

Title 504 WAC

WASHINGTON STATE UNIVERSITY

Chapters			
504-04	Practice and procedure.		RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.
504-14	Campus parking and traffic regulations for Washington State University Spokane.	504-08-120	Service of process—Method of service. [Regulation .08.120, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.
504-15	Campus parking and traffic regulations.		
504-18	Parking regulations—Intercollegiate college of nursing/Washington State University college of nursing.	504-08-130	Service of process—When service complete. [Regulation .08.130, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.
504-19	Campus parking and traffic regulations for Washington State University Vancouver.	504-08-140	Service of process—Filing with agency. [Regulation .08.140, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.
504-21	University policy on student education records.		
504-24	Policies and regulations for student living groups.	504-08-230	Depositions and interrogatories in contested cases—Right to take. [Regulation .08.230, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.
504-26	Standards of conduct for students.		
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504-33	Facility use rules for first amendment/free speech activities.	504-08-240	Depositions and interrogatories in contested cases—Scope. [Regulation .08.240, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.
504-34	Washington State University posting and literature distribution regulations.		
504-35	Facility use rules for other than first amendment/free speech activities.	504-08-250	Depositions and interrogatories in contested cases—Officer before whom taken. [Regulation .08.250, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.
504-36	Health and safety regulations.		
504-40	Library policies, rules and regulations.		
504-43	Course materials.	504-08-260	Depositions and interrogatories in contested cases—Authorization. [Regulation .08.260, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.
504-45	Public records.		
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	DISPOSITION OF CHAPTERS FORMERLY CODIFIED IN THIS TITLE	504-08-270	Depositions and interrogatories in contested cases—Protection of parties and deponents. [Regulation .08.270, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.
	Chapter 504-08		
	PRACTICE AND PROCEDURE		
504-08-001	Definitions. [Regulation .08.001, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.	504-08-280	Depositions and interrogatories in contested cases—Oral examination and cross-examination. [Regulation .08.280, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.
504-08-010	Appearance and practice before agency. [Regulation .08.010, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.	504-08-290	Depositions and interrogatories in contested cases—Recordation. [Regulation .08.290, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.
504-08-080	Notice and opportunity for hearing in contested cases. [Regulation .08.080, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.	504-08-300	Depositions and interrogatories in contested cases—Signing attestation and return. [Regulation .08.300, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.
504-08-090	Service of process—By whom served. [Regulation .08.090, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.	504-08-310	Depositions and interrogatories in contested cases—Use and effect. [Regulation .08.310, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.
504-08-100	Service of process—Upon whom served. [Regulation .08.100, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.	504-08-320	Depositions and interrogatories in contested cases—Fees of officers and deponents. [Regulation .08.320, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW
504-08-110	Service of process—Service upon parties. [Regulation .08.110, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority:		

	34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.		10/20/97. Statutory Authority: RCW 28B.30.125 and [28B.30.]150(1).
504-08-330	Depositions upon interrogatories—Submission of interrogatories. [Regulation .08.330, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.	504-12-020	Notice to bidders. [Regulation 2, filed 3/22/60.] Repealed by 97-20-020, filed 9/19/97, effective 10/20/97. Statutory Authority: RCW 28B.30.125 and [28B.30.]150(1).
504-08-340	Depositions upon interrogatories—Interrogation. [Regulation .08.340, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.	504-12-030	Bidders to obtain plans and specifications. [Regulation 3, filed 3/22/60.] Repealed by 97-20-020, filed 9/19/97, effective 10/20/97. Statutory Authority: RCW 28B.30.125 and [28B.30.]150(1).
504-08-350	Depositions upon interrogatories—Attestation and return. [Regulation .08.350, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.	504-12-040	Liberal construction of bids and procedures. [Regulation 4, filed 3/22/60.] Repealed by 97-20-020, filed 9/19/97, effective 10/20/97. Statutory Authority: RCW 28B.30.125 and [28B.30.]150(1).
504-08-360	Depositions upon interrogatories—Provisions of deposition rule. [Regulation .08.360, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.	504-12-050	Regulations not applicable to emergency construction. [Regulation 5, filed 3/22/60.] Repealed by 97-20-020, filed 9/19/97, effective 10/20/97. Statutory Authority: RCW 28B.30.125 and [28B.30.]150(1).
504-08-400	Stipulations and admissions of record. [Regulation .08.400, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.	Chapter 504-16 CAMPUS TRAFFIC AND PARKING REGULATIONS	
504-08-410	Form and content of decisions in contested cases. [Regulation .08.410, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.	504-16-010	Purpose of regulations. [Regulation 9.25, filed 3/22/60.] Repealed by Order 1, filed 8/13/70.
504-08-420	Definition of issues before hearing. [Regulation .08.420, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.	504-16-020	General regulations. [Regulation 9.35, filed 3/22/60.] Repealed by Order 1, filed 8/13/70.
504-08-510	Continuances. [Regulation .08.510, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.	504-16-030	Parking permits. [Regulation 9.40, filed 3/22/60.] Repealed by Order 1, filed 8/13/70.
504-08-520	Rules of evidence—Admissibility criteria. [Regulation .08.520, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.	504-16-040	Parking fees. [Regulation 9.45, filed 3/22/60.] Repealed by Order 1, filed 8/13/70.
504-08-530	Tentative admission—Exclusion—Discontinuance—Objections. [Regulation .08.530, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.	504-16-050	Parking areas. [Regulation 9.50, filed 3/22/60.] Repealed by Order 1, filed 8/13/70.
504-08-540	Petitions for rule making, amendment or repeal—Who may petition. [Regulation .08.540, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.	504-16-060	Administration and enforcement. [Regulation 9.55, filed 3/22/60.] Repealed by Order 1, filed 8/13/70.
504-08-550	Petitions for rule making, amendment or repeal—Requisites. [Regulation .08.550, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.	504-16-070	Losses from theft or fire. [Regulation 9.60, filed 3/22/60.] Repealed by Order 1, filed 8/13/70.
504-08-560	Petitions for rule making, amendment or repeal—Agency must consider. [Regulation .08.560, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.	504-16-100	Purposes of regulations. [Order 77-2, § 504-16-100, filed 8/3/77; Order 2, § 504-16-100, filed 7/28/71; Order 1, § 504-16-100, filed 8/13/70.] Repealed by 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), filed 4/4/83, effective 7/1/83. Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. Later promulgation, see WAC 504-17-020.
504-08-570	Petitions for rule making, amendment or repeal—Notice of disposition. [Regulation .08.570, filed 3/22/60.] Repealed by 89-23-117, filed 11/22/89, effective 12/23/89. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482.	504-16-110	Authorization. [Order 77-2, § 504-16-110, filed 8/3/77; Order 2, § 504-16-110, filed 7/28/71; Order 1, § 504-16-110, filed 8/13/70.] Repealed by 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), filed 4/4/83, effective 7/1/83. Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. Later promulgation, see WAC 504-17-010.
	Chapter 504-12 CONTRACT AWARD PROCEDURES	504-16-115	Definitions. [Order 77-2, § 504-16-115, filed 8/3/77; Order 2, § 504-16-115, filed 7/28/71.] Repealed by 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), filed 4/4/83, effective 7/1/83. Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. Later promulgation, see chapter 504-17 WAC.
504-12-010	When bids required. [Regulation 1, filed 3/22/60.] Repealed by 97-20-020, filed 9/19/97, effective	504-16-120	General regulations. [Statutory Authority: RCW 28B.10.560, 28B.30.125 and 28B.30.150. 81-17-015 (Order 81-3, Resolution No. 7/81-12), § 504-16-120, filed 8/10/81. Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution No. 6/80-15), § 504-16-120, filed 6/11/80; Order 77-2, § 504-16-120, filed 8/3/77; Order 2, § 504-16-120, filed 7/28/71; Order 1, § 504-16-120, filed 8/13/70.] Repealed by 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), filed 4/4/83, effective 7/1/83. Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. Later promulgation, see chapter 504-17 WAC.
		504-16-130	Registration of vehicles. [Order 1, § 504-16-130, filed 8/13/70.] Repealed by Order 2, filed 7/28/71.
		504-16-140	Parking permits. [Order 77-2, § 504-16-140, filed 8/3/77; Order 75-1, § 504-16-140, filed 7/7/75, effective 9/1/75; Order 73-4, § 504-16-140, filed 8/1/73; Order 2, § 504-16-140, filed 7/28/71; Order 1, § 504-16-140, filed 8/13/70.] Repealed by 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), filed 4/4/83, effective 7/1/83. Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. Later promulgation, see chapter 504-17 WAC.
		504-16-150	Parking permit fees. [Order 77-2, § 504-16-150, filed 8/3/77; Order 73-4, § 504-16-150, filed 8/1/73; Order 2,

