective 9/25/03.] Repealed by 07-10-042, filed 4/25/07, effective 6/25/07. Statutory Authority: Chapter 28B.50 RCW.	132Q-02-320	Failure to appear. [Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-320, filed 8/25/03, effective 9/25/03.] Repealed by 07-10-042, filed 4/25/07, effective 6/25/07. Statutory Authority: Chapter 28B.50 RCW.
132Q-02-160	Evidence admissible in proceedings. [Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-160, filed 8/25/03, effective 9/25/03.] Repealed by 07-10-042, filed 4/25/07, effective 6/25/07. Statutory Authority: Chapter 28B.50 RCW.	132Q-02-330	Appeal of immediate summary suspension. [Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-330, filed 8/25/03, effective 9/25/03.] Repealed by 07-10-042, filed 4/25/07, effective 6/25/07. Statutory Authority: Chapter 28B.50 RCW.
132Q-02-170	Appeal of disciplinary actions. [Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-170, filed 8/25/03, effective 9/25/03.] Repealed by 07-10-042, filed 4/25/07, effective 6/25/07. Statutory Authority: Chapter 28B.50 RCW.	132Q-02-420	Grounds for athletic ineligibility. [Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-420, filed 8/25/03, effective 9/25/03.] Repealed by 07-10-042, filed 4/25/07, effective 6/25/07. Statutory Authority: Chapter 28B.50 RCW.
132Q-02-180	Reporting, recording and maintenance of disciplinary records. [Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-180, filed 8/25/03, effective 9/25/03.] Repealed by 07-10-042, filed 4/25/07, effective 6/25/07. Statutory Authority: Chapter 28B.50 RCW.	132Q-02-430	Right to brief adjudicative procedure—Athletics. [Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-430, filed 8/25/03, effective 9/25/03.] Repealed by 07-10-042, filed 4/25/07, effective 6/25/07. Statutory Authority: Chapter 28B.50 RCW.
132Q-02-190	Initial college disciplinary proceedings. [Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-190, filed 8/25/03, effective 9/25/03.] Repealed by 07-10-042, filed 4/25/07, effective 6/25/07. Statutory Authority: Chapter 28B.50 RCW.	132Q-02-440	Brief adjudicative procedure—Athletics. [Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-440, filed 8/25/03, effective 9/25/03.] Repealed by 07-10-042, filed 4/25/07, effective 6/25/07. Statutory Authority: Chapter 28B.50 RCW.
132Q-02-200	College disciplinary committee proceedings. [Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-200, filed 8/25/03, effective 9/25/03.] Repealed by 07-10-042, filed 4/25/07, effective 6/25/07. Statutory Authority: Chapter 28B.50 RCW.	132Q-02-450	Brief adjudicative decision—Athletics. [Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-450, filed 8/25/03, effective 9/25/03.] Repealed by 07-10-042, filed 4/25/07, effective 6/25/07. Statutory Authority: Chapter 28B.50 RCW.
132Q-02-210	Conduct at disciplinary proceedings. [Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-210, filed 8/25/03, effective 9/25/03.] Repealed by 07-10-042, filed 4/25/07, effective 6/25/07. Statutory Authority: Chapter 28B.50 RCW.		
132Q-02-220	Decision of the college disciplinary committee. [Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-220, filed 8/25/03, effective 9/25/03.] Repealed by 07-10-042, filed 4/25/07, effective 6/25/07. Statutory Authority: Chapter 28B.50 RCW.		
132Q-02-230	Appeal proceedings. [Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-230, filed 8/25/03, effective 9/25/03.] Repealed by 07-10-042, filed 4/25/07, effective 6/25/07. Statutory Authority: Chapter 28B.50 RCW.		
132Q-02-240	Readmission after suspension. [Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-240, filed 8/25/03, effective 9/25/03.] Repealed by 07-10-042, filed 4/25/07, effective 6/25/07. Statutory Authority: Chapter 28B.50 RCW.		
132Q-02-250	Emergency authority of the college president. [Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-250, filed 8/25/03, effective 9/25/03.] Repealed by 07-10-042, filed 4/25/07, effective 6/25/07. Statutory Authority: Chapter 28B.50 RCW.		
132Q-02-260	Purpose of immediate summary suspension rules. [Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-260, filed 8/25/03, effective 9/25/03.] Repealed by 07-10-042, filed 4/25/07, effective 6/25/07. Statutory Authority: Chapter 28B.50 RCW.		
132Q-02-270	Initiation of immediate summary suspension proceedings. [Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-270, filed 8/25/03, effective 9/25/03.] Repealed by 07-10-042, filed 4/25/07, effective 6/25/07. Statutory Authority: Chapter 28B.50 RCW.		
132Q-02-280	Notice of immediate summary suspension proceedings. [Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-280, filed 8/25/03, effective 9/25/03.]		

**WAC 132Q-02-340 Definitions.** The definitions in this chapter are those in WAC 132Q-30-105.

[Statutory Authority: Chapter 28B.50 RCW. 07-10-042, § 132Q-02-340, filed 4/25/07, effective 6/25/07. Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-340, filed 8/25/03, effective 9/25/03.]

**WAC 132Q-02-350 Confidentiality of student records.** Community Colleges of Spokane receives requests from outside sources for information about students, both past and present. Public Law 93-380, the Family Educational Rights and Privacy Act (FERPA) of 1974 states that colleges adopt a policy on student education records to insure that information contained in such records is treated in a responsible manner with due regard to the personal nature of the information contained in these records. In order to prevent embarrassment or possible legal involvement of Community Colleges of Spokane and its employees, because of improper disclosure of information, it is imperative that FERPA be implemented in the release of such information.

[Statutory Authority: Chapter 28B.50 RCW. 07-10-042, § 132Q-02-350, filed 4/25/07, effective 6/25/07. Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-350, filed 8/25/03, effective 9/25/03.]

**WAC 132Q-02-360 Education records—Student's right to inspect.** (1) A student has the right to inspect and review his/her education records.



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

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

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

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

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

(iv) Student records containing medical/psychological information are not available to anyone other than the individual(s) providing treatment; however, such records may be personally reviewed by a physician or other appropriate professional upon the student's written consent.

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

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

(i) Admission to any educational institution; or

(ii) An application for employment; or

(iii) Receipt of an honor or honorary recognition.

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

(i) The student is, upon request, notified of the names of person(s) making confidential statements concerning him or her; and

(ii) Such confidential statements are used solely for the purpose for which they were originally intended; and

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

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

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

(4) The office of the chief student services officer is the official custodian of academic records; and, therefore, is the only office who may issue an official transcript of the student's academic record.

(5) Student educational records may be destroyed in accordance with a department's routine retention schedule. In no case will any record which is requested by a student for review in accordance with this section be removed or destroyed prior to providing the student access.

[Statutory Authority: Chapter 28B.50 RCW. 07-10-042, § 132Q-02-360, filed 4/25/07, effective 6/25/07. Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-360, filed 8/25/03, effective 9/25/03.]

#### **WAC 132Q-02-370 Records requests and appeals.**

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

(2) An individual(s) or office(s) must respond to a request for education records within a reasonable period of time, but in no case more than forty-five days after the request has been made. A college individual(s) or office(s) which is unable to comply with a student's request within the above-stated time period shall inform the student of that fact and the reason(s) in writing.

(3)(a) A student who feels that his/her request has not been properly answered by a particular individual(s) or office(s) should contact the chief student services officer.

(b) In cases where a student is dissatisfied after consulting with the chief student services officer, the student may appeal to the college records committee. The college's records committee shall render its decision within a reasonable period of time. In all cases, the decision of the college's records committee is final.

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

(d) The college's records committee shall not review any matter regarding the appropriateness of official academic grades.

[Statutory Authority: Chapter 28B.50 RCW. 07-10-042, § 132Q-02-370, filed 4/25/07, effective 6/25/07. Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-370, filed 8/25/03, effective 9/25/03.]

#### **WAC 132Q-02-380 Release of personally identifiable records.**

(1) The college shall not permit access to or the release of education records or personally identifiable information contained therein, other than "directory information," without the written consent of the student, to any party other than the following:

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

(b) Federal and state officials requiring access to education records in connection with the audit and evaluation of a federally supported or state-supported educational program

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

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

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

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

(f) Any person or entity designated by judicial order or lawfully issued subpoena, upon condition that the student is notified of all such orders or subpoenas in advance of the compliance unless the court or other issuing agency orders the college not to notify the student before compliance with the subpoena. The college president, the president's designee, or office(s) receiving a subpoena or judicial order for education records should immediately notify the attorney general.

(g) Parents transfer their rights under FERPA to their child when he/she reaches 18 years of age or attends an institution of postsecondary education. Parents of college students, who request to review their "adult child's" record, must provide documented "dependency status" under Internal Revenue Service (IRS) regulations or have written consent from the student. The final decision whether or not to disclose information about students to their parents is a matter of the institution's policy.

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

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

(b) The reasons for such release; and

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

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

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

(5) The term "directory information" used in subsection (1) is defined as information contained in an educational

record of a student that would not be generally considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate; full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended by the student.

(6) Students may request in writing that the college not release directory information through written notice to the chief student services officer.

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

[Statutory Authority: Chapter 28B.50 RCW. 07-10-042, § 132Q-02-380, filed 4/25/07, effective 6/25/07. Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-380, filed 8/25/03, effective 9/25/03.]

**WAC 132Q-02-390 College records.** All college individual(s) or office(s) that have custody of education records will develop procedures for handling these records. These procedures will be filed with the college's records committee, which will be responsible for periodic review of college and department procedures.

(1) Disciplinary records shall be kept separate from academic records, and transcripts of a student's academic record shall contain no notation of any disciplinary action. Special precautions shall be exercised to insure that information from disciplinary or counseling files is not revealed to unauthorized persons. Provisions shall be made for periodic review and routine destruction of inactive disciplinary records by offices maintaining such records.

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

(3) Entities within Community Colleges of Spokane share education records.

(4) Students requesting an official copy of their educational transcripts must provide a written request including name, address, student identification number and where the transcript is to be sent.

(5) A processing fee will be assessed for any official transcript sent to institutions outside the jurisdiction of Community Colleges of Spokane.