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

	WAC.] Repealed by 90-11-078 (Order 90-1), filed 5/16/90, effective 7/1/90. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW.		5/16/90, effective 7/1/90. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW.
504-17-160	Parking permits—Visitors. [Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-160, filed 4/4/83, effective 7/1/83. Formerly chapter 504-16 WAC.] Repealed by 90-11-078 (Order 90-1), filed 5/16/90, effective 7/1/90. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW.	504-17-230	Enforcement—Accumulated violations—Wheel lock—Towing. [Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-230, filed 4/4/83, effective 7/1/83. Formerly chapter 504-16 WAC.] Repealed by 86-19-024 (Order 86-1, Resolution No. 8/1/5A(b)), filed 9/10/86. Statutory Authority: RCW 28B.10.560.
504-17-170	Parking permits—Contractors. [Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-170, filed 4/4/83, effective 7/1/83. Formerly chapter 504-16 WAC.] Repealed by 90-11-078 (Order 90-1), filed 5/16/90, effective 7/1/90. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW.	504-17-235	Enforcement—Accumulated violations, wheel lock, wheel lock fees, towing. [Statutory Authority: RCW 28B.10.560, 88-12-007 (Order 88-1, Resolution No. 5/88/1), § 504-17-235, filed 5/19/88, effective 7/1/88; 86-19-024 (Order 86-1, Resolution No. 8/1/5A(b)), § 504-17-235, filed 9/10/86.] Repealed by 90-11-078 (Order 90-1), filed 5/16/90, effective 7/1/90. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW.
504-17-180	Parking permits—Motorcycles. [Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-180, filed 4/4/83, effective 7/1/83. Formerly chapter 504-16 WAC.] Repealed by 90-11-078 (Order 90-1), filed 5/16/90, effective 7/1/90. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW.	504-17-240	Appeals procedure. [Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-240, filed 4/4/83, effective 7/1/83. Formerly chapter 504-16 WAC.] Repealed by 90-11-078 (Order 90-1), filed 5/16/90, effective 7/1/90. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW.
504-17-185	Parking permit fees. [Statutory Authority: RCW 28B.10.560, 85-14-051 (Order 85-1, Resolution No. 5/85/10), § 504-17-185, filed 6/28/85.] Repealed by 90-11-078 (Order 90-1), filed 5/16/90, effective 7/1/90. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW.	504-17-250	Failure to pay fines. [Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-250, filed 4/4/83, effective 7/1/83. Formerly chapter 504-16 WAC.] Repealed by 90-11-078 (Order 90-1), filed 5/16/90, effective 7/1/90. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW.
504-17-190	Parking permit fees. [Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-190, filed 4/4/83, effective 7/1/83. Formerly chapter 504-16 WAC.] Repealed by 85-14-051 (Order 85-1, Resolution No. 5/85/10), filed 6/28/85. Statutory Authority: RCW 28B.10.560.	504-17-900	Repeal and savings. [Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-900, filed 4/4/83, effective 7/1/83.] Repealed by 90-11-078 (Order 90-1), filed 5/16/90, effective 7/1/90. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW.
504-17-195	WSU/UI reciprocal parking agreement. [Statutory Authority: RCW 28B.10.560, 86-19-024 (Order 86-1, Resolution No. 8/1/5A(b)), § 504-17-195, filed 9/10/86.] Repealed by 90-11-078 (Order 90-1), filed 5/16/90, effective 7/1/90. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW.	504-17-910	Severability. [Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-910, filed 4/4/83, effective 7/1/83.] Repealed by 90-11-078 (Order 90-1), filed 5/16/90, effective 7/1/90. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW.
504-17-200	Administration. [Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-200, filed 4/4/83, effective 7/1/83. Formerly chapter 504-16 WAC.] Repealed by 90-11-078 (Order 90-1), filed 5/16/90, effective 7/1/90. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW.	504-17-930	Effective date. [Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-930, filed 4/4/83, effective 7/1/83.] Repealed by 90-11-078 (Order 90-1), filed 5/16/90, effective 7/1/90. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW.
504-17-210	Enforcement—General. [Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-210, filed 4/4/83, effective 7/1/83. Formerly chapter 504-16 WAC.] Repealed by 86-19-024 (Order 86-1, Resolution No. 8/1/5A(b)), filed 9/10/86. Statutory Authority: RCW 28B.10.560.		
504-17-215	Responsible persons. [Statutory Authority: RCW 28B.10.560, 86-19-024 (Order 86-1, Resolution No. 8/1/5A(b)), § 504-17-215, filed 9/10/86.] Repealed by 90-11-078 (Order 90-1), filed 5/16/90, effective 7/1/90. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW.		
504-17-220	Enforcement—Fines. [Statutory Authority: RCW 28B.10.560, 88-12-007 (Order 88-1, Resolution No. 5/88/1), § 504-17-220, filed 5/19/88, effective 7/1/88; 86-19-024 (Order 86-1, Resolution No. 8/1/5A(b)), § 504-17-220, filed 9/10/86. Statutory Authority: RCW 28B.10.560, 28B.10.300 - 28B.10.320, 28B.30.125, 28B.30.150, 28B.30.045 and 28B.15.031. 83-08-060 (Order 83-1, Resolution No. 3/4/83-7), § 504-17-220, filed 4/4/83, effective 7/1/83. Formerly chapter 504-16 WAC.] Repealed by 90-11-078 (Order 90-1), filed	504-20-005	Discrimination prohibited. [Order 77-2, § 504-20-005, filed 8/3/77.] Repealed by 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), filed 5/18/89, effective 7/1/89. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150.
		504-20-010	Freedom of expression. [Order 77-2, § 504-20-010, filed 8/3/77; Order 5, § 504-20-010, filed 9/26/72; Order 3, § 504-20-010, filed 8/5/71.] Repealed by 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), filed 5/18/89, effective 7/1/89. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150.
		504-20-020	Conduct regulations for faculty, staff, other employees, and students. [Statutory Authority: RCW 28B.30.125 and 28B.30.150, 80-07-015 (Order 80-2, Resolution No. 6/80-15), § 504-20-020, filed 6/11/80; Order 77-2, § 504-20-020, filed 8/3/77; Order 75-1, § 504-20-020, filed 7/7/75, effective 9/1/75; Order 73-5, § 504-20-020, filed 8/1/73; Order 5, § 504-20-020, filed 9/26/72; Order

Chapter 504-20

UNIVERSITY POLICIES AND REGULATIONS

	3, § 504-20-020, filed 8/5/71.] Repealed by 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), filed 5/18/89, effective 7/1/89. Statutory Authority: RCW 28B.30.-095, 28B.30.125 and 28B.30.150.		RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.
504-20-025	Alcoholic beverages. [Order 77-2, § 504-20-025, filed 8/3/77.] Repealed by 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), filed 5/18/89, effective 7/1/89. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150.	504-25-015	Academic dishonesty. [Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-015, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.-150, 28B.30.095 and 28B.30.125. 95-07-001, § 504-25-015, filed 3/2/95, effective 4/2/95; 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-015, filed 5/18/89, effective 7/1/89.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.
504-20-030	Conduct regulations for campus guests and visitors. [Order 5, § 504-20-030, filed 9/26/72; Order 3, § 504-20-030, filed 8/5/71.] Repealed by 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), filed 5/18/89, effective 7/1/89. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150.	504-25-018	Copyright and intellectual property. [Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-018, filed 7/15/02, effective 8/15/02.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.
504-20-040	Academic integrity guidelines. [Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution No. 6/80-15), § 504-20-040, filed 6/11/80.] Repealed by 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), filed 5/18/89, effective 7/1/89. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150.	504-25-020	Discrimination. [Statutory Authority: RCW 28B.30.-150. 02-15-075, § 504-25-020, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-045, § 504-25-020, filed 3/8/95, effective 4/8/95; 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-020, filed 5/18/89, effective 7/1/89.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.
Chapter 504-25			
STANDARDS OF CONDUCT FOR STUDENTS			
504-25-001	Terms of enrollment. [Statutory Authority: RCW 28B.30.150. 03-16-035, § 504-25-001, filed 7/30/03, effective 8/30/03; 02-15-075, § 504-25-001, filed 7/15/02, effective 8/15/02.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.	504-25-025	Sexual offenses. [Statutory Authority: RCW 28B.30.-150. 03-16-035, § 504-25-025, filed 7/30/03, effective 8/30/03; 02-15-075, § 504-25-025, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-045, § 504-25-025, filed 3/8/95, effective 4/8/95; 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-025, filed 5/18/89, effective 7/1/89.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.
504-25-002	Washington State University. [Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-002, filed 7/15/02, effective 8/15/02.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.	504-25-030	Physical abuse or threatened physical abuse. [Statutory Authority: RCW 28B.30.150. 03-16-035, § 504-25-030, filed 7/30/03, effective 8/30/03; 02-15-075, § 504-25-030, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.-150. 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-030, filed 5/18/89, effective 7/1/89.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.
504-25-003	Definition of a student. [Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-003, filed 7/15/02, effective 8/15/02.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.	504-25-035	Hazing is prohibited. [Statutory Authority: RCW 28B.30.150. 03-16-035, § 504-25-035, filed 7/30/03, effective 8/30/03; 02-15-075, § 504-25-035, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-045, § 504-25-035, filed 3/8/95, effective 4/8/95; 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-035, filed 5/18/89, effective 7/1/89.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.
504-25-004	Scope of the standards of conduct. [Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-004, filed 7/15/02, effective 8/15/02.] Repealed by 03-16-035, filed 7/30/03, effective 8/30/03. Statutory Authority: RCW 28B.30.150.	504-25-040	Harassment. [Statutory Authority: RCW 28B.30.150. 03-16-035, § 504-25-040, filed 7/30/03, effective 8/30/03; 02-15-075, § 504-25-040, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-040, filed 5/18/89, effective 7/1/89.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.
504-25-005	Prologue. [Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-001, § 504-25-005, filed 3/2/95, effective 4/2/95; 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-005, filed 5/18/89, effective 7/1/89.] Repealed by 02-15-075, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.150.	504-25-041	Malicious harassment. [Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-041, filed 7/15/02, effective 8/15/02.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.
504-25-010	Introduction. [Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-045, § 504-25-010, filed 3/8/95, effective 4/8/95; 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-010, filed 5/18/89, effective 7/1/89.] Repealed by 02-15-075, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.150.	504-25-042	Stalking. [Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-042, filed 7/15/02, effective 8/15/02.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.
504-25-011	Good standing. [Statutory Authority: RCW 28B.30.-150. 02-15-075, § 504-25-011, filed 7/15/02, effective 8/15/02.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.	504-25-043	Abuse of self or others. [Statutory Authority: RCW 28B.30.150. 03-16-035, § 504-25-043, filed 7/30/03, effective 8/30/03.] Repealed by 06-23-159, filed
504-25-012	Effect of alcohol or drugs. [Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-012, filed 7/15/02, effective 8/15/02.] Repealed by 03-16-035, filed 7/30/03, effective 8/30/03. Statutory Authority: RCW 28B.30.150.		
504-25-013	Responsibility for guests. [Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-013, filed 7/15/02, effective 8/15/02.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.		
504-25-014	Students studying abroad. [Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-014, filed 7/15/02, effective 8/15/02.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority:		