[Statutory Authority: Chapter 28B.50 RCW. 07-10-042, § 132Q-02-390, filed 4/25/07, effective 6/25/07. Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-390, filed 8/25/03, effective 9/25/03.]

**WAC 132Q-02-400 Records committee.** Each college shall have a college records committee. The college's records committee shall be responsible for reviewing unusual requests for information, hearing appeals under WAC 132Q-02-370, reviewing college and department records procedures, and for assisting in the interpretation of these rules.

[Statutory Authority: Chapter 28B.50 RCW. 07-10-042, § 132Q-02-400, filed 4/25/07, effective 6/25/07. Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-400, filed 8/25/03, effective 9/25/03.]

**WAC 132Q-02-410 Eligibility for clinical programs.**

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

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-02-410, filed 8/25/03, effective 9/25/03.]

**Chapter 132Q-07 WAC  
GENERAL CAMPUS CONDUCT**

**WAC**

132Q-07-010	Authority to demand identification.
132Q-07-020	Right of assembly.
132Q-07-030	Outside speakers.
132Q-07-040	Distribution of materials.
132Q-07-050	Commercial activities.
132Q-07-060	Trespass.

**WAC 132Q-07-010 Authority to demand identification.** (1) For the purpose of determining whether probable cause exists for application of any section of chapter 132Q-30 WAC to any conduct by any person on a college facility, any faculty or other college personnel of Community Colleges of Spokane may demand that any person on college facilities produce evidence of student enrollment at the college, by tender of said person's student identification card.

(2) Refusal by a student to produce a student identification card, as required by subsection (1) of this section, shall be cause for disciplinary action under chapter 132Q-30 WAC.

[Statutory Authority: Chapter 28B.50 RCW. 07-10-042, § 132Q-07-010, filed 4/25/07, effective 6/25/07. Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-07-010, filed 8/25/03, effective 9/25/03.]

**WAC 132Q-07-020 Right of assembly.** (1) Students shall have the right of "assembly" upon college facilities that are generally available to the public. Such assembly shall:

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

(2) A student who conducts or participates in an assembly that violates any provision of this section shall be subject to disciplinary action under chapter 132Q-30 WAC.

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

[Statutory Authority: Chapter 28B.50 RCW. 07-10-042, § 132Q-07-020, filed 4/25/07, effective 6/25/07. Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-07-020, filed 8/25/03, effective 9/25/03.]

(2009 Ed.)

**WAC 132Q-07-030 Outside speakers.** (1) Any recognized campus student organization may invite speakers on campus with the written approval of its advisor, subject to provisions of this section.

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

(3) The scheduling of speakers shall be made through the facilities scheduling office of the campus at which the speaker will appear, with prior approval from the appropriate college student activities office.

(4) The appropriate student activities office will be notified at least thirty days prior to the appearance of an invited speaker, at which time a personal services contract (available in the student activities office) must be completed with all particulars regarding speaker, time, place, etc., signed by the sponsoring organization's advisor, and filed with the student activities office. Exceptions to the thirty-day ruling may be made by the appropriate administrator.

(5) The appropriate student activities office may require a question period or arrange to have views other than those of the invited speakers represented at the meeting, or at a subsequent meeting.

[Statutory Authority: Chapter 28B.50 RCW. 07-10-042, § 132Q-07-030, filed 4/25/07, effective 6/25/07. Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-07-030, filed 8/25/03, effective 9/25/03.]

**WAC 132Q-07-040 Distribution of materials.** (1) Handbills, leaflets, newspapers, and similarly related material (including religious matter) distributed free of charge by any student, nonstudent, by member of a recognized student organization or by college personnel, may be distributed upon a college campus with prior approval by the appropriate student center administrator, provided that such distribution does not interfere with the free flow of vehicle or pedestrian traffic.

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

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

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

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-07-040, filed 8/25/03, effective 9/25/03.]

**WAC 132Q-07-050 Commercial activities.** (1) No student or college personnel shall use college facilities for commercial solicitation, or promotional activities except when such activities clearly serve educational objectives. These activities include but are not limited to the display of books of interest to the academic community or the display or demon-

stration of technical or research equipment. Commercial solicitation may be conducted under the sponsorship or request of a college department or the office of student activities of the college, provided that such solicitation does not interfere with or operate to the detriment of the conduct of college affairs or the free flow of pedestrian or vehicular traffic.

(2) For the purpose of this regulation, the term "commercial activities" does not include handbills, leaflets, newspapers, and similarly related materials as regulated in WAC 132Q-07-040.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-07-050, filed 8/25/03, effective 9/25/03.]

**WAC 132Q-07-060 Trespass.** The appropriate president or designee of the college in the instance of any event that is determined to be disruptive of order, impedes the movement of vehicles or persons; or threatens to disrupt the movement of persons from college facilities or grounds, shall have the power and authority to:

(a) Give notice against trespass by any manner provided for by law, to any person(s), or group against whom the privilege has been withdrawn or who have been prohibited from entering on or remaining upon any or all portions of a college facility; or

(b) Prohibit the entry of, or withdraw the privilege of a person(s) or any group to enter or remain on any portion of a college facility; or

(c) Order any person(s), or group to leave or vacate all or any portion of a college facility or grounds.

Any student or nonstudent who shall disobey a lawful order given by the president, or designee, pursuant to the requirements of subsection (1) of this section, shall be subject to disciplinary action and/or referred to law enforcement for possible criminal charges.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-07-060, filed 8/25/03, effective 9/25/03.]

### Chapter 132Q-20 WAC

#### FACULTY AND STUDENT TRAFFIC RULES AND REGULATIONS

##### WAC

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

132Q-20-020	Definitions. [Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-20-020, filed 6/26/00, effective 7/27/00; 97-24-023, § 132Q-20-020, filed 11/24/97, effective 12/25/97; 92-14-036, § 132Q-20-020, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-20-020, filed 7/23/87; Order 72-5, § 132Q-20-020, filed 10/9/72; Order 71-4, § 132Q-20-020, filed 7/26/71.] Repealed by 03-18-021, filed 8/25/03, effective 9/25/03. Statutory Authority: RCW 28B.50.140.
132Q-20-280	Delegation of authority. [Order 71-4, § 132Q-20-280, filed 7/26/71.] Repealed by 87-16-010 (Resolution No. 27), filed 7/23/87. Statutory Authority: RCW 28B.50.140.
132Q-20-290	Effective date. [Order 71-4, § 132Q-20-290, filed 7/26/71.] Repealed by 87-16-010 (Resolution No. 27), filed 7/23/87. Statutory Authority: RCW 28B.50.140.
132Q-20-300	Severability. [Order 71-4, § 132Q-20-300, filed 7/26/71.] Repealed by 87-16-010 (Resolution No. 27), filed 7/23/87. Statutory Authority: RCW 28B.50.140.

**WAC 132Q-20-005 Definitions.** As used in this chapter the following words and phrases shall mean:

(1) **Annual permits**—Permits, which are valid for fall through summer quarters.

(2) **Appropriate vice-president**—The chief administrative officer over student services regardless of current position title.

(3) **Board**—The board of trustees of Washington State Community College District 17, also known as Community Colleges of Spokane (CCS).

(4) **Campus**—Any or all real property owned, leased, operated or maintained by Community Colleges of Spokane.

(5) **Campus patrol**—An employee of the college, Administration of Justice student or contracted security personnel, who are responsible to the appropriate vice-president for campus security.

(6) **College**—Any community college or separate instructional unit which may be created by the board of trustees of Community Colleges of Spokane.

(7) **College personnel**—Any person employed or representing on a full- or part-time basis Community Colleges of Spokane.

(8) **Community Colleges of Spokane**—Spokane Community College, Spokane Falls Community College, Institute for Extended Learning and the District Office.

(9) **Quarterly permits**—Permits valid for a specified academic quarter.

(10) **Special Permits**—Permits issued under special circumstances such as "D" permit which is a quarterly disabled parking permit issued by disability support services; carpool permits, issued to college personnel who participate in commuter trip reduction; and honorary permit which are issued to Community Colleges of Spokane personnel upon retirement.

(11) **Student**—Any person who is or has officially registered at any college or instructional unit with the Community Colleges of Spokane and with respect to whom the college maintains education records or personally identifiable information.

(12) **Temporary guest permits**—Permits, which are valid for a specific period designated on the permit.

(13) **Vehicle**—An automobile, truck, motorcycle, scooter, or any vehicle empowered by a motor.

(14) **Visitors**—Any person or persons, excluding students as previously defined, who come upon the campus as guests and person or persons who lawfully visit the campus for purposes, which are in keeping with the colleges' role as institutions of higher learning in the state of Washington.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-20-005, filed 8/25/03, effective 9/25/03.]

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

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

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-20-010, filed 8/25/03, effective 9/25/03; 00-14-007, § 132Q-20-010, filed 6/26/00, effective 7/27/00; 87-16-010 (Resolution No. 27), § 132Q-20-010, filed 7/23/87; Order 71-4, § 132Q-20-010, filed 7/26/71.]

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

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

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

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

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-20-040, filed 8/25/03, effective 9/25/03; 00-14-007, § 132Q-20-040, filed 6/26/00, effective 7/27/00; 92-14-036, § 132Q-20-040, filed 6/24/92, effective 7/25/92;

(2009 Ed.)

87-16-010 (Resolution No. 27), § 132Q-20-040, filed 7/23/87; Order 73-4, § 132Q-20-040, filed 2/23/73; Order 71-4, § 132Q-20-040, filed 7/26/71.]

**WAC 132Q-20-050 Authorization for issuance of permits.** The colleges are authorized to issue parking permits to students, college personnel, guests and visitors of the college pursuant to regulations and the payment of appropriate fees as determined by the board of trustees of Community Colleges of Spokane.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-20-050, filed 8/25/03, effective 9/25/03; 87-16-010 (Resolution No. 27), § 132Q-20-050, filed 7/23/87; Order 71-4, § 132Q-20-050, filed 7/26/71.]

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

- (1) An unexpired parking permit registered and properly displayed; or
- (2) A special parking permit authorized by the appropriate vice-president or designee, and properly displayed; or
- (3) A temporary guest permit authorized by the appropriate vice-president or designee, and properly displayed.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-20-060, filed 8/25/03, effective 9/25/03; 00-14-007, § 132Q-20-060, filed 6/26/00, effective 7/27/00; 92-14-036, § 132Q-20-060, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-20-060, filed 7/23/87; Order 74-1, § 132Q-20-060, filed 9/23/74; Order 71-4, § 132Q-20-060, filed 7/26/71.]

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

**WAC 132Q-20-070 Display of permit.** All CCS permanent and temporary parking permits shall be hung on the rear view mirror or in such a manner that they may be viewed through the front windshield. For motorcycles, permits must be placed on the front fork area of the vehicle.

- (1) Expired permits should be removed before new permits are attached.
- (2) Permits not displayed pursuant to the provisions of this section shall not be valid.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-20-070, filed 8/25/03, effective 9/25/03; 87-16-010 (Resolution No. 27), § 132Q-20-070, filed 7/23/87; Order 74-1, § 132Q-20-070, filed 9/23/74; Order 71-4, § 132Q-20-070, filed 7/26/71.]

**WAC 132Q-20-080 Transfer of permits.** Parking permits are not transferable to other individuals but may be transferred to another vehicle owned and operated by the purchaser of the permit.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-20-080, filed 8/25/03, effective 9/25/03; 00-14-007, § 132Q-20-080, filed 6/26/00, effective 7/27/00; 87-16-010 (Resolution No. 27), § 132Q-20-080, filed 7/23/87; Order 71-4, § 132Q-20-080, filed 7/26/71.]

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

- (1) When the purpose for which the permit was issued changes or no longer exists; or
- (2) When a permit is used for an unregistered vehicle or by an unauthorized individual; or
- (3) Falsification on a parking permit application; or

- (4) Continued violations of parking regulations; or
- (5) Counterfeiting or altering a parking permit.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-20-090, filed 8/25/03, effective 9/25/03; 00-14-007, § 132Q-20-090, filed 6/26/00, effective 7/27/00; 92-14-036, § 132Q-20-090, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-20-090, filed 7/23/87; Order 71-4, § 132Q-20-090, filed 7/26/71.]

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

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

**WAC 132Q-20-110 Right to appeal permit revocation/refusal.** . When a student parking permit has been recalled pursuant to WAC 132Q-20-090, or has been refused in accordance with WAC 132Q-20-100, or when a fine or penalty has been levied against a violator of the rules and regulations set forth in this chapter, such action by the appropriate vice-president or designee, may be appealed pursuant to WAC 132Q-108-050; faculty, administrators, and college personnel of Community Colleges of Spokane shall appeal permit revocations, refusals to grant permits, and fines or penalties levied for violations by the appropriate vice-president to the respective college president whose decision on the matter shall be final.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-20-110, filed 8/25/03, effective 9/25/03; 00-14-007, § 132Q-20-110, filed 6/26/00, effective 7/27/00; 92-14-036, § 132Q-20-110, filed 6/24/92, effective 7/25/92; 90-21-021, § 132Q-20-110, filed 10/8/90, effective 11/8/90; 87-16-010 (Resolution No. 27), § 132Q-20-110, filed 7/23/87; Order 73-4, § 132Q-20-110, filed 2/23/73; Order 71-4, § 132Q-20-110, filed 7/26/71.]

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

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-20-120, filed 8/25/03, effective 9/25/03; Order 71-4, § 132Q-20-120, filed 7/26/71.]

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

- (1) Faculty staff, student, and visitor spaces will be designated for their use; and
- (2) Parking spaces for the exclusive use by persons of disability will be designated. The appropriate vice-president or designee may issue special permits to students and others to park in these designated spaces;
- (3) CCS parking permit along with an official state disabled parking permit allows the permit holder to park in any designated parking space as listed above; and
- (4) Other special use spaces may be designated.

[Title 132Q WAC—p. 14]

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-20-130, filed 8/25/03, effective 9/25/03; 00-14-007, § 132Q-20-130, filed 6/26/00, effective 7/27/00; 92-14-036, § 132Q-20-130, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-20-130, filed 7/23/87; Order 71-4, § 132Q-20-130, filed 7/26/71.]

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

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

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

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

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

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-20-140, filed 8/25/03, effective 9/25/03; Order 71-4, § 132Q-20-140, filed 7/26/71.]

**WAC 132Q-20-150 Parking hours.** Parking is permitted on campus between the hours of 6:30 a.m. to 11:00 p.m. for college personnel, and students. The rules and regulations pertaining to the use of certain parking permits in specific areas are contained in WAC 132Q-20-[130]. Students and college personnel may park in any of the spaces or stalls designated in WAC 132Q-20-140 except visitor's areas on a first-come, first-served basis between the hours of 5:00 p.m. and 11:00 p.m. Custodial and other authorized personnel may park on campus from 10:00 p.m. to 6:30 a.m., and are still required to follow regular parking regulations and obtain parking permits.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-20-150, filed 8/25/03, effective 9/25/03; 00-14-007, § 132Q-20-150, filed 6/26/00, effective 7/27/00; 87-16-010 (Resolution No. 27), § 132Q-20-150, filed 7/23/87; Order 71-4, § 132Q-20-150, filed 7/26/71.]

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

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

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

**WAC 132Q-20-170 Regulatory signs and directions.** The appropriate vice-president or designee is authorized to erect signs, barricades and other structures and to paint marks or other directions upon the entry ways and streets on campus and upon the various parking lots owned, leased or operated by the colleges. Such signs, barricades, structures, markings, and directions, shall be made and placed to best achieve the

objectives stated in WAC 132Q-20-010 and the rules and regulations contained in this chapter.

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

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-20-170, filed 8/25/03, effective 9/25/03; 00-14-007, § 132Q-20-170, filed 6/26/00, effective 7/27/00; 92-14-036, § 132Q-20-170, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-20-170, filed 7/23/87; Order 71-4, § 132Q-20-170, filed 7/26/71.]

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

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-20-180, filed 8/25/03, effective 9/25/03; 00-14-007, § 132Q-20-180, filed 6/26/00, effective 7/27/00; 87-16-010 (Resolution No. 27), § 132Q-20-180, filed 7/23/87; Order 71-4, § 132Q-20-180, filed 7/26/71.]

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

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

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

(4) Pedestrians shall use sidewalks where provided.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-20-190, filed 8/25/03, effective 9/25/03; 87-16-010 (Resolution No. 27), § 132Q-20-190, filed 7/23/87; Order 71-4, § 132Q-20-190, filed 7/26/71.]

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

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-20-200, filed 8/25/03, effective 9/25/03; 00-14-007, § 132Q-20-200, filed 6/26/00, effective 7/27/00; 92-14-036, § 132Q-20-200, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-20-200, filed 7/23/87; Order 71-4, § 132Q-20-200, filed 7/26/71.]

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

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

(2009 Ed.)

No skateboards or roller blades/skates shall be allowed on campus.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-20-210, filed 8/25/03, effective 9/25/03; 00-14-007, § 132Q-20-210, filed 6/26/00, effective 7/27/00; 92-14-036, § 132Q-20-210, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-20-210, filed 7/23/87; Order 71-4, § 132Q-20-210, filed 7/26/71.]

**WAC 132Q-20-220 Report of accidents.** The operator of any vehicle involved in an accident on campus resulting in injury to or death of any person or *total of claimed damage to either or both vehicles exceeding \$300.00 shall immediately* report the accident to the appropriate vice-president or designee, and shall within twenty-four hours after such accident, file a state of Washington motor vehicle accident report if required.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-20-220, filed 8/25/03, effective 9/25/03; 00-14-007, § 132Q-20-220, filed 6/26/00, effective 7/27/00; 92-14-036, § 132Q-20-220, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-20-220, filed 7/23/87; Order 71-4, § 132Q-20-220, filed 7/26/71.]

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

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-20-230, filed 8/25/03, effective 9/25/03; 87-16-010 (Resolution No. 27), § 132Q-20-230, filed 7/23/87; Order 71-4, § 132Q-20-230, filed 7/26/71.]

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

(2) The appropriate vice-president or designee shall be responsible for the enforcement of the rules and regulations contained in this chapter.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-20-240, filed 8/25/03, effective 9/25/03; 00-14-007, § 132Q-20-240, filed 6/26/00, effective 7/27/00; 92-14-036, § 132Q-20-240, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-20-240, filed 7/23/87; Order 72-5, § 132Q-20-240, filed 10/9/72; Order 71-4, § 132Q-20-240, filed 7/26/71.]

**WAC 132Q-20-250 Issuance of traffic citations.** Upon violation of any rules and/or regulations contained in this chapter, the appropriate vice-president or designee, may issue a traffic citations setting forth the date, approximate time, permit number, license information, infraction, officer, and schedule of fines. Traffic citations may be served by attaching or affixing a copy in a prominent place outside the vehicle or by personally serving the operator/owner and by direct entry into the violator's "Customer Account[.]"

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-20-250, filed 8/25/03, effective 9/25/03; 00-14-007, § 132Q-20-250, filed 6/26/00, effective 7/27/00; 92-14-036, § 132Q-20-250, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-20-250, filed 7/23/87; Order 71-4, § 132Q-20-250, filed 7/26/71.]

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



**WAC 132Q-20-260 Fines and penalties for students.**

(1) Fines will be levied by the appropriate vice-president or designee for all violations of the regulations contained in this chapter. A current schedule of fines is available from the security office.

(2) Students have the right to due process and may appeal a decision of the appropriate vice-president or designee to the college president or chief administrator of a recognized instructional unit whose decision shall be final.

(3) Vehicles parked on any campus in violation of any of the regulations contained in this chapter, may be impounded or detained by use of mechanical devices at the discretion of the appropriate vice-president or designee. If a vehicle is impounded, it may be taken to such place for storage as the appropriate vice-president or designee selects. The expenses of such impounding and storage shall be the sole responsibility of the owner or operator of the vehicle. CCS shall not be liable for loss or damage of any kind resulting from such impounding and storage.

(4) At the discretion of the appropriate vice-president or designee, an accumulation of traffic violations by a student will be cause for disciplinary action, pursuant to WAC 132Q-02-270.