	11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.		
504-25-045	Reckless endangerment. [Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-045, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-045, filed 5/18/89, effective 7/1/89.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.	504-25-085	Computer abuses. [Statutory Authority: RCW 28B.30.150. 03-16-035, § 504-25-085, filed 7/30/03, effective 8/30/03; 02-15-075, § 504-25-085, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-085, filed 5/18/89, effective 7/1/89.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.
504-25-050	Alcohol. [Statutory Authority: RCW 28B.30.150. 03-16-035, § 504-25-050, filed 7/30/03, effective 8/30/03; 02-15-075, § 504-25-050, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-045, § 504-25-050, filed 3/8/95, effective 4/8/95; 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-050, filed 5/18/89, effective 7/1/89.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.	504-25-090	Disruption. [Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-090, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-090, filed 5/18/89, effective 7/1/89.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.
504-25-051	Effect of alcohol or drugs. [Statutory Authority: RCW 28B.30.150. 03-16-035, § 504-25-051, filed 7/30/03, effective 8/30/03.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.	504-25-095	Disturbing the peace. [Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-095, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-095, filed 5/18/89, effective 7/1/89.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.
504-25-055	Drugs and drug paraphernalia. [Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-055, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-045, § 504-25-055, filed 3/8/95, effective 4/8/95; 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-055, filed 5/18/89, effective 7/1/89.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.	504-25-100	Public indecency. [Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-100, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-045, § 504-25-100, filed 3/8/95, effective 4/8/95; 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-100, filed 5/18/89, effective 7/1/89.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.
504-25-060	Firearms and dangerous weapons. [Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-060, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-045, § 504-25-060, filed 3/8/95, effective 4/8/95; 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-060, filed 5/18/89, effective 7/1/89.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.	504-25-105	Interference with university or student programs or activities. [Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-105, filed 5/18/89, effective 7/1/89.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.
504-25-065	Illegal entry and trespassing. [Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-065, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-065, filed 5/18/89, effective 7/1/89.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.	504-25-110	Violation of university policies. [Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-110, filed 5/18/89, effective 7/1/89.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.
504-25-070	Theft or damage of property or services. [Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-070, filed 5/18/89, effective 7/1/89.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.	504-25-115	Violation of local ordinances, state or federal law. [Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-115, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-115, filed 5/18/89, effective 7/1/89.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.
504-25-075	Safety equipment. [Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-075, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-075, filed 5/18/89, effective 7/1/89.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.	504-25-120	Failure to comply with a proper order. [Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-120, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-045, § 504-25-120, filed 3/8/95, effective 4/8/95; 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-120, filed 5/18/89, effective 7/1/89.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.
504-25-080	Misrepresentation, fraud and falsification of university records. [Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-080, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-045, § 504-25-080, filed 3/8/95, effective 4/8/95; 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-080, filed 5/18/89, effective 7/1/89.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.	504-25-125	Assisting illegal or prohibited conduct. [Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-125, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-125, filed 5/18/89, effective 7/1/89.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.
		504-25-130	Violation of a disciplinary sanction. [Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-130, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW

	28B.30.095, 28B.30.125 and 28B.30.150. 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-130, filed 5/18/89, effective 7/1/89.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.	504-25-210	Disciplinary procedures. [Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-045, § 504-25-210, filed 3/8/95, effective 4/8/95; 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-210, filed 5/18/89, effective 7/1/89.] Repealed by 02-15-075, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.150.
504-25-135	Failure to cooperate with a university investigation. [Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-135, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-135, filed 5/18/89, effective 7/1/89.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.	504-25-215	University officer, conduct board, and appeal board. [Statutory Authority: RCW 28B.30.150. 03-16-035, § 504-25-215, filed 7/30/03, effective 8/30/03; 02-15-075, § 504-25-215, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-045, § 504-25-215, filed 3/8/95, effective 4/8/95; 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-215, filed 5/18/89, effective 7/1/89.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.
504-25-137	Misuse of keys or access cards. [Statutory Authority: RCW 28B.30.150. 03-16-035, § 504-25-137, filed 7/30/03, effective 8/30/03; 02-15-075, § 504-25-137, filed 7/15/02, effective 8/15/02.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.	504-25-220	Students charged with violations of the standards of conduct. [Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-045, § 504-25-220, filed 3/8/95, effective 4/8/95; 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-220, filed 5/18/89, effective 7/1/89.] Repealed by 02-15-075, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.150.
504-25-138	Misuse of identification. [Statutory Authority: RCW 28B.30.150. 03-16-035, § 504-25-138, filed 7/30/03, effective 8/30/03; 02-15-075, § 504-25-138, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-045, § 504-25-138, filed 3/8/95, effective 4/8/95.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.	504-25-221	Complaint. [Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-221, filed 7/15/02, effective 8/15/02.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.
504-25-139	Identity theft. [Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-139, filed 7/15/02, effective 8/15/02.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.	504-25-222	Preliminary conference. [Statutory Authority: RCW 28B.30.150. 03-16-035, § 504-25-222, filed 7/30/03, effective 8/30/03; 02-15-075, § 504-25-222, filed 7/15/02, effective 8/15/02.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.
504-25-140	Other conduct. [Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-140, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-140, filed 5/18/89, effective 7/1/89.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.	504-25-223	Notice. [Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-223, filed 7/15/02, effective 8/15/02.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.
504-25-200	Disciplinary action. [Statutory Authority: RCW 28B.30.150. 03-16-035, § 504-25-200, filed 7/30/03, effective 8/30/03; 02-15-075, § 504-25-200, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-200, filed 5/18/89, effective 7/1/89.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.	504-25-224	Service of notice. [Statutory Authority: RCW 28B.30.150. 03-16-035, § 504-25-224, filed 7/30/03, effective 8/30/03; 02-15-075, § 504-25-224, filed 7/15/02, effective 8/15/02.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.
504-25-201	Student rights. [Statutory Authority: RCW 28B.30.150. 03-16-035, § 504-25-201, filed 7/30/03, effective 8/30/03; 02-15-075, § 504-25-201, filed 7/15/02, effective 8/15/02.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.	504-25-225	The hearing. [Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-045, § 504-25-225, filed 3/8/95, effective 4/8/95; 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-225, filed 5/18/89, effective 7/1/89.] Repealed by 02-15-075, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.150.
504-25-202	Emergency interventions and interim action. [Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-202, filed 7/15/02, effective 8/15/02.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.	504-25-226	Administrative hearing. [Statutory Authority: RCW 28B.30.150. 03-16-035, § 504-25-226, filed 7/30/03, effective 8/30/03; 02-15-075, § 504-25-226, filed 7/15/02, effective 8/15/02.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.
504-25-203	Parental notification. [Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-203, filed 7/15/02, effective 8/15/02.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.	504-25-227	Administrative hearing appeal. [Statutory Authority: RCW 28B.30.150. 03-16-035, § 504-25-227, filed 7/30/03, effective 8/30/03; 02-15-075, § 504-25-227, filed 7/15/02, effective 8/15/02.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.
504-25-205	Types of hearings. [Statutory Authority: RCW 28B.30.150. 03-16-035, § 504-25-205, filed 7/30/03, effective 8/30/03; 02-15-075, § 504-25-205, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-205, filed 5/18/89, effective 7/1/89.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.	504-25-228	Conduct board hearing. [Statutory Authority: RCW 28B.30.150. 03-16-035, § 504-25-228, filed 7/30/03, effective 8/30/03; 02-15-075, § 504-25-228, filed 7/15/02, effective 8/15/02.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.
		504-25-229	Conduct board appeal. [Statutory Authority: RCW 28B.30.150. 03-16-035, § 504-25-229, filed 7/30/03, effective 8/30/03; 02-15-075, § 504-25-229, filed 7/15/02, effective 8/15/02.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150.

- RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.
- 504-25-230 Sanctions. [Statutory Authority: RCW 28B.30.150. 03-16-035, § 504-25-230, filed 7/30/03, effective 8/30/03; 02-15-075, § 504-25-230, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-045, § 504-25-230, filed 3/8/95, effective 4/8/95; 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-230, filed 5/18/89, effective 7/1/89.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.
- 504-25-231 Reconsideration of final orders. [Statutory Authority: RCW 28B.30.150. 02-15-075, § 504-25-231, filed 7/15/02, effective 8/15/02.] Repealed by 03-16-035, filed 7/30/03, effective 8/30/03. Statutory Authority: RCW 28B.30.150.
- 504-25-235 Appeals. [Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-045, § 504-25-235, filed 3/8/95, effective 4/8/95; 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-235, filed 5/18/89, effective 7/1/89.] Repealed by 02-15-075, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.150.
- 504-25-240 Other interventions. [Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-045, § 504-25-240, filed 3/8/95, effective 4/8/95; 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-240, filed 5/18/89, effective 7/1/89.] Repealed by 02-15-075, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.150.
- 504-25-245 Records. [Statutory Authority: RCW 28B.30.150. 03-16-035, § 504-25-245, filed 7/30/03, effective 8/30/03; 02-15-075, § 504-25-245, filed 7/15/02, effective 8/15/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-07-045, § 504-25-245, filed 3/8/95, effective 4/8/95; 89-11-065 (Order 89-1, Resolution No. 3-31-89-16), § 504-25-245, filed 5/18/89, effective 7/1/89.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.
- 504-25-300 Introduction. [Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-001, § 504-25-300, filed 3/2/95, effective 4/2/95.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.
- 504-25-305 Overview of academic integrity procedures. [Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-001, § 504-25-305, filed 3/2/95, effective 4/2/95.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.
- 504-25-310 Definitions. [Statutory Authority: RCW 28B.30.150. 03-16-035, § 504-25-310, filed 7/30/03, effective 8/30/03. Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-001, § 504-25-310, filed 3/2/95, effective 4/2/95.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.
- 504-25-315 Academic integrity processes. [Statutory Authority: RCW 28B.30.150. 03-16-035, § 504-25-315, filed 7/30/03, effective 8/30/03. Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-001, § 504-25-315, filed 3/2/95, effective 4/2/95.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.
- 504-25-320 Reports of academic dishonesty. [Statutory Authority: RCW 28B.30.150. 03-16-035, § 504-25-320, filed 7/30/03, effective 8/30/03. Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-001, § 504-25-320, filed 3/2/95, effective 4/2/95.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.
- 504-25-325 Conduct officer and hearing boards. [Statutory Authority: RCW 28B.30.150. 03-16-035, § 504-25-325, filed 7/30/03, effective 8/30/03. Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-001, § 504-25-325, filed 3/2/95, effective 4/2/95.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.
- 504-25-330 Acts of academic dishonesty that violate the conduct regulations and the academic integrity standards. [Statutory Authority: RCW 28B.30.150. 03-16-035, § 504-25-330, filed 7/30/03, effective 8/30/03. Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-001, § 504-25-330, filed 3/2/95, effective 4/2/95.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.
- 504-25-335 Academic integrity procedures. [Statutory Authority: RCW 28B.30.150. 03-16-035, § 504-25-335, filed 7/30/03, effective 8/30/03. Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-001, § 504-25-335, filed 3/2/95, effective 4/2/95.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.
- 504-25-340 Rights of students charged with violations of the academic integrity standards. [Statutory Authority: RCW 28B.30.150. 03-16-035, § 504-25-340, filed 7/30/03, effective 8/30/03. Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-001, § 504-25-340, filed 3/2/95, effective 4/2/95.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.
- 504-25-350 Hearing guidelines. [Statutory Authority: RCW 28B.30.150. 03-16-035, § 504-25-350, filed 7/30/03, effective 8/30/03. Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-001, § 504-25-350, filed 3/2/95, effective 4/2/95.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.
- 504-25-355 Sanctions. [Statutory Authority: RCW 28B.30.150. 03-16-035, § 504-25-355, filed 7/30/03, effective 8/30/03. Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-001, § 504-25-355, filed 3/2/95, effective 4/2/95.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.
- 504-25-360 Appeals. [Statutory Authority: RCW 28B.30.150. 03-16-035, § 504-25-360, filed 7/30/03, effective 8/30/03. Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-001, § 504-25-360, filed 3/2/95, effective 4/2/95.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.
- 504-25-365 Finding of no responsibility. [Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-001, § 504-25-365, filed 3/2/95, effective 4/2/95.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.
- 504-25-370 Other interventions. [Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-001, § 504-25-370, filed 3/2/95, effective 4/2/95.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.
- 504-25-375 Records. [Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-001, § 504-25-375, filed 3/2/95, effective 4/2/95.] Repealed by 06-23-159, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.150. Later promulgation, see chapter 504-26 WAC.