(5) The duly elected associated student government officers of CCS recommend a proposed schedule of fines prior to adoption of a new fine schedule.

(6) Refusal to pay a fine still existing after exhaustion of the appellate process shall be grounds for disciplinary action. In the case of students, failure to pay fines shall be grounds for the college, in addition to disciplinary action, to deny admission to CCS, registration, official transcripts, graduation or other administrative action. Failure to pay fines could result in the denial of issuing a permit.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-20-260, filed 8/25/03, effective 9/25/03; 00-14-007, § 132Q-20-260, filed 6/26/00, effective 7/27/00; 92-14-036, § 132Q-20-260, filed 6/24/92, effective 7/25/92; 87-16-010 (Resolution No. 27), § 132Q-20-260, filed 7/23/87; Order 72-2, § 132Q-20-260, filed 2/7/72; Order 71-4, § 132Q-20-260, filed 7/26/71.]

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

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

(3) Vehicles parked on any campus in violation of any of the regulations contained in this chapter, may be impounded or detained by use of mechanical devices at the discretion of the appropriate vice-president or designee. If a vehicle is impounded, it may be taken to such a place of storage as the appropriate vice-president or designee selects. The expenses of such impounding and storage shall be the sole responsibility of the owner or operator of the vehicle. CCS shall not be liable for loss or damage of any kind resulting from such impounding and storage.

(4) At the discretion of the appropriate vice-president or designee, an accumulation of traffic violations by college

personnel is subject to disciplinary action pursuant to WAC 132Q-02-270.

(5) Refusal to pay a fine still existing after exhaustion of the appellate process shall be grounds for disciplinary action. Failure to pay fines could result in the denial of issuance of a permit, and/or impounding of vehicle.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-20-265, filed 8/25/03, effective 9/25/03; 87-16-010 (Resolution No. 27), § 132Q-20-265, filed 7/23/87.]

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

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-20-270, filed 8/25/03, effective 9/25/03; 00-14-007, § 132Q-20-270, filed 6/26/00, effective 7/27/00; 87-16-010 (Resolution No. 27), § 132Q-20-270, filed 7/23/87; Order 71-4, § 132Q-20-270, filed 7/26/71.]

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

## Chapter 132Q-30 WAC

### STANDARDS OF CONDUCT FOR STUDENTS

#### WAC

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**WAC 132Q-30-101 Standards of conduct for students—Preamble.** (1) Community Colleges of Spokane (CCS), a multicollege district, provides its community and students with education and services of the highest quality. We do this in a manner which exhibits concern and sensitivity to students, faculty, staff and others who utilize our services and facilities. It is essential that members of CCS exhibit appropriate and conscientious behavior in dealing with others.

(2) CCS expects all students to conduct themselves in a manner consistent with its high standards of scholarship and conduct. Student conduct, which distracts from or interferes with accomplishment of these purposes, is not acceptable. Students are expected to comply with these standards of conduct for students both on and off campus and acknowledge the college's authority to take disciplinary action.

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

(4) It is assumed that students are and wish to be treated as adults. As such, students are responsible for their conduct. These standards of conduct for students promote CCS' educational purposes and provide students a full understanding of their rights and responsibilities. Sanctions for violations of the standards of conduct for students will be administered under this chapter. When violations of laws of the state of Washington and/or the United States are also involved, the college may refer such matters to proper authorities and in the case of minors, this conduct may be referred to parents or legal guardians.

(5) This chapter, chapter 132Q-30 WAC, constitutes the Community Colleges of Spokane standards of conduct for students.

[Statutory Authority: Chapter 28B.50 RCW. 07-10-042, § 132Q-30-101, filed 4/25/07, effective 6/25/07.]

**WAC 132Q-30-105 Definitions.** For the purposes of this chapter, the following terms shall mean:

(1) "Accused student" means any student accused of violating the standards of conduct for students.

(2) "Appeal board" is a district-wide board composed of one administrator from each college appointed by the chief executive of that college. The appeal board considers appeals from a student conduct board's determination or from the sanctions imposed by the chief student services officer. The board is convened by the chief student services officer.

(3) The "chief student services officer" is that person designated by the college president/executive vice-president to be responsible for the administration of the standards of conduct for students. The term also includes a college official designated by the chief student services officer to act on his/her behalf in matters related to this chapter.

(4) "College" means Spokane Community College, Spokane Falls Community College, or the Institute for Extended Learning, at all locations of Community Colleges of Spokane (CCS).

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(5) "College official" includes any person employed by the college performing assigned duties.

(6) "College premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the Community Colleges of Spokane (including adjacent streets and sidewalks).

(7) "Complainant" means any member of CCS who submits a charge alleging that a student violated the standards of conduct for students. When students believe they have been victimized by someone's misconduct, they have the same rights under these standards as are provided to the complainant, even if another member of CCS submitted the charge itself.

(8) "Faculty member" means a teacher, counselor, or librarian or person who is otherwise considered by the college to be a member of its faculty.

(9) "Instructional day" means Monday through Friday, except for federal or state holidays, when students are in attendance for instructional purposes.

(10) "Member of CCS" includes any person who is a student, faculty member, college official, or any other person employed by CCS. A person's status in a particular situation is determined by the chief student services officer.

(11) "Student" includes a person taking courses at the college, either full-time or part-time. The term also includes persons who withdraw after allegedly violating the standards of conduct for students, who are not officially enrolled for a particular quarter but have a continuing relationship with the college (including suspended students), students on study abroad programs or who have been notified of their acceptance for admission. "Student" also includes "student organization."

(12) "Student organization" means any number of persons who have complied with the formal requirements for college recognition, such as clubs and associations, and are recognized by the college as such.

(13) "Student conduct board" is a board appointed by the chief executive officer of the college to hear complaints referred by the chief student services officer to determine whether a student has violated the standards of conduct for students, and to impose sanctions when a violation has been committed. The board shall have at least one member from the respective groups: Faculty, students, administration. The chief student services officer convenes the board and appoints the chair.

[Statutory Authority: Chapter 28B.50 RCW. 07-10-042, § 132Q-30-105, filed 4/25/07, effective 6/25/07.]

**WAC 132Q-30-110 Interpretations.** Any question of interpretation or application of the standards of conduct for students shall be determined by the chief student services officer.

[Statutory Authority: Chapter 28B.50 RCW. 07-10-042, § 132Q-30-110, filed 4/25/07, effective 6/25/07.]

**WAC 132Q-30-115 Decisions and appeals.** Decisions made by a student conduct board or chief student services officer remain in effect during the appeal processes provided in this chapter. Appeals will comply with this chapter.

[Statutory Authority: Chapter 28B.50 RCW. 07-10-042, § 132Q-30-115, filed 4/25/07, effective 6/25/07.]

**WAC 132Q-30-120 Jurisdiction of the standards of conduct for students.** The standards of conduct for students apply to conduct that occurs on college premises, at college-sponsored activities, and to off-campus conduct that adversely affects CCS and/or the pursuit of its objectives. Jurisdiction extends to locations in which students are engaged in official college activities including, but not limited to, athletic events, training internships, cooperative and distance education, practicums, supervised work experiences or any other college-sanctioned social or club activities. Students are responsible for their conduct from the time of application for admission through the actual receipt of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. These standards shall apply to a student's conduct even if the student withdraws from college while a disciplinary matter is pending. The college has sole discretion to determine what conduct occurring off campus adversely impacts the college and/or the pursuit of its objectives.

[Statutory Authority: Chapter 28B.50 RCW. 07-10-042, § 132Q-30-120, filed 4/25/07, effective 6/25/07.]

**WAC 132Q-30-125 Violation of law and standards of student conduct.** (1) College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and the standards of conduct for students without regard to pending criminal litigation in court or criminal arrest and prosecution. Proceedings under these standards of conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings at the discretion of the chief student services officer. Determinations made or sanctions imposed under these standards of conduct are not subject to change because criminal charges were dismissed, reduced or resolved in favor of or against the criminal law defendant. Students in this circumstance who remain silent should recognize that they give up their opportunity to explain their side of the story and that a decision will be made based on the information presented.

(2) When a student is charged by federal, state or local authorities with a violation of law, the college does not request or agree to special consideration for that student because he or she is a student. If the alleged offense also is being processed under the standards of conduct for students, the college may advise off-campus authorities of the existence of the standards and of how such matters are typically handled within CCS. The college cooperates with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators provided that the conditions do not conflict with college rules or sanctions. Members of CCS, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

[Statutory Authority: Chapter 28B.50 RCW. 07-10-042, § 132Q-30-125, filed 4/25/07, effective 6/25/07.]

**WAC 132Q-30-130 Responsibility for guests.** A student or student organization is responsible for the conduct of guests on or in college premises and at functions sponsored

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by the college or sponsored by a recognized student organization.

[Statutory Authority: Chapter 28B.50 RCW. 07-10-042, § 132Q-30-130, filed 4/25/07, effective 6/25/07.]

**WAC 132Q-30-135 Students studying abroad.** Students who participate in any college-sponsored or sanctioned international study program shall observe the following:

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

[Statutory Authority: Chapter 28B.50 RCW. 07-10-042, § 132Q-30-135, filed 4/25/07, effective 6/25/07.]

**WAC 132Q-30-140 Group conduct.** Student organizations are expected to comply with the standards of conduct for students and with CCS policies and procedures. When a member or members of a student organization violates the standards of conduct for students or CCS policies or procedures, the student organization or individual members may be subject to appropriate sanctions.

[Statutory Authority: Chapter 28B.50 RCW. 07-10-042, § 132Q-30-140, filed 4/25/07, effective 6/25/07.]

**WAC 132Q-30-145 Records.** (1) Disciplinary records are maintained in accordance with the records retention schedule.

- (2) The disciplinary record is confidential.
- (3) Students may request a copy of their own disciplinary record at their own reasonable expense by making a written request to the chief student services officer.
- (4) Personally identifiable student information is redacted to protect another student's privacy.
- (5) Students may authorize release of their own disciplinary record to a third party in compliance with the Family Educational Rights and Privacy Act (FERPA) by making a written request to the chief student services officer.
- (6) The college may inform the complainant of the outcome of any disciplinary proceeding involving a crime of violence as defined at Section 16 of Title 18 of FERPA.
- (7) The college may not communicate a student's disciplinary record to any person or agency outside the college without the prior written consent of the student, except as required or permitted by law. Exceptions include:

(a) The student's parents or legal guardians may review these records, if the student is a minor or a dependent for tax purposes as permitted by FERPA.

(b) To another educational institution, upon request, where the student seeks or intends to enroll.

[Statutory Authority: Chapter 28B.50 RCW. 07-10-042, § 132Q-30-145, filed 4/25/07, effective 6/25/07.]

**WAC 132Q-30-200 Misconduct—Violations of the standards of conduct for students.** A student or student organization found to have committed or to have attempted to commit misconduct specified in WAC 132Q-30-210 through

132Q-30-299 is subject to the disciplinary process of WAC 132Q-30-300 through 132Q-30-399 and to the disciplinary sanctions in WAC 132Q-30-400.

[Statutory Authority: Chapter 28B.50 RCW. 07-10-042, § 132Q-30-200, filed 4/25/07, effective 6/25/07.]

**WAC 132Q-30-210 Academic dishonesty.** Acts of academic dishonesty include the following:

- (1) Cheating, which includes:
  - (a) Use of unauthorized assistance in taking quizzes, tests, or examinations.
  - (b) Acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff.
  - (c) Fabrication, which is the intentional invention or counterfeiting of information in the course of an academic activity. Fabrication includes:
    - (i) Counterfeiting data, research results, information, or procedures with inadequate foundation in fact;
    - (ii) Counterfeiting a record of internship or practicum experiences;
    - (iii) Submitting a false excuse for absence or tardiness;
    - (iv) Unauthorized multiple submission of the same work; sabotage of others' work.
  - (d) Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
  - (e) Plagiarism which includes the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
  - (f) Facilitation of dishonesty, including not challenging academic dishonesty.
- (2) Knowingly furnishing false information to any college official, faculty member, or office including submission of fraudulent transcripts from other institutions.
- (3) Forgery, alteration or misuse of any college document, record or instrument of identification.
- (4) Acts of academic dishonesty will be reported by the faculty member to the chief student services officer.

[Statutory Authority: Chapter 28B.50 RCW. 07-10-042, § 132Q-30-210, filed 4/25/07, effective 6/25/07.]

**WAC 132Q-30-212 Disruption or obstruction.** Students have the right to freedom of speech, including the right to dissent or protest, but this expression may not interfere with the rights of other members of CCS or disrupt college activities. Prohibited behavior includes disruption or obstruction of teaching, administration, disciplinary proceedings, other college activities, or authorized noncollege activities when the conduct occurs on college premises. Obstructing the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored events is prohibited.

[Statutory Authority: Chapter 28B.50 RCW. 07-10-042, § 132Q-30-212, filed 4/25/07, effective 6/25/07.]

**WAC 132Q-30-214 Abuse of self or others.** Physical abuse, threats, intimidation and/or other conduct, which (2009 Ed.)

threatens or endangers the health or safety of any person, including one's self.

[Statutory Authority: Chapter 28B.50 RCW. 07-10-042, § 132Q-30-214, filed 4/25/07, effective 6/25/07.]

**WAC 132Q-30-216 Theft or damage to property.** Theft of, and/or damage to, property of the college or property of a member of CCS or other personal or public property, on or off campus.

[Statutory Authority: Chapter 28B.50 RCW. 07-10-042, § 132Q-30-216, filed 4/25/07, effective 6/25/07.]

**WAC 132Q-30-218 Hazing.** (1) Conspiring to engage in hazing or participating in hazing of another.

(a) Hazing means any activity expected of someone joining a group (or maintaining full status in a group) that causes or is likely to cause a risk of mental, emotional and/or physical harm, regardless of the person's willingness to participate.

(b) Hazing activities may include the following: Abuse of alcohol during new member activities; striking another person whether by use of any object or one's body; creation of excessive fatigue; physical and/or psychological shock; and morally degrading or humiliating games or activities that create a risk of bodily, emotional, or mental harm.

(c) Hazing does not include practice, training, conditioning and eligibility requirements for customary athletic events such as intramural or club sports and intercollegiate athletics, or other similar contests or competitions, but gratuitous hazing activities occurring as part of such customary athletic event or contest are prohibited.

(2) Washington state law prohibits hazing which may subject violators to criminal prosecution under RCW 28B.10.901.

(3) Washington state law (RCW 28B.10.901) provides sanctions for hazing.

[Statutory Authority: Chapter 28B.50 RCW. 07-10-042, § 132Q-30-218, filed 4/25/07, effective 6/25/07.]

**WAC 132Q-30-220 Failure to comply with college officials.** Failure to comply with directions of college officials acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

[Statutory Authority: Chapter 28B.50 RCW. 07-10-042, § 132Q-30-220, filed 4/25/07, effective 6/25/07.]

**WAC 132Q-30-222 Unauthorized keys or unauthorized entry.** Unauthorized possession, duplication, or use of keys to any college premises, or unauthorized entry to or use of college premises.

[Statutory Authority: Chapter 28B.50 RCW. 07-10-042, § 132Q-30-222, filed 4/25/07, effective 6/25/07.]

**WAC 132Q-30-224 Violation of CCS policy, procedure, rule, or regulation.** Violation of policies, procedures, rules, or regulations of CCS, its colleges and departments.

[Statutory Authority: Chapter 28B.50 RCW. 07-10-042, § 132Q-30-224, filed 4/25/07, effective 6/25/07.]

**WAC 132Q-30-226 Violation of law.** Violation of any federal, state, or local law.

[Statutory Authority: Chapter 28B.50 RCW. 07-10-042, § 132Q-30-226, filed 4/25/07, effective 6/25/07.]

**WAC 132Q-30-228 Drugs and drug paraphernalia.**

Use, possession, manufacture, or distribution of marijuana, narcotics, or other controlled substances, and drug paraphernalia except as expressly permitted by federal, state, and local law.

[Statutory Authority: Chapter 28B.50 RCW. 07-10-042, § 132Q-30-228, filed 4/25/07, effective 6/25/07.]

**WAC 132Q-30-230 Alcohol.** Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by college rules), or public intoxication are prohibited. Alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to any person under twenty-one years of age.

[Statutory Authority: Chapter 28B.50 RCW. 07-10-042, § 132Q-30-230, filed 4/25/07, effective 6/25/07.]

**WAC 132Q-30-232 Firearms and dangerous weapons.** No student may carry, possess, or use any firearm, explosive (including fireworks), dangerous chemical, or any dangerous weapon on college premises. Paintball guns, air guns and any other items that shoot projectiles are not permitted on college premises.

[Statutory Authority: Chapter 28B.50 RCW. 07-10-042, § 132Q-30-232, filed 4/25/07, effective 6/25/07.]

**WAC 132Q-30-234 Disorderly conduct.** Conduct that is disorderly, lewd, or indecent, disturbing the peace, or assisting or encouraging another person to disturb the peace.

[Statutory Authority: Chapter 28B.50 RCW. 07-10-042, § 132Q-30-234, filed 4/25/07, effective 6/25/07.]

**WAC 132Q-30-236 Unauthorized use of electronic or other devices.** Making an audio or video record of any person while on college premises without his/her prior knowledge, or without his/her effective consent, when such a recording is likely to cause injury or distress. This includes surreptitiously taking pictures of another person in a gym, locker room, or restroom.

[Statutory Authority: Chapter 28B.50 RCW. 07-10-042, § 132Q-30-236, filed 4/25/07, effective 6/25/07.]

**WAC 132Q-30-238 Abuse or theft of CCS information technology.** Theft or abuse of computer facilities, equipment and information technology resources including:

- (1) Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
- (2) Unauthorized transfer of a file.
- (3) Use of another individual's identification and/or password.
- (4) Use of computing facilities and resources to interfere with the work of another student, faculty member, or college official.
- (5) Use of computing facilities and resources to send obscene, harassing, or threatening messages.
- (6) Use of computing facilities and resources to interfere with normal operation of the college computing system.

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(7) Use of computing facilities and resources in violation of copyright laws.

(8) Any violation of the CCS Information Technology Resources Acceptable Use Policy (7.30.05) or procedure.

[Statutory Authority: Chapter 28B.50 RCW. 07-10-042, § 132Q-30-238, filed 4/25/07, effective 6/25/07.]

**WAC 132Q-30-240 Abuse of the student conduct system.** Abuse of the student conduct system, including:

(1) Failure to obey the notice from a student conduct board or college official to appear for a meeting or hearing as part of the student conduct system.

(2) Willful falsification, distortion, or misrepresentation of information before a student conduct board.

(3) Disruption or interference with the orderly conduct of a student conduct board proceeding.

(4) Filing fraudulent charges or initiating a student conduct proceeding in bad faith.

(5) Attempting to discourage an individual's proper participation in, or use of, the student conduct system.

(6) Attempting to influence the impartiality of a member of a student conduct board prior to or during the course of the student conduct board proceeding.

(7) Harassment (verbal or physical) or intimidation of a member of a student conduct board prior to, during, or after a student conduct code proceeding.

(8) Failure to comply with the sanction(s) imposed under the standards of conduct for students.

(9) Influencing or attempting to influence another person to commit an abuse of the student conduct code system.

[Statutory Authority: Chapter 28B.50 RCW. 07-10-042, § 132Q-30-240, filed 4/25/07, effective 6/25/07.]

**WAC 132Q-30-242 Discrimination.** Discrimination on the basis of race, national or ethnic origin, creed, age, sex, marital status, veteran's status, sexual orientation, or disability is prohibited in conformity with federal and state laws. Discrimination includes sexual or racial harassment which is defined as conduct that is:

(1) Sexually or racially motivated and has the purpose or effect of unreasonably interfering with a person's work or educational performance; and/or

(2) Creating an intimidating, hostile, or offensive environment.

[Statutory Authority: Chapter 28B.50 RCW. 07-10-042, § 132Q-30-242, filed 4/25/07, effective 6/25/07.]

**WAC 132Q-30-244 Sexual misconduct.** Sexual misconduct of any kind including rape, indecent liberties, assault of a sexual nature, voyeurism, or unwanted sexual contact is prohibited.