Chapter 504-32**RULES FOR USE OF MALL**

- 504-32-010 Rules for use of the mall. [Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-32-010, filed 5/26/87. Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution No. 6/80-15), § 504-32-010, filed 6/11/80; Order 5, § 504-32-010, filed 9/26/72; Order 3, § 504-32-010, filed 8/5/71.] Repealed by 08-24-026, filed 11/24/08, effective 12/25/08. Statutory Authority: RCW 28B.30.150.

504-32-020	Recognized organizations who schedule. [Order 75-1, § 504-32-020, filed 7/7/75, effective 9/1/75; Order 73-5, § 504-32-020, filed 8/1/73; Order 5, § 504-32-020, filed 9/26/72; Order 3, § 504-32-020, filed 8/5/71.] Repealed by 87-12-013 (Order 87-1), filed 5/26/87. Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW.	1/29/07, effective 3/1/07. Statutory Authority: RCW 28B.30.150.
504-32-030	Tables on mall. [Order 5, § 504-32-030, filed 9/26/72; Order 3, § 504-32-030, filed 8/5/71.] Repealed by 80-07-015 (Order 80-2, Resolution No. 6/80-15), filed 6/11/80. Statutory Authority: RCW 28B.30.125 and 28B.30.150.	504-44-150 Adoption of form. [Order 73-3, § 504-44-150, filed 7/9/73.] Repealed by 07-04-027, filed 1/29/07, effective 3/1/07. Statutory Authority: RCW 28B.30.150.
504-32-040	Posting and distribution of literature, handbills, notices. [Order 5, § 504-32-040, filed 9/26/72; Order 3, § 504-32-040, filed 8/5/71.] Repealed by Order 75-1, filed 7/7/75, effective 9/1/75.	504-44-990 Appendix A—Request for public records. [Order 73-3, Appendix A (codified as WAC 504-44-990), filed 7/9/73.] Repealed by 07-04-027, filed 1/29/07, effective 3/1/07. Statutory Authority: RCW 28B.30.150.
504-32-050	Solicitation of funds. [Order 75-1, § 504-32-050, filed 7/7/75, effective 9/1/75; Order 5, § 504-32-050, filed 9/26/72; Order 3, § 504-32-050, filed 8/5/71.] Repealed by 80-07-015 (Order 80-2, Resolution No. 6/80-15), filed 6/11/80. Statutory Authority: RCW 28B.30.125 and 28B.30.150.	504-44-99001 Appendix B—Public records—Request for copies. [Order 73-3, Appendix B (codified as WAC 504-44-99001), filed 7/9/73.] Repealed by 07-04-027, filed 1/29/07, effective 3/1/07. Statutory Authority: RCW 28B.30.150.
504-32-060	Outdoor dances, concerts, carnivals and fairs. [Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-32-060, filed 5/26/87. Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution No. 6/80-15), § 504-32-060, filed 6/11/80; Order 75-1, § 504-32-060, filed 7/7/75, effective 9/1/75; Order 5, § 504-32-060, filed 9/26/72; Order 3, § 504-32-060, filed 8/5/71.] Repealed by 08-24-026, filed 11/24/08, effective 12/25/08. Statutory Authority: RCW 28B.30.150.	504-44-99002 Appendix C—Public records—Request for review. [Order 73-3, Appendix C (codified as WAC 504-44-99002), filed 7/9/73.] Repealed by 07-04-027, filed 1/29/07, effective 3/1/07. Statutory Authority: RCW 28B.30.150.

Reviser's note: Later promulgation, see chapter 504-45 WAC.

Chapter 504-04 WAC PRACTICE AND PROCEDURE

WAC

PART I GENERAL PROCEDURAL RULES

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

PART II PROCEDURAL RULES FOR FORMAL PROCEEDINGS

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

PART I GENERAL PROCEDURAL RULES

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

- (1) Student conduct proceedings. The procedural rules of chapter 504-25 WAC apply to these proceedings.
- (2) Appeals of residency determinations. If a hearing is required by law or constitutional right, appeals of residency determinations under RCW 28B.15.013 are brief adjudicative proceedings conducted by the office of admissions.
- (3) Appeals of parking violations. Appeals of parking violations are brief adjudicative proceedings conducted pursuant to applicable rules. See WAC 504-14-860, 504-15-860, 504-18-170, and 504-19-860.
- (4) Hearings on student records. Hearings pursuant to the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g are to be brief adjudicative proceedings conducted pursuant to the rules of chapter 504-21 WAC.
- (5) Hearings on denial of financial aid. Any hearings required by state or federal law regarding granting, modification or denial of financial aid are brief adjudicative proceedings conducted by the office of scholarships and financial aid.
- (6) Emergency withdrawal of students. Proceedings to disenroll students for medical or psychological reasons are

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504-44-010	Purpose. [Order 73-3, § 504-44-010, filed 7/9/73.] Repealed by 07-04-027, filed 1/29/07, effective 3/1/07. Statutory Authority: RCW 28B.30.150.
504-44-020	Definitions. [Order 73-3, § 504-44-020, filed 7/9/73.] Repealed by 07-04-027, filed 1/29/07, effective 3/1/07. Statutory Authority: RCW 28B.30.150.
504-44-030	Description of central and field organization of Washington State University. [Order 73-3, § 504-44-030, filed 7/9/73.] Repealed by 07-04-027, filed 1/29/07, effective 3/1/07. Statutory Authority: RCW 28B.30.-150.
504-44-040	Operations and procedures. [Order 73-3, § 504-44-040, filed 7/9/73.] Repealed by 07-04-027, filed 1/29/07, effective 3/1/07. Statutory Authority: RCW 28B.30.-150.
504-44-050	Public records available. [Order 73-3, § 504-44-050, filed 7/9/73.] Repealed by 07-04-027, filed 1/29/07, effective 3/1/07. Statutory Authority: RCW 28B.30.-150.
504-44-060	Public records officer. [Order 73-3, § 504-44-060, filed 7/9/73.] Repealed by 07-04-027, filed 1/29/07, effective 3/1/07. Statutory Authority: RCW 28B.30.150.
504-44-070	Office hours. [Order 73-3, § 504-44-070, filed 7/9/73.] Repealed by 07-04-027, filed 1/29/07, effective 3/1/07. Statutory Authority: RCW 28B.30.150.
504-44-080	Requests for public records. [Order 73-3, § 504-44-080, filed 7/9/73.] Repealed by 07-04-027, filed 1/29/07, effective 3/1/07. Statutory Authority: RCW 28B.30.-150.
504-44-090	Copying. [Order 73-3, § 504-44-090, filed 7/9/73.] Repealed by 07-04-027, filed 1/29/07, effective 3/1/07. Statutory Authority: RCW 28B.30.150.
504-44-100	Exemptions. [Order 73-3, § 504-44-100, filed 7/9/73.] Repealed by 07-04-027, filed 1/29/07, effective 3/1/07. Statutory Authority: RCW 28B.30.150.
504-44-110	Review of denials of public records requests. [Order 73-3, § 504-44-110, filed 7/9/73.] Repealed by 07-04-027, filed 1/29/07, effective 3/1/07. Statutory Authority: RCW 28B.30.150.
504-44-120	Protection of public records. [Order 73-3, § 504-44-120, filed 7/9/73.] Repealed by 07-04-027, filed 1/29/07, effective 3/1/07. Statutory Authority: RCW 28B.30.-150.
504-44-130	Records index. [Order 73-3, § 504-44-130, filed 7/9/73.] Repealed by 07-04-027, filed 1/29/07, effective 3/1/07. Statutory Authority: RCW 28B.30.150.
504-44-140	Communications to the university. [Order 73-3, § 504-44-140, filed 7/9/73.] Repealed by 07-04-027, filed

brief adjudicative proceedings conducted by the office of student affairs.