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

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

(b) Lack of consent is implied if force or blackmail is threatened or used.

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

(3) Voyeurism is arousing or gratifying sexual desire by viewing, photographing, or filming another person without that person's knowledge and consent and/or while the person being viewed, photographed, or filmed is in a place where he or she has a reasonable expectation of privacy.

[Statutory Authority: Chapter 28B.50 RCW. 07-10-042, § 132Q-30-244, filed 4/25/07, effective 6/25/07.]

**WAC 132Q-30-246 Harassment.** Conduct by any means that is sufficiently severe, pervasive, or persistent so as to threaten an individual or limit the individual's ability to work, study, or participate in the activities of the college.

[Statutory Authority: Chapter 28B.50 RCW. 07-10-042, § 132Q-30-246, filed 4/25/07, effective 6/25/07.]

**WAC 132Q-30-248 Stalking.** Intentionally and repeatedly harassing or following a person and placing the person being followed or harassed in fear of physical harm to one's self or property or physical harm to another person or another's property.

[Statutory Authority: Chapter 28B.50 RCW. 07-10-042, § 132Q-30-248, filed 4/25/07, effective 6/25/07.]

**WAC 132Q-30-250 Reckless endangerment.** Engaging in conduct that creates an unreasonable risk of harm to another person or property.

[Statutory Authority: Chapter 28B.50 RCW. 07-10-042, § 132Q-30-250, filed 4/25/07, effective 6/25/07.]

**WAC 132Q-30-252 Trespassing.** Any person who has been given written notice, served by a college official, excluding him or her from college property is not licensed, invited, or otherwise privileged to enter or remain on college property, unless given explicit written permission by a college official.

[Statutory Authority: Chapter 28B.50 RCW. 07-10-042, § 132Q-30-252, filed 4/25/07, effective 6/25/07.]

**WAC 132Q-30-254 Violation of a disciplinary sanction.** Violation of any term or condition of any disciplinary sanction constitutes a new violation and may subject the student to additional sanctions.

[Statutory Authority: Chapter 28B.50 RCW. 07-10-042, § 132Q-30-254, filed 4/25/07, effective 6/25/07.]

**WAC 132Q-30-305 Complaints.** Members of CCS may file with the chief student services officer a written complaint against a student for violation of the standards of conduct for students. Complaints are to be submitted as soon as possible after the event takes place, preferably within thirty calendar days after the event.

[Statutory Authority: Chapter 28B.50 RCW. 07-10-042, § 132Q-30-305, filed 4/25/07, effective 6/25/07.]

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**WAC 132Q-30-310 Disposition of complaints by the chief student services officer.** The chief student services officer determines if the complaint has merit. If the complaint has merit the chief student services officer meets with the student to discuss the complaint and an agreed upon resolution. If an agreed upon resolution cannot be reached the chief student services officer may:

- (1) Dismiss the complaint;
- (2) Determine the appropriate sanctions to be imposed on the student; or
- (3) Send the matter to the student conduct board.

[Statutory Authority: Chapter 28B.50 RCW. 07-10-042, § 132Q-30-310, filed 4/25/07, effective 6/25/07.]

**WAC 132Q-30-315 Notice to the accused student of complaint.** (1) All complaints deemed by the chief student service officer to have merit are presented to the accused student in written form, in person, by regular mail or electronic mail. Notice by mail is sent to the student's last known local address. If the student no longer is enrolled at the time notice is sent, the notice is sent to the student's permanent address. The student is responsible for providing the college the current address.

- (2) The written notice shall include:
  - (a) The specific complaint, including the policy, procedure, rule or standard of conduct allegedly violated;
  - (b) The approximate time and place of the alleged act;
  - (c) The time and place of the meeting with the chief student services officer. A time for the meeting is set not less than five nor more than ten instructional days after the student has been notified. Time limits may be altered by the chief student services officer at the written request of the accused student.

[Statutory Authority: Chapter 28B.50 RCW. 07-10-042, § 132Q-30-315, filed 4/25/07, effective 6/25/07.]

**WAC 132Q-30-320 Interim suspension.** (1) In certain circumstances, the chief student services officer may impose an interim suspension from college prior to the student conduct board hearing. Interim suspension may be imposed only:

- (a) In situations involving an immediate danger to the health, safety, or welfare of members of CCS or the public at large;
- (b) To ensure the student's own physical safety and well-being; or
- (c) If the student poses an ongoing threat of disruption to, or interference with, the operations of the college.

(2) During the interim suspension, a student may be denied access to classes, activities and privileges, as the chief student services officer determines.

(3) The interim suspension shall not replace the regular discipline process, which shall proceed as quickly as feasible in light of the interim suspension.

[Statutory Authority: Chapter 28B.50 RCW. 07-10-042, § 132Q-30-320, filed 4/25/07, effective 6/25/07.]

**WAC 132Q-30-325 Student conduct board hearings.** Student conduct board hearings are conducted as follows:

- (1) Hearings will take place between five and ten instructional days from the date of the meeting with the chief student

services officer. The chief student services officer will notify the student of the time and place of the hearing.

(2) Hearings are conducted in private.

(3) The complainant, the accused student, and their respective advisors may attend the portion of the hearing at which information is received, but may not attend the board's deliberations. Admission of any other person to the hearing is at the discretion of the student conduct board chair or the chief student services officer.

(4) In circumstances involving more than one accused student, the chief student services officer may permit joint or separate hearings.

(5) The complainant and the accused student have the right to be assisted by an advisor they choose, at their own expense. The complainant and the accused student are responsible for presenting their own information. Advisors are not permitted to address the board or participate directly in the hearing. An advisor may communicate only with the person they are advising. The board chair may call recesses to facilitate this communication. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the hearing. Delays are not normally allowed due to the scheduling conflicts of an advisor.

(6) The complainant, the accused student, and the board chair may arrange for witnesses to present pertinent information to the student conduct board. Witnesses may provide written statements in lieu of their attendance at the hearing. The accused student is responsible for informing his/her witnesses of the time and place of the hearing. Witnesses provide information to, and answer questions from, the student conduct board. To preserve the educational tone of the hearing and to avoid an adversarial environment, questions are directed to the chair, rather than to the witness directly. Questions concerning whether potential information may be received are resolved by the chair.

(7) The board chair determines which records, exhibits and written statements may be accepted as information for consideration by the board.

(8) Formal rules of process, procedure and technical rules of evidence, such as are applied in criminal or civil court, are not used in board proceedings.

(9) Questions related to the order of the proceedings are determined by the board chair.

(10) If an accused student, with notice, does not appear before a student conduct board hearing, the information in support of the complaint is presented and considered in the absence of the accused student.

(11) The board chair may accommodate concerns for the personal safety, well-being or fears of confrontation during the hearing by providing separate facilities, or by permitting participation by telephone, audio tape, written statement, or other means.

(12) There is a single verbatim record, such as a tape recording or transcript, of the information gathering portion of student conduct board hearings. Board deliberations are not recorded. The record is the property of the college.

[Statutory Authority: Chapter 28B.50 RCW. 07-10-042, § 132Q-30-325, filed 4/25/07, effective 6/25/07.]

**WAC 132Q-30-330 Student conduct board decision and notification.** (1) At the conclusion of the hearing and

deliberations the student conduct board determines by majority vote whether the accused student has violated the standards of conduct for students (WAC 132Q-30-200 through 132Q-30-299). If so, the board determines and imposes the appropriate sanctions from WAC 132Q-30-400.

(2) The burden of proof that guides the board's decision is the preponderance of evidence, whether it is more likely than not that the accused student violated the standards of conduct for students.

(3) The chief student services officer notifies the student in writing, in person, by mail or electronic mail of the board's decision. Notice is sent within ten calendar days from the hearing date. If the college is not in session, this period may be reasonably extended. The chief student services officer includes in the written notice of the decision the reasons for the decision, the sanctions, and information about the appeal process. The chief student services officer may notify the student prior to receipt of the formal written notice. The notice, if sent by mail, is sent to the student's last known address.

(4) The written decision is the college's initial order. Appeals are governed by WAC 132Q-30-335.

(5) If the student does not appeal the board's decision within twenty-one calendar days from the date of the decision, it becomes the college's final order.

[Statutory Authority: Chapter 28B.50 RCW. 07-10-042, § 132Q-30-330, filed 4/25/07, effective 6/25/07.]

**WAC 132Q-30-335 Appeals—Review of decision.** (1)

A decision reached by the student conduct board or a sanction imposed by the chief student services officer may be appealed by the accused students in writing to the chief student services officer within twenty-one calendar days of the date of the decision.

(2) Appeals are reviewed by the appeals board. Except as required to explain the basis of new information, an appeal is limited to a review of the verbatim record of the student conduct board hearing and supporting documents for one or more of the following purposes:

(a) Determine whether the student conduct board hearing was conducted fairly in light of the charges, and whether information was presented in conformity with prescribed procedures giving the accused student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures are not a basis for sustaining an appeal unless significant prejudice is evident.

(b) Determine whether the decision is supported by the evidence.

(c) Determine whether the sanctions imposed are appropriate for the violation which the student was found to have committed.

(d) Consider new information, sufficient to alter a decision, or other relevant facts not disclosed in the original hearing, because such information and/or facts were not known to the student appealing at the time of the chief student services officer's decision or the student conduct board hearing.

(3) The appeal board shall review the record and make one of the following determinations:

(a) Affirm the decision and uphold sanctions; or

(b) Reverse the decision; or

(c) Affirm the decision and modify the sanctions imposed.



(4) The student is notified of the appeal board's decision within twenty calendar days from the date of the appeal letter. If the college is not in session, this period may be reasonably extended. The appeal board's decision is the college's final order and may not be appealed.

[Statutory Authority: Chapter 28B.50 RCW. 07-10-042, § 132Q-30-335, filed 4/25/07, effective 6/25/07.]

**WAC 132Q-30-400 Disciplinary sanctions.** (1) The following sanctions may be imposed by the chief student services officer or the student conduct board on a student found to have violated the standards of conduct for students.

(a) Warning. A notice in writing to the student that the student is violating or has violated standards of conduct for students and a disciplinary record has been created.