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

[Statutory Authority: RCW 28B.30.150, 07-02-034, § 504-04-010, filed 12/26/06, effective 1/26/07. Statutory Authority: RCW 34.05.220, 28B.30.095, 28B.30.125, 28B.10.648, 34.05.250 and 34.05.482. 89-23-117, § 504-04-010, filed 11/22/89, effective 12/23/89.]

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

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

PART II PROCEDURAL RULES FOR FORMAL PROCEEDINGS

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

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

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

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

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

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

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

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

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

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

The presiding officer shall have the power to control the frequency and nature of discovery permitted, and to order discovery conferences to discuss discovery issues.

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

Chapter 504-14 WAC

CAMPUS PARKING AND TRAFFIC REGULATIONS FOR WASHINGTON STATE UNIVERSITY SPOKANE

WAC

PART I: INTRODUCTION

504-14-010	Authorization.
504-14-020	Purposes of regulations.
504-14-030	Knowledge of parking regulations.
504-14-040	Applicable parking and traffic laws and regulations.
504-14-050	Emergencies.
504-14-080	Severability.
504-14-100	Definitions.

PART II: ENFORCEMENT

504-14-200	Enforcement authority.
504-14-210	Times of enforcement.
504-14-220	Signed and marked areas.
504-14-250	Motorcycles and mopeds.
504-14-300	Financial responsibility for parking tickets.
504-14-350	Use of areas for emergency, maintenance, events, construction, or special needs.
504-14-360	Liability.

PART III: PARKING PERMITS

504-14-410	Issuance, use, and term of parking permits.
504-14-420	Withholding of fines and fees.
504-14-440	Transfer of parking permit.
504-14-450	Replacement parking permits and indicators.
504-14-460	False information.
504-14-470	Recall or suspension of parking permits.
504-14-510	Parking permits—General.
504-14-520	Parking permits—Form and display.
504-14-540	Zone parking permits—Availability and use.
504-14-560	Other parking permits—Availability and use.
504-14-580	Special indicator decals and hangers.
504-14-600	Parking permits for persons with disability.
504-14-650	Parking fees and fines.
504-14-750	Reciprocal parking agreements.

PART IV: FINES, SANCTIONS, AND APPEALS

504-14-810	Violations, fines, and sanctions.
504-14-860	Appeal procedures.

PART V: IMPOUNDMENT OF VEHICLES

504-14-865	General.
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- 504-14-870 Wheel lock-eligible list.
- 504-14-880 Fees, fines, and release of an impounded vehicle.
- 504-14-885 Theft, damage, or removal of a wheel lock device.

PART VI: TRAFFIC RULES

- 504-14-900 Speed limits.
- 504-14-920 Closed and restricted areas.
- 504-14-930 Bicycles, skateboards, in-line skates, and scooters.
- 504-14-940 Pedestrians.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

- 504-14-430 Change in residence or license plates. [Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-430, filed 8/24/01, effective 9/24/01.] Repealed by 08-08-048, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.150.
- 504-14-830 Other violations and sanctions. [Statutory Authority: RCW 28B.30.125, 03-15-060, § 504-14-830, filed 7/14/03, effective 8/14/03. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-830, filed 8/24/01, effective 9/24/01.] Repealed by 08-08-048, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.150.

PART I: INTRODUCTION

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

[Statutory Authority: RCW 28B.30.150, 08-08-048, § 504-14-010, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.125, 28B.30.-150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-010, filed 8/24/01, effective 9/24/01.]

WAC 504-14-020 Purposes of regulations. (1) The purposes of these regulations are to:

- (a) Expedite university business and provide maximum safety, order, and access;
- (b) Regulate parking, with priority given to:
 - (i) Services of the campus;
 - (ii) Persons who require the use of vehicles in connection with their on-campus work; and
 - (iii) Staff and students who require the use of private vehicles because of a disability or other approved reason;
- (c) Provide and maintain suitable campus parking and transportation systems; and
- (d) Provide incentive for participation in the commute trip reduction program.

(2) The chancellor or designee whose responsibilities include supervision of the parking department shall have the authority to designate particular locations as parking, temporary parking, restricted parking, or prohibited parking, as well as the authority to designate permanent and temporary areas as being closed to vehicular traffic.

[Statutory Authority: RCW 28B.30.150, 08-08-048, § 504-14-020, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.125, 28B.30.-150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-020, filed 8/24/01, effective 9/24/01.]

WAC 504-14-030 Knowledge of parking regulations. It is the responsibility of all individuals parking on the campus to read and fully understand these regulations. Lack of

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knowledge of these regulations is not acceptable as grounds for dismissal of parking tickets.

[Statutory Authority: RCW 28B.30.150, 08-08-048, § 504-14-030, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.125, 28B.30.-150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-030, filed 8/24/01, effective 9/24/01.]

WAC 504-14-040 Applicable parking and traffic laws and regulations. The following laws and regulations apply upon lands owned and/or controlled by the WSUS campus:

- (1) The motor vehicle and other traffic laws of the state of Washington (Revised Code of Washington); and
- (2) Chapter 504-14 of the Washington Administrative Code.

[Statutory Authority: RCW 28B.30.150, 08-08-048, § 504-14-040, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.125, 28B.30.-150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-040, filed 8/24/01, effective 9/24/01.]

WAC 504-14-050 Emergencies. The chancellor or designee of the university shall have the authority to suspend, modify, or repeal any or all provisions in this chapter in the event of an emergency, disaster, or other like contingency. Such action shall be limited in duration and scope based on the emergency.

[Statutory Authority: RCW 28B.30.150, 08-08-048, § 504-14-050, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.125, 28B.30.-150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-050, filed 8/24/01, effective 9/24/01.]

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

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

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

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

(2) Day. Unless otherwise specified, the term "day" refers to a calendar day.

(3) Disability parking. See persons with disability.

(4) Disability zone. A parking zone designated for exclusive use by persons with disability and identified with a sign bearing the associated international symbol.

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

(6) Holiday. See university holiday.

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

- (a) Use of a parking permit or indicator on a vehicle other than the specified vehicle identified by a license plate number on the permit.

- (b) Use of a counterfeit parking permit or indicator.
- (c) Use of a parking permit or indicator obtained under false pretenses.
- (d) Use of a modified parking permit or indicator.
- (e) Use and/or retention of a parking permit or indicator by person(s) ineligible, or no longer eligible, for such permit as described and authorized in this chapter.
- (8) Impound. To take and hold a vehicle in legal custody by use of a wheel lock and/or towing.
- (9) Indicator. A decal or hanger displayed adjacent to a parking permit which defines additional parking areas available to a permit holder.
- (10) Loading zone. A loading dock, or an area signed "loading zone" adjacent to a facility or in a parking area. Such an area is intended for loading and unloading bulky or voluminous material. Loading zones are restricted at all times unless signed otherwise.
- (11) Moped. Any two-wheeled or three-wheeled motor vehicle with an engine displacement of 50cc or less.
- (12) Motorcycle. Any two-wheeled or three-wheeled motor vehicle with an engine displacement greater than 50cc.
- (13) Motor vehicle. All motor-driven conveyances except wheelchairs. Also referred to as "vehicle" in this chapter.
- (14) No parking zone. Any area not specifically marked and/or signed for parking. Such areas include, but are not limited to, areas with adjacent curbs or rails painted yellow.
- (15) Officer. Any parking or campus security official employed by the university who is designated by the parking administrator or chancellor to place and remove wheel locks or to cause vehicles to be towed under this chapter.
- (16) Owner. The person registered with any state as the present owner of a vehicle in the most current registration records available to the university, the owner's expressed representative, or any transferee not designated in such records, provided that the parking administrator has received actual written notice of the transfer.
- (17) Park/parking. This refers to the placement or standing of a vehicle, with or without a driver in attendance, and with or without the engine running.
- (18) Parking administrator. The manager in charge of the parking department or designee.
- (19) Parking appeals committee. Any person or persons appointed to consider parking violations and the application of fees, fines, and sanctions. Said person or persons are appointed by the vice-chancellor whose responsibilities include supervision of the parking department or designee.
- (20) Parking department. The university department which is charged with the responsibility of managing, operating, planning, and maintaining parking facilities; enforcing the parking regulations; and coordinating commute trip reduction efforts for the WSUS campus.
- (21) Parking meter. A single fixed device that typically requires payment and limits the amount of time a vehicle can park in a single space. Also referred to as "meter" in this chapter. A parking meter is not a parking payment device.
- (22) Parking payment device. A machine that requires payment and vends a parking permit and/or a paid receipt. Parking payment devices may be located in various places on the campus. A parking payment device is not a parking meter.
- (23) Parking permit. A vinyl, plastic, paper, or other instrument sanctioned by the parking department that is displayed from a vehicle and authorizes parking in specified areas. Also referred to as "permit" in this chapter.
- (24) Parking ticket. The first notice of a parking violation which is usually placed in a visible location on a motor vehicle.
- (25) Pedestrian mall. A space that is designed primarily for pedestrian use, but with limited authorized use of motor vehicle and other motorized and nonmotorized conveyances.
- (26) Persons with disability. For the purpose of this chapter persons with disability shall refer to a person or persons with disability or disabilities who qualify for a state-issued persons with disability parking identification and permit.
- (27) Service vehicle. A vehicle used to provide a service for WSUS or a tenant or contractor of WSUS (e.g., a university-owned vehicle or a privately owned vehicle with a valid service vehicle authorization displayed).
- (28) Service zone. Parking spaces or area designated for the use of service vehicles, other government-owned vehicles, and vehicles displaying a service indicator or commercial permit. Authorized vehicles may park in these zones on an occasional basis for a maximum of fifteen minutes, except for vehicles that display a service indicator issued for an extended time. Service zones are restricted at all times unless signed otherwise.
- (29) Staff. For the purposes of these regulations, "staff" includes all nonstudent employees of the university and the nonstudent employees of other entities located on, or regularly doing business on campus. Teaching assistants, research assistants, and other students employed by the university, or other entities located on, or regularly doing business on campus, are not "staff." They are considered to be students for the purpose of these rules.
- (30) Standing. "Standing" is the stopping of a vehicle with the driver remaining in it.
- (31) Storage of a vehicle. Impounded vehicles are held in storage until released. During such time they are subject to storage fees.
- (32) Student. The term student includes all persons who are not staff who are taking courses at the university, enrolled full-time or part-time, pursuing undergraduate, graduate, professional studies, or auditing one or more class.
- (33) Summer session. The summer session includes all summer sessions beginning on the first day of the earliest session, and ending on the last day of the latest session.
- (34) University. Refers to Washington State University Spokane.
- (35) University holiday. A day regarded by the university as an official university holiday.
- (36) Unpaid. A full or partial outstanding balance due. This definition includes parking tickets which are pending appeal.
- (37) Vacation. A period of time when classes or final exams are not in session. Except for holidays that fall within this period, the business offices of WSUS typically are open during this time.
- (38) Visitors. Persons who are not staff or students and who only visit the campus on an occasional basis.

(39) Wheel lock. A device used to temporarily immobilize a motor vehicle. Wheel locked vehicles are considered to be impounded in place and subject to storage fees.

(40) Wheel lock-eligible list. The current list of wheel lock-eligible vehicles as maintained by the parking department. A vehicle remains on the wheel lock-eligible list until all fines and fees related to parking tickets are paid in full or otherwise resolved to include the payment of fines and fees related to parking tickets not yet eligible for late fees.

(41) Wheel lock-eligible vehicle. Any vehicle on which three or more parking tickets more than thirty days old are unpaid and which parking tickets were issued during the time the vehicle was registered to or otherwise held by the owner. The vehicle remains wheel lock-eligible until all fines and fees related to parking tickets are paid in full or otherwise resolved to include the payment of fines and fees related to parking tickets not yet eligible for late fees.

[Statutory Authority: RCW 28B.30.150. 08-08-048, § 504-14-100, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.125, 28B.30.-150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-100, filed 8/24/01, effective 9/24/01.]

PART II: ENFORCEMENT

WAC 504-14-200 Enforcement authority. The parking department and the public safety officers are charged with the impartial enforcement of these regulations. Officers of these departments have authority to issue parking tickets, to impound vehicles, and to control access to areas.

[Statutory Authority: RCW 28B.30.150. 08-08-048, § 504-14-200, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.125, 28B.30.-150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-200, filed 8/24/01, effective 9/24/01.]

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

(1) Parking permit areas. All parking permit zones are limited to authorized permit holders all hours. These hours are posted in each parking area at the entrance.

(2) Restricted spaces. These spaces are restricted for their designated purpose at all times unless signed otherwise:

- (a) Disability zones.
- (b) Load/unload.
- (c) Service.
- (d) Reserved.
- (e) Reserved (bagged) parking meters.

(f) Areas which are specially signed or physically set apart by barricades, traffic cones, tape, or other traffic devices.

(3) Parking metered spaces. Parking meters are in effect during the times posted on each meter. During these times the meter must be paid the posted amount. Additional time cannot be purchased beyond the meter's posted maximum time limit (e.g., a thirty-minute meter allows a maximum of thirty minutes to be purchased at one time). A motor vehicle which is parked at an expired parking meter is considered in violation initially, and after each period equal to the maximum time posted for the meter. In such case a parking ticket may be issued for each violation. For example, a vehicle parked at a meter with a two-hour maximum time limit for six hours

and five minutes of CONTINUOUS unpaid parking at the same meter would be eligible for up to three parking tickets.

(4) Pay parking facilities. Some parking areas provide parking on an hourly basis. Hours of operation and a schedule of fees are posted at the facility entrance and at the point of payment. Parking tickets are issued to vehicles that are parked over the duration of time that was paid and for non-payment. Parking areas with parking meters are not considered pay parking facilities.

[Statutory Authority: RCW 28B.30.150. 08-08-048, § 504-14-210, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.125, 28B.30.-150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-210, filed 8/24/01, effective 9/24/01.]

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

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

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

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

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

[Statutory Authority: RCW 28B.30.150. 08-08-048, § 504-14-220, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.125, 28B.30.-150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-220, filed 8/24/01, effective 9/24/01.]

WAC 504-14-250 Motorcycles and mopeds. (1) The general traffic regulations applicable to motor vehicles apply to motorcycles and mopeds. Motorcycles or mopeds may not be driven on sidewalks or in pedestrian mall areas. Owners of motorcycles and mopeds are responsible for all violations issued.

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

(3) Mopeds. Mopeds may park in any parking area with a valid parking permit or at any bicycle rack unless the rack is signed to exclude mopeds.

(4) Motorcycles. Motorcycles must display a valid university parking permit at all times.

[Statutory Authority: RCW 28B.30.150. 08-08-048, § 504-14-250, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.125, 28B.30.-150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-250, filed 8/24/01, effective 9/24/01.]

WAC 504-14-300 Financial responsibility for parking tickets. (1) Each registered parking permit holder shall be financially responsible for parking tickets on vehicles:

- (a) Registered with the parking department; and/or
- (b) Displaying the registered parking permit holder's permit.

(2) Owners of vehicles are held ultimately financially responsible for parking tickets issued to their vehicle.

[Statutory Authority: RCW 28B.30.150. 08-08-048, § 504-14-300, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.125, 28B.30.-150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-300, filed 8/24/01, effective 9/24/01.]

WAC 504-14-350 Use of areas for emergency, maintenance, events, construction, or special needs. WSUS reserves the right to close any campus parking area at any time it is deemed necessary for maintenance, safety, events, construction, or to meet special needs. The parking department provides notice to users when possible.

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

[Statutory Authority: RCW 28B.30.150. 08-08-048, § 504-14-350, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.125, 28B.30.-150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-350, filed 8/24/01, effective 9/24/01.]

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

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

PART III: PARKING PERMITS

WAC 504-14-410 Issuance, use, and term of parking permits. Parking permits are issued by the parking department for available areas upon application and payment of the appropriate fees. The applicant may receive a parking permit and/or indicator which specifies parking area(s) where the vehicle may be parked.

[Statutory Authority: RCW 28B.30.150. 08-08-048, § 504-14-410, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.125, 28B.30.-150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-410, filed 8/24/01, effective 9/24/01.]

WAC 504-14-420 Withholding of fines and fees. All parking permit applications shall provide that the university may withhold unpaid fines and fees, when permitted by law, from any sums owed the permit holder and to treat the same as a debt.

[Statutory Authority: RCW 28B.30.150. 08-08-048, § 504-14-420, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.125, 28B.30.-150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-420, filed 8/24/01, effective 9/24/01.]

WAC 504-14-440 Transfer of parking permit. A parking permit is generally not transferable, but exceptions can be made by parking operations as follows:

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

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

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

[Statutory Authority: RCW 28B.30.150. 08-08-048, § 504-14-440, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.125, 28B.30.-150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-440, filed 8/24/01, effective 9/24/01.]

WAC 504-14-450 Replacement parking permits and indicators. (1) Sold or traded vehicles. Failure to advise the parking department of a sale or trade for registration purposes may result in continued responsibility to the permit holder for parking tickets received on vehicles.

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

(2) Lost/stolen permits. Permit holders are responsible for the security of their permits. The theft or loss of a parking permit should be reported to the parking department immediately upon discovery. A lost or stolen permit may be replaced upon payment to the parking department of the cost of replacing the permit, according to a schedule adopted by the parking department. Lost or stolen permits must be returned to the parking department immediately if recovered.

[Statutory Authority: RCW 28B.30.150. 08-08-048, § 504-14-450, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.125, 28B.30.-150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-450, filed 8/24/01, effective 9/24/01.]

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

[Statutory Authority: RCW 28B.30.150. 08-08-048, § 504-14-460, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.125, 28B.30.-150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-460, filed 8/24/01, effective 9/24/01.]

WAC 504-14-470 Recall or suspension of parking permits. Parking permits are the property of WSUS and may be recalled or suspended for violations of any of the following by the parking administrator when:

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

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

(3) A parking permit application is falsified;

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

(5) The parking permit fee is unpaid.

[Statutory Authority: RCW 28B.30.150. 08-08-048, § 504-14-470, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.125, 28B.30.-

150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-470, filed 8/24/01, effective 9/24/01.]

WAC 504-14-510 Parking permits—General. The university issues parking permits for designated areas of the campus. Any vehicle parked on the campus must clearly display a valid university parking permit in accordance with this chapter during the posted hours when and where permits are required. University staff and students may not use any other permit in lieu of a valid university parking permit.

[Statutory Authority: RCW 28B.30.150. 08-08-048, § 504-14-510, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.125, 28B.30.-150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-510, filed 8/24/01, effective 9/24/01.]

WAC 504-14-520 Parking permits—Form and display. All parking permits must be displayed in the approved position on the vehicle with permit numbers and relevant dates visible. Vehicles with permits which are not displayed in accordance with the provisions of this section are subject to parking tickets for the violation of improperly displaying a permit.

(1) Autos and trucks:

(a) Hanging permits, both annual and daily, must be displayed hanging from the rear-view mirror post or placed on the dash of vehicle, driver's side, in a manner permitting visibility from outside at all times.

(b) Permits mounted solely by suction cup and permit decals directly affixed to the windshield must be displayed on the front windshield at the lower left corner (driver's side). Decals must be mounted completely by means of their own adhesive (not by tape).

(2) Motorcycles must display a valid permit at all times.

[Statutory Authority: RCW 28B.30.150. 08-08-048, § 504-14-520, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.125, 28B.30.-150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-520, filed 8/24/01, effective 9/24/01.]

WAC 504-14-540 Zone parking permits—Availability and use. The management and assignment of parking zones is designed to provide a parking space to each permit holder. However, uncontrolled access to parking areas and unexpected parking demand make it impossible to guarantee a parking space in a permit holder's assigned zone. Every effort is made via surveys and limits on permit sales, to ensure that permit holders are not displaced from their assigned zones. Staff and students are generally assigned to specific parking areas referred to as zones. Parking zones are color-coded with respect to their price and numbered with respect to the specific parking zone assignment of each permit holder. Permit holders may park in their assigned zone as reflected by the combination of color and number on their permit and corresponding sign, or they may park in other zones as described below.