(b) Probation. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any standards of conduct for students during the probationary period.

(c) Loss of privileges. Denial of specified privileges for a designated period of time.

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

(e) Education. The college may require the student to complete an educational project or attend sessions, at the student's expense, which address the student's behavior such as anger management or counseling.

(f) Fines may be imposed by the college.

(g) College suspension. Separation of the student from the college for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

(h) College expulsion. Permanent separation of the student from the college.

(i) Revocation of admission or degree. Admission to or a degree awarded from the college may be revoked for fraud, misrepresentation, or other violation of standards of conduct for students in obtaining the degree, or for other serious violations committed by a student prior to graduation.

(j) Withholding degree. The college may withhold awarding a degree otherwise earned until the completion of the process set forth in this chapter, including the completion of all sanctions imposed.

(k) No trespass order. A student may be restricted from college property based on his/her misconduct.

(l) Assessment. The student may be required to have an assessment, such as alcohol/drug or anger management, by a certified professional, and complete the recommended treatment.

(m) Loss of recognition. A student organization's recognition may be withheld permanently or for a specific period of time. Loss of recognition is defined as withholding college services or administrative approval from a student organization. Services and approval to be withdrawn include intramural sports, information technology services, college facility use and rental, and involvement in organizational activities.

(n) Hold on transcript or registration. This is a temporary measure restricting release of a student's transcript or access to registration. Upon satisfactory completion of the conditions of the sanction, the hold is released.

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(o) No contact order. A prohibition of direct or indirect physical, verbal, and/or written contact with another individual or group.

(2) A sanction may be made effective for the entire district or the student's college. If only to the student's college, the chief student services officers at the other colleges may enforce the disciplinary action at their respective college.

(3) More than one of the sanctions listed in subsection (1) of this section may be imposed for any single violation.

(4) Other than college expulsion or revocation or withholding of a degree, disciplinary sanctions are not made part of the student's academic record, but are part of the student's disciplinary record.

(5) If a student's behavior is found to have been motivated by another's race, color, religion, ancestry, national origin, gender, sexual orientation, or mental, physical, sensory handicap, or veteran's status, such finding is considered an aggravating factor in determining a sanction for such conduct.

[Statutory Authority: Chapter 28B.50 RCW. 07-10-042, § 132Q-30-400, filed 4/25/07, effective 6/25/07.]

**WAC 132Q-30-500 Classroom misconduct and authority to suspend for up to three days.** (1) Faculty members have the authority to take appropriate action to maintain order and proper conduct in the classroom and to maintain the effective cooperation of students in fulfilling the objectives of the course.

(2) Bringing any person, thing or object to a teaching and learning environment that may disrupt the environment or cause a safety or health hazard, without the express approval of the faculty member is expressly prohibited.

(3) Faculty members or college administrators have the right to suspend any student from any single class or program, up to three instructional days, if the student's misconduct creates disruption to the point that it is difficult or impossible to maintain the decorum of the class, program or the learning and teaching environment. The faculty member or college administrator shall report this suspension to the chief student services officer who may set conditions for the student upon return to the class or program.

(4) The student may appeal the classroom suspension to the chief student services officer who may authorize an earlier return by the student only after consultation with the faculty member or appropriate administrator. The chief student services officer's decision is final.

[Statutory Authority: Chapter 28B.50 RCW. 07-10-042, § 132Q-30-500, filed 4/25/07, effective 6/25/07.]

## Chapter 132Q-89 WAC

### COLLECTIVE BARGAINING RELATING TO TENURE

#### WAC

132Q-89-010 Tenure.

**WAC 132Q-89-010 Tenure.** This rule is adopted pursuant to the requirement of RCW 28B.50.852 and in accordance herewith it is the declared policy of the board of trustees that the collective bargaining agreement and/or policies of the college shall contain provisions relating to the follow-

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ing subject matter areas of implementation regarding tenure and shall be consistent with the laws of the state of Washington: Recommendations for tenure; reduction in force procedures; dismissal procedures; hearing procedures; rights of appeal.

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

### Chapter 132Q-94 WAC

#### FACULTY AND STUDENT HEALTH AND SAFETY REGULATIONS

##### WAC

132Q-94-010	Declaration of purpose.
132Q-94-020	Rationale.
132Q-94-030	Students' responsibilities.
132Q-94-120	Prohibiting unsafe acts or unhealthful practices.
132Q-94-125	Pets and other animals prohibited in college buildings and grounds.
132Q-94-130	Violations.
132Q-94-140	Severability.
132Q-94-150	Prohibition of weapons and other dangerous instrumentalities.
132Q-94-160	Prohibition of open flames in college buildings.

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

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

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

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-94-010, filed 8/25/03, effective 9/25/03; 00-14-007, § 132Q-94-010, filed 6/26/00, effective 7/27/00; 90-21-022, § 132Q-94-010, filed 10/8/90, effective 11/8/90; 87-16-010 (Resolution No. 27), § 132Q-94-010, filed 7/23/87; Order 72-1, § 132Q-94-010, filed 1/28/72.]

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

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

(1) The possibility of accidental injury to an individual exists at all times and in all places and no place of work or any human activity is exempt from the possibility of accidents.

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

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

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

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-94-020, filed 8/25/03, effective 9/25/03; 00-14-007, § 132Q-94-020, filed 6/26/00, effective 7/27/00; 87-16-010 (Resolution No. 27), § 132Q-94-020, filed 7/23/87; Order 72-1, § 132Q-94-020, filed 1/28/72.]

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

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

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

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

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

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

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

(7) Students shall not report to class or a work-study position while under the influence of intoxicants or drugs, nor

shall such items be used or consumed while on the premises of the Community Colleges of Spokane or representing the Community Colleges of Spokane at an off-site location.

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

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

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-94-030, filed 8/25/03, effective 9/25/03; 00-14-007, § 132Q-94-030, filed 6/26/00, effective 7/27/00; 87-16-010 (Resolution No. 27), § 132Q-94-030, filed 7/23/87; Order 72-1, § 132Q-94-030, filed 1/28/72.]

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

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

[Statutory Authority: RCW 28B.50.140. 87-16-010 (Resolution No. 27), § 132Q-94-120, filed 7/23/87; Order 72-1, § 132Q-94-120, filed 1/28/72.]

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

[Statutory Authority: RCW 28B.50.140. 00-14-007, § 132Q-94-125, filed 6/26/00, effective 7/27/00; 97-24-023, § 132Q-94-125, filed 11/24/97, effective 12/25/97; 87-16-010 (Resolution No. 27), § 132Q-94-125, filed 7/23/87.]

**WAC 132Q-94-130 Violations.** Violations of these rules and regulations based on health and safety standards within this chapter shall be cause for disciplinary action under the provisions of chapter 132Q-[02] WAC. Disciplinary proceedings shall be conducted in accordance with chapter 132Q-[02] WAC.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-94-130, filed 8/25/03, effective 9/25/03; 87-16-010 (Resolution No. 27), § 132Q-94-130, filed 7/23/87; Order 72-1, § 132Q-94-130, filed 1/28/72.]

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

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

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

**WAC 132Q-94-150 Prohibition of weapons and other dangerous instrumentalities.** No college personnel, student or member of the public shall carry, transport within

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a vehicle or otherwise possess any weapon explosive device, hazardous chemicals or any other hazardous weapon such as knives or substance on any college campus or other district property except for use in an authorized college activity with express authorization from the chief executive of the campus or an authorized designee.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-94-150, filed 8/25/03, effective 9/25/03; 00-14-007, § 132Q-94-150, filed 6/26/00, effective 7/27/00; 90-21-023, § 132Q-94-150, filed 10/8/90, effective 11/8/90.]

**WAC 132Q-94-160 Prohibition of open flames in college buildings.** Candles and other open flames, including lighting and burning of incense, are prohibited in any building owned or operated by Community Colleges of Spokane. Open flames create a fire hazard, and scented candles and incense can be an irritant to other individuals. Exceptions may be made if the candle or flame is associated with instructional equipment under appropriate faculty supervision or for decorative/food preparation purposes as part of an approved college function and with appropriate equipment. The facilities department obtains necessary permits from the city of Spokane fire department for such uses.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-94-160, filed 8/25/03, effective 9/25/03.]

## Chapter 132Q-108 WAC RULES OF PRACTICE

### WAC

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

**WAC 132Q-108-010 Adoption of model rules of practice and 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 Community Colleges of Spokane. 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 Community Colleges of Spokane shall govern. Rules adopted at CCS prior to July 1, 1989, remain in full force and effect unless specifically repealed or amended.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-108-010, filed 8/25/03, effective 9/25/03; 91-17-076, § 132Q-108-010, filed 8/21/91, effective 9/21/91.]

**WAC 132Q-108-020 Appointment of presiding officers.** The chancellor/CEO shall appoint a presiding officer for an adjudicative proceeding. The presiding officer shall be an administrative law judge, a member in good standing of the Washington State Bar Association, a panel of individuals, the chief executive officer or a designee of the chief executive

officer, or any combination of the above. Where more than one individual is designated to be the presiding officer, one person shall be designated by the chief executive officer or the designee of the chief executive officer to make decisions concerning discovery, closure, means of recording adjudicative proceedings, and similar matters.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-108-020, filed 8/25/03, effective 9/25/03; 91-17-076, § 132Q-108-020, filed 8/21/91, effective 9/21/91.]

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

[Statutory Authority: RCW 28B.50.140. 91-17-076, § 132Q-108-030, filed 8/21/91, effective 9/21/91.]

**WAC 132Q-108-040 Application for adjudicative proceeding.** An application for adjudicative proceeding shall be in writing. Application forms are available at the following address: Community Colleges of Spokane, 501 North Riverpoint Boulevard, P.O. Box 6000, MS 1001 Spokane, Washington, 99217-6000. Written application for an adjudicative proceeding should be submitted to the above address within twenty days of the agency action giving rise to the application, unless provided for otherwise by statute or rule.

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-108-040, filed 8/25/03, effective 9/25/03; 91-17-076, § 132Q-108-040, filed 8/21/91, effective 9/21/91.]