(1) Green permits. Green permit holders may park in their assigned green zone, or in any yellow or red zone.

(2) Yellow permit. Yellow permit holders may park in their assigned yellow zone, or in any red zone.

(3) Red permit. Red permit holders may park in the red zone.

[Statutory Authority: RCW 28B.30.150. 08-08-048, § 504-14-540, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.125, 28B.30.-

(2009 Ed.)

150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-540, filed 8/24/01, effective 9/24/01.]

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

(2) Golden cougar permits. Golden cougar permits are special visitor permits that are issued to retired staff in recognition of their service without additional cost. They are issued on an annual basis and are valid in any zone. Staff who are employed by the university or by other entities located on campus after formal retirement are not eligible to use a golden cougar permit in lieu of a regular paid zone permit. Comparable permits from other campus institutions will be honored.

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

(4) Conference permits. Conference permits are available to visitors who participate in conferences held on the WSUS campus. They are available on a daily basis only. Conference permits may be assigned to a specific zone.

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

(6) Carpool. Upon application, a bona fide carpool with four or more participants is given preference in the assignment of parking zones, and issued a permit that facilitates the carpool. Obtaining or using a carpool permit under false pretenses constitutes the illegal use of a permit.

[Statutory Authority: RCW 28B.30.150. 08-08-048, § 504-14-560, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.125, 28B.30.-150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-560, filed 8/24/01, effective 9/24/01.]

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

(1) A "service" indicator decal or hanger is valid typically for a maximum of fifteen minutes in a marked service zone.

(2) A reserved parking indicator decal or hanger is valid in parking spaces that are signed for the corresponding permit and indicator.

[Statutory Authority: RCW 28B.30.150. 08-08-048, § 504-14-580, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.125, 28B.30.-150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-580, filed 8/24/01, effective 9/24/01.]

WAC 504-14-600 Parking permits for persons with disability. (1) The provisions of this chapter cover the purchase and display of parking permits and payment of fees and fines associated with parking for persons with disability.

(2) For the purpose of this chapter, persons with disability shall refer to a person or persons with disability who qualify for a state-issued persons with disability parking identification and permit.

(3) Persons with disability desiring to purchase a university parking permit must present a valid state-issued persons with disability parking identification.

(4) Unless otherwise authorized or permitted under this chapter, parking in spaces designated for persons with disability requires a valid university parking permit and state-issued persons with disability parking permit to park on campus.

(5) A person with disability is eligible to purchase a green permit at the red permit zone price.

[Statutory Authority: RCW 28B.30.150. 08-08-048, § 504-14-600, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.125, 28B.30.-150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-600, filed 8/24/01, effective 9/24/01.]

WAC 504-14-650 Parking fees and fines. (1) Schedules for parking fees, parking administrative fees, late payment fees, parking fines and sanctions, parking meter rates, prorated and refund schedules, and the effective date thereof are submitted to the president or his/her designee and to the board of regents for approval by motion; provided, however, that increases in fees and fines do not exceed limits established by the board of regents. Increases in fees and fines that do not exceed limits established by the board of regents are not submitted to the board of regents so long as the board of regents has delegated authority to the president or his designee to approve all such fees and fines. The schedules for all parking fees and fines described above for all parking fees and fines are thereafter posted in the public area of the parking department office and posted on the parking department's web site.

(2) Payments. Parking fees and fines may be paid at the parking department by cash, check, approved payment card, or money order. A payroll deduction plan is available for eligible university employees and eligible graduate students.

(3) The proper fee must be paid for all vehicles parking in parking meter spaces unless otherwise authorized.

(4) Staff members whose work schedules qualify them for nighttime differential pay may purchase the green zone permit for the red zone permit price.

(5) Refunds. Annual permits being relinquished may be returned to the parking department for a pro rata refund in accordance with university policy. Identifiable remnants of the permit must be returned. The balance of any fees and fines owed the parking department is deducted from any refund due. Refunds for temporary permits are not granted. Refunds for pretax payroll deductions cannot be granted pursuant to federal tax laws.

(6) The parking department makes a wide array of options available in advance to university departments for use by their visitors, guests, and employees for the purpose of conducting departmental business. However, when necessary, university departments that can establish in writing that a parking ticket issued by the parking department was received as a result of parking any vehicle for the purpose of conducting official state business, or while conducting official business with the university or any entity located at the

university are assessed a parking fee assessment (PFA) in lieu of the parking fine. Such requests for PFAs are signed by a department fiscal custodian. A PFA consists of the maximum daily parking fee plus an additional administrative fee for failing to purchase and provide the necessary parking permit or fee in advance or at the time of parking. University departments are encouraged to avoid additional administrative fees associated with PFAs by purchasing and storing prepaid parking permits and by making them available as the department deems necessary. Nothing in this regulation allows a university employee to receive, or attempt to receive, any benefit associated with his or her personal expenses in violation of the State Ethics Act. All questionable employee conduct regarding the application of this section is reported to, and investigated by, the university internal auditor. This section applies only to parking tickets issued pursuant to this chapter.

[Statutory Authority: RCW 28B.30.150. 08-08-048, § 504-14-650, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.125, 28B.30.-150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-650, filed 8/24/01, effective 9/24/01.]

WAC 504-14-750 Reciprocal parking agreements.

(1) Purpose. The university can enter into reciprocal parking agreements with other universities and Washington State University campuses for the purpose of enhancing the accessibility to various campuses for faculty, staff, and students participating in various courses and programs.

(2) The university faculty, staff, and students assigned to, enrolled at, or who pay fees to the WSUS campus or employees of other entities located on the WSUS campus must display a valid university parking permit when parking at the university. Any attempt by the above personnel to use a parking permit from another university campus in lieu of a valid WSUS permit may result in a fine for illegal use of a parking permit.

[Statutory Authority: RCW 28B.30.150. 08-08-048, § 504-14-750, filed 3/27/08, effective 7/1/08.]

PART IV: FINES, SANCTIONS, AND APPEALS

WAC 504-14-810 Violations, fines, and sanctions. (1) Violations and fines. Parking violations are processed by the university. Fines must be paid at the parking department or at other authorized locations by mail, or from the parking department's web site. Schedules for parking violations, fines, and sanctions are posted in the public area of the parking department office and on the parking department's web site.

(2) Reduction of fines.

(a) The fine for "meter violation" and the fine for "overtime in a timed zone" violations are reduced by one-half if paid within twenty-four hours of time of issuance. Eligible violations received on Friday or Saturday can be paid on the following Monday to satisfy the twenty-four-hour requirement. Mailed payment of fines must be postmarked within twenty-four hours to receive the one-half reduction.

(b) Visitors. The first violation of notices for "no parking permit" and "no parking permit for this area" issued to a visitor is considered a warning notice upon presentation of the parking ticket to the parking department.

(c) If a permit holder of record neglects to display his or her permit and receives a notice of violation for "no parking permit," a reduced fine is assessed when possession of a valid parking permit for the location is verified by the parking department within twenty-four hours.

(d) Internal policies regarding disposition of parking tickets may be established on approval of the chancellor or designee whose responsibilities include supervision of the parking department, under the advisement of the university's internal auditor.

(3) Inoperable vehicles. It is the owner's responsibility to immediately contact the parking department in the event that the owner's vehicle becomes inoperable when the vehicle is present on campus.

(4) Payment of parking fines. All parking fines are due upon issuance of a parking ticket. Thirty days after date of issuance of a parking ticket, a late fee shall be added to all unpaid parking fines. For example, a parking ticket issued on May 1 would be assessed a late fee on May 31. Failure to pay the fine and fee assessed for any violation results in referral to the university controller's office or to a private collection agency for collection. Where collection efforts are unsuccessful, the controller or designee may notify the registrar to refrain from issuing student transcripts or to withhold permission to reenroll for a subsequent term until outstanding fines and fees are paid. The procedures discussed above are not exclusive, however, and failure by anyone to pay fines and fees may also lead to towing or use of the wheel lock device described in these regulations. Nor are the procedures discussed above a precondition to towing or use of the wheel lock.

(5) Failure to pay fines. Failure to pay a fine or comply with other penalties assessed pursuant to these regulations, and exhausting or failing to exercise appeals provided for in these regulations, may result in the inability to renew a vehicle license through the state pursuant to RCW 46.16.216.

[Statutory Authority: RCW 28B.30.150. 08-08-048, § 504-14-810, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.125. 03-15-060, § 504-14-810, filed 7/14/03, effective 8/14/03. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-810, filed 8/24/01, effective 9/24/01.]

WAC 504-14-860 Appeal procedures. The parking ticket represents a determination that a parking violation has been committed and the determination is final unless otherwise provided for or appealed as provided in this chapter.

(1) Purpose. The parking appeals process serves three primary functions:

- (a) To hear parking ticket appeals;
- (b) To hear appeals of wheel lock eligibility determination; and
- (c) To hear appeals of impoundments.

(2) Procedure. Any person who has received a parking ticket may appeal the alleged parking violation. Appeal of wheel lock eligibility determinations and impoundments are described in WAC 504-14-865 and 504-14-870.

(3) Written parking ticket appeals. The appeal must be in writing and received at the parking department within ten calendar days of issuance of the parking ticket. Forms for this purpose are available from the parking department. The parking appeals committee makes an initial decision regarding the

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appeal within twenty calendar days during the academic year and within thirty calendar days during the summer months after receipt of the appeal. The committee provides a brief statement of the reason for its decision to the appellant within ten calendar days of the decision.

(4) Review hearing of initial decision. If the appellant is dissatisfied with the initial decision, the appellant may request a hearing before a hearing officer or the parking appeals committee. Such a request must be made within ten calendar days of the date of the initial parking appeals committee decision. If no such request is received, the initial decision shall be final. During the hearing the appellant and representatives of the parking department may present and cross-examine witnesses. The hearing officer or appeals committee shall render a decision in writing and provide appellant with the decision within ten calendar days after the hearing.