**WAC 132Q-108-050 Brief adjudicative procedures.** This rule is adopted in accordance with RCW 34.05.482 through 34.05.494, the provisions of which are hereby adopted. Brief adjudicative procedures shall be used in all matters related to:

- (1) Residency determinations made pursuant to RCW 28B.15.013, conducted by the admissions office;
- (2) Disputes concerning educational records;
- (3) Student conduct proceedings. The procedural rules in chapter 132Q-02 WAC apply to these procedures;
- (4) Parking violations. The procedural rules in chapter 132Q-20 WAC apply to these proceedings;
- (5) Outstanding debts owed by students or employees;
- (6) Loss of eligibility for participation in institution-sponsored athletic events, pursuant to WAC 132Q-02-510 [132Q-02-420].

[Statutory Authority: RCW 28B.50.140. 03-18-021, § 132Q-108-050, filed 8/25/03, effective 9/25/03; 92-14-039, § 132Q-108-050, filed 6/24/92, effective 7/25/92; 91-17-076, § 132Q-108-050, filed 8/21/91, effective 9/21/91.]

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

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

[Title 132Q WAC—p. 26]

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

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

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

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

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

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

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

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

## Chapter 132Q-113 WAC LEGISLATIVE LIAISONS

### WAC

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

**WAC 132Q-113-010 Designation of legislative liaisons.** As required by RCW 42.17.190, those persons holding the following positions within Washington State Community College District 17 are designated legislative liaisons for Washington State Community College District 17 and those community colleges contained within Community Colleges of Spokane:

- (1) Members of the board of trustees;
- (2) Chancellor/chief executive officer;
- (3) College presidents, executive vice-president[;]
- (4) District management services officers; and
- (5) All those persons designated in writing by the chancellor/chief executive officer of Washington State Community College District 17, which writing shall be made available among the records maintained by the office of the chancellor/chief executive officer of Washington State Community College District 17.

[Statutory Authority: RCW 28B.50.140. 04-10-065, § 132Q-113-010, filed 4/30/04, effective 5/31/04; 92-14-040, § 132Q-113-010, filed 6/24/92, effective 7/25/92; Order 73-3, § 132Q-113-010, filed 2/23/73.]

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

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

## Chapter 132Q-135 WAC ENVIRONMENTAL POLICY

### WAC

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

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

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

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

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

### WAC

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

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

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

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

(2009 Ed.)

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

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

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

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

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

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

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

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

**WAC 132Q-136-030 Users.** (1) College personnel, and official student organizations of Washington State Community College District 17 may use district facilities to hold events for college personnel and students provided such use complies with the general policy on the use of district facilities pursuant to WAC 132Q-136-010 and that all events are scheduled pursuant to WAC 132Q-136-050. Such use does not require either academic or administrative unit sponsorship nor does such use require approval by the chancellor/chief executive officer or other designated staff.

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

(3) Organizations or persons other than district personnel or official student organizations may use district facilities to hold events for members of that organization provided such use complies with the general policy of the use of district facilities. Such use does not require either academic or

administrative unit sponsorship, but does require the approval of the chancellor/chief executive officer or designee.

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

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

[Statutory Authority: RCW 28B.50.140. 04-10-065, § 132Q-136-030, filed 4/30/04, effective 5/31/04; 84-19-028 (Resolution No. 22), § 132Q-136-030, filed 9/14/84.]

**WAC 132Q-136-040 Limitations.** (1) District facilities of Washington State Community College District 17 may not be used in ways that substantially obstruct or disrupt educational activities or freedom of movement or other lawful activities on or in district facilities.

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

(3) College personnel or official student organizations may use district facilities to present educational forums regarding ballot propositions and/or candidates who have filed for public office as long as the audience is limited to college personnel and students. However, pursuant to RCW 42.17.130 "the use of any of the facilities of a public office or agency, directly or indirectly, for the purpose of assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition" is prohibited.

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

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

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

(7) District facilities may be used by other public or private educational institutions or public agencies only insofar as the intended use of the facilities meets a community need not being fulfilled by District 17 and where such activities do not interfere with the educational programs being offered by

District 17 or with the maintenance and repair programs of the district. A user fee, if any, for such use shall be determined by the chancellor/chief executive officer or designee.

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

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

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

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

[Statutory Authority: RCW 28B.50.140. 04-10-065, § 132Q-136-040, filed 4/30/04, effective 5/31/04; 84-19-028 (Resolution No. 22), § 132Q-136-040, filed 9/14/84.]

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

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

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

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

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

(2) Authorization to organizations or persons other than district faculty, staff, or official student organizations for the

use of district facilities is granted with the express understanding and condition that such organization or person assumes full responsibility for any loss, damage or claims arising out of such use. When the event involves physical activity, or otherwise would increase the risk of bodily injury above the level inherent in the facilities to be used, proof of appropriate liability insurance coverage with limits of at least one million dollars per occurrence shall be provided to the chief executive officer or designee.

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

## Chapter 132Q-276 WAC PUBLIC RECORDS—INITIATIVE 276

### WAC

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

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

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

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

(2) **"Writing"** means handwriting, typewriting, printing, photocopying, photographing, and every other means of recording any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combination thereof; and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums and other documents.

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

(4) **"District facilities"** of Washington State Community College District 17 include any or all real property owned, operated or maintained by the board of trustees of Community Colleges of Spokane, and shall include all buildings and appurtenances affixed thereon or attached thereto.

(2009 Ed.)

[Statutory Authority: RCW 28B.50.140. 04-10-065, § 132Q-276-020, filed 4/30/04, effective 5/31/04. Statutory Authority: RCW 42.17.250. 83-10-004 (Order 83-29, Resolution No. 21), § 132Q-276-020, filed 4/22/83.]

### WAC 132Q-276-030 Central and field organization.

Washington State Community College District 17 is a community college district organized under RCW 28B.50.040. The administrative office of the district and its staff is located at 501 North Riverpoint Boulevard, P.O. Box 6000, Spokane, Washington, 99217-6000. The district operates two colleges, Spokane Community College, located at 2000 North Greene Street, Spokane, Washington, 99217-5499; and Spokane Falls Community College, located at 3410 West Fort George Wright Drive, Spokane, Washington, 99224-5288. The district also delivers instructional programming through the Institute for Extended Learning in the counties of Ferry, Lincoln (except Consolidated School District 105-157-166J and the Lincoln County portion of Common School District 167-202), Pend Oreille, Spokane, Stevens, and Whitman. The administrative offices of the Institute for Extended Learning are located at 3305 West Fort George Wright Drive, Spokane, Washington 99224-5228.

[Statutory Authority: RCW 28B.50.140. 04-10-065, § 132Q-276-030, filed 4/30/04, effective 5/31/04. Statutory Authority: RCW 42.17.250. 83-10-004 (Order 83-29, Resolution No. 21), § 132Q-276-030, filed 4/22/83.]

### WAC 132Q-276-040 Operations and procedures.

Washington State Community College District 17 is established under RCW 28B.50.040 to implement the educational purposes established by RCW 28B.50.020. District 17 is operated under the supervision and control of a board of trustees appointed by the governor as provided in RCW 28B.50.-100. The chief administrative officer of the district is the chancellor/chief executive officer, who also serves as secretary to the board of trustees. The day-to-day operation of the district, pursuant to policy established and approved by the board of trustees, is implemented through the office of the chancellor/chief executive officer or designee.

The board of trustees meets the third Tuesday of each month at 8:30 a.m. in the board room of the Spokane Community College administrative offices located at 2000 North Greene Street, Spokane, Washington, 99217-5499, unless public notice is given of a special meeting. At such time, the trustees exercise the powers and duties granted to the board by RCW 28B.50.140.

[Statutory Authority: RCW 28B.50.140. 04-10-065, § 132Q-276-040, filed 4/30/04, effective 5/31/04. Statutory Authority: RCW 42.17.250. 83-10-004 (Order 83-29, Resolution No. 21), § 132Q-276-040, filed 4/22/83.]

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

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

**WAC 132Q-276-060 Public records officer.** The district's public records shall be in the charge and control of the public records officer designated by the district president. The person so designated shall be located in the administra-



tive office of the district. The public records officer shall be responsible for implementing the district's rules and regulations regarding release of public records, coordinating the staff of the district in this regard, and generally insuring compliance by the staff with the public records disclosure of chapter 42.17 RCW.

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

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

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

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

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

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

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

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

**WAC 132Q-276-090 Copying.** No fee shall be charged for the inspection of public records of Washington State Community College District 17. The district may charge a fee per page for providing copies of public records, for use of the district's copy equipment and postage. This charge shall be an amount necessary to reimburse the district for its actual costs directly incident to such copying.

[Statutory Authority: RCW 28B.50.140. 04-10-065, § 132Q-276-090, filed 4/30/04, effective 5/31/04. Statutory Authority: RCW 42.17.250. 83-10-004 (Order 83-29, Resolution No. 21), § 132Q-276-090, filed 4/22/83.]

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

(2) In addition, pursuant to RCW 42.17.260, the district reserves the right to delete identifying details when it makes available or publishes any public record, in any cases when there is reason to believe that disclosure of such details would be an invasion of personal privacy protected by chapter 42.17 RCW. The public records officer shall fully justify any such deletion in writing.

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

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

**WAC 132Q-276-110 Appeal of denials.** (1) Any person who objects to the denial of a request for a public record of Washington State Community College District 17 may appeal such decision by tendering a written request for appeal. The written request shall specifically refer to the written statement by the public records officer or other staff member that constituted or accompanied the denial.

(2) Immediately after receiving a written request for appeal of a decision denying a public record of District 17, the public records officer or other administrative staff member denying the request shall refer the written request to the chancellor/chief executive officer or designee. The chancellor/chief executive officer or designee shall immediately consider the matter, may consult with the office of the attorney general, and either affirm or reverse such denial of access to a public record. In any case, the request shall be returned with a final decision within two business days following the filing of the written request for review.

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

[Statutory Authority: RCW 28B.50.140. 04-10-065, § 132Q-276-110, filed 4/30/04, effective 5/31/04. Statutory Authority: RCW 42.17.250. 83-10-004 (Order 83-29, Resolution No. 21), § 132Q-276-110, filed 4/22/83.]

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

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

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

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

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

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

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