(5) Appeal to district court. RCW 28B.10.560 provides that a person who is not satisfied with the final decision of the university may appeal to district court. The application for appeal to district court shall be in writing and must be filed at the parking department office within ten calendar days after the date of the review hearing. The parking department forwards the documents relating to the appeal to the district court.

[Statutory Authority: RCW 28B.30.150. 08-08-048, § 504-14-860, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-860, filed 8/24/01, effective 9/24/01.]

PART V: IMPOUNDMENT OF VEHICLES

WAC 504-14-865 General. (1) Pursuant to the provisions of this chapter, an officer shall cause a vehicle to be wheel locked, or towed, or both, if:

- (a) The vehicle is on the wheel lock-eligible list; or
- (b) The vehicle displays a lost, stolen, or counterfeit parking permit.

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

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

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

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

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

(6) No vehicle impounded by towing or wheel lock devices shall be released until the following fines are paid in cash or with an approved payment card:

(a) All unpaid parking ticket fines and late fees against said vehicle and any other vehicle registered to the violator and/or owner;

(b) A wheel lock fee; and

(c) All towing and storage fees.

(7) A person wishing to challenge the validity of any fines or fees imposed under this chapter may appeal such fines or fees as provided in WAC 504-14-860. However, in order to secure release of the vehicle, such person must pay the amount of such fines or fees as a bond which shall be refunded to the extent the appeal is successful.

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

[Statutory Authority: RCW 28B.30.150. 08-08-048, § 504-14-865, filed 3/27/08, effective 7/1/08.]

WAC 504-14-870 Wheel lock-eligible list. (1) The parking administrator shall be responsible for creating and maintaining the wheel lock-eligible list. See definition of "wheel lock-eligible vehicle."

(2) A wheel lock-eligible vehicle shall be placed on the wheel lock-eligible list after notice has been issued as provided in subsection (3) of this section and an appeal of the wheel lock eligibility determination, if requested, under subsection (4) of this section.

(3) At least ten days prior to placing a vehicle on the wheel lock-eligible list, the parking administrator shall mail a notice to the owner. The parking administrator mails the notice to the address stated on the most current registration records available to the university from a state, or any more current address of which the parking administrator has actual written notice. The notice is sent by first class United States mail, postage prepaid. The notice shall set forth:

(a) The make and license plate number of the alleged wheel lock-eligible vehicle.

(b) A specified date on which the wheel lock-eligible vehicle is subject to placement on the wheel lock-eligible list.

(c) A list of the three or more alleged unpaid parking tickets, including the parking ticket number, date, time, place of the violation, and the nature of the violation. This list shall include all unpaid parking tickets issued to a particular vehicle to include the payment of fines and fees related to parking tickets not yet eligible for late fees.

(d) That the owner may avoid the placement of the vehicle on the wheel lock-eligible list by making payment in full of fines and late fees on all unpaid parking tickets to include the payment of fines and fees related to parking tickets not yet eligible for late fees by the specified date on which the vehicle is subject to placement on the wheel lock-eligible list.

(e) The name, mailing address (and street address if different), and telephone number of the parking department office that may be contacted to appeal the wheel lock eligibility determination. Such an appeal only considers whether an individual vehicle was properly placed on the wheel lock-eligible list and not the merits of an individual parking ticket,

which may be addressed pursuant to a separate appeals process described in WAC 504-14-860.

(f) That the vehicle is subject to wheel lock, towing, or both once it is placed on the wheel lock-eligible list.

(g) That all late fees, wheel lock fees, towing, and storage fees shall be payable in full to obtain the release of a vehicle wheel locked or towed pursuant to this chapter in addition to payment of any and all unpaid parking tickets on this vehicle or other vehicles owned by the registered owner to include the payment of fines and fees related to parking tickets not yet eligible for late fees.

(4) If a request for an appeal of a wheel lock eligibility determination is received by the parking administrator before the specified date in the notice for placement of the vehicle on the wheel lock-eligible list, then the parking administrator shall afford the owner an opportunity to appeal the wheel lock eligibility determination prior to the placing of a vehicle on the wheel lock-eligible list. Although the parking administrator shall not have the authority to adjudicate the merits of any parking ticket, she or he shall, however, receive evidence and other input from the owner appealing the wheel lock eligibility determination that the notice given under subsection (3) of this section was erroneous or based on erroneous information.

(5) If an owner timely participates in the appeal as scheduled by the parking administrator, he or she shall furnish the owner written notice of his or her decision prior to placing the vehicle on the wheel lock-eligible list.

(6) After the specified date provided in the notice issued under subsection (3) of this section, the parking administrator shall review the records to ensure that the alleged unpaid parking tickets have not been paid or otherwise resolved, and that no information has been received indicating that the notice was erroneous.

(7) Once a vehicle has been placed on the wheel lock-eligible list, it shall not be removed from the list unless and until:

(a) The fines and fees on all unpaid parking tickets issued during the time it has been registered to or otherwise held by the owner are paid or otherwise resolved to include the payment of fines and fees related to parking tickets not yet eligible for late fees;

(b) The parking administrator receives reliable information that title to the vehicle has been transferred; or

(c) The parking administrator determines that the placement of the vehicle on the wheel lock-eligible list was erroneous.

(8) If a vehicle is not properly registered in any state or no registration information is available to the university and the vehicle is wheel lock eligible, then notice shall be provided by posting on the vehicle a conspicuous notice, which shall set forth:

(a) A description of the alleged wheel lock-eligible vehicle;

(b) A specified date on which the wheel lock-eligible vehicle is subject to placement on the wheel lock-eligible list;

(c) That the owner may avoid placement of the vehicle on the wheel lock-eligible list by making payment in full of fines and late fees on all unpaid parking tickets to include the payment of fines and fees related to parking tickets not yet eligible for late fees by the specified date certain on which the

vehicle is subject to placement on the wheel lock-eligible list; and

(d) That the vehicle is subject to wheel lock, towing or both once it is placed on the wheel lock-eligible list.

(9) An officer shall attempt to wheel lock any vehicle which appears on the wheel lock-eligible list when parked, lawfully or unlawfully, on campus.

(10) The parking administrator shall ensure that officers are on duty to remove wheel locks from vehicles.

[Statutory Authority: RCW 28B.30.150. 08-08-048, § 504-14-870, filed 3/27/08, effective 7/1/08.]

WAC 504-14-880 Fees, fines, and release of an impounded vehicle. The owner of an impounded vehicle may not secure the release of the stored vehicle until payment in full of fines and fees has been made on all unpaid parking tickets to include the payment of fines and fees related to parking tickets not yet eligible for late fees relating to the vehicle which were issued while the vehicle was owned by the person who owned the vehicle at the time it is wheel locked or towed hereunder, and the owner has paid in full the wheel lock fee, unpaid parking tickets, late fees, storage fees, and towing fees for any and all other vehicles owned by the registered owner.

[Statutory Authority: RCW 28B.30.150. 08-08-048, § 504-14-880, filed 3/27/08, effective 7/1/08.]

WAC 504-14-885 Theft, damage, or removal of a wheel lock device. The following conduct of any person shall be reported to parking department or university security:

- (1) Causing physical damage to a wheel lock device;
- (2) Removing, or attempting to remove, a wheel lock device; or
- (3) Taking or stealing a wheel lock device.

[Statutory Authority: RCW 28B.30.150. 08-08-048, § 504-14-885, filed 3/27/08, effective 7/1/08.]

PART VI: TRAFFIC RULES

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

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

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

[Statutory Authority: RCW 28B.30.150. 08-08-048, § 504-14-920, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.125, 28B.30.-150, 28B.10.560 and chapter 34.05 RCW. 01-18-015, § 504-14-920, filed 8/24/01, effective 9/24/01.]

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

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

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

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

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

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

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

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

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

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

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

Chapter 504-15 WAC

CAMPUS PARKING AND TRAFFIC REGULATIONS

WAC

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504-15-940	Pedestrians. [Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-940, filed 5/16/90, effective 7/1/90.] Repealed by 07-02-033, filed 12/26/06, effective 1/26/07. Statutory Authority: RCW 28B.30.-150.

PART I: INTRODUCTION

WAC 504-15-010 Authorization. Pursuant to the authority granted by RCW 28B.30.125, 28B.30.150, 28B.10.560, and chapter 34.05 RCW, the board of regents of the university adopts this chapter to govern parking and traffic on the Pullman campus.

[Statutory Authority: RCW 28B.30.150. 08-08-050, § 504-15-010, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.125, 28B.30.-150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-010, filed 5/16/90, effective 7/1/90.]

WAC 504-15-020 Purposes of regulations. (1) The purposes of these regulations are to:

- (a) Expedite university business and provide maximum safety, order, and access;
- (b) Regulate parking, with priority given to:
 - (i) Services of the university;
 - (ii) Persons who require the use of vehicles in connection with their on-campus work; and

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- (ii) Staff and students who require the use of private vehicles because of a disability or other approved reason; and
- (c) Provide and maintain suitable campus parking and transportation systems.

(2) The vice-president or designee whose responsibilities include supervision of the parking department shall have the authority to designate particular locations as parking, temporary parking, restricted parking, or prohibited parking, as well as the authority to designate permanent and temporary areas as being closed to vehicular traffic.

[Statutory Authority: RCW 28B.30.150. 08-08-050, § 504-15-020, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.125, 28B.30.-150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-020, filed 5/16/90, effective 7/1/90.]

WAC 504-15-030 Knowledge of parking regulations.

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

[Statutory Authority: RCW 28B.30.150. 08-08-050, § 504-15-030, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.125, 28B.30.-150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-030, filed 5/16/90, effective 7/1/90.]

WAC 504-15-040 Applicable parking and traffic laws and regulations. The following laws and regulations apply upon lands owned and/or controlled by the university Pullman campus:

- (1) The motor vehicle and other traffic laws of the state of Washington (Revised Code of Washington); and
- (2) Chapter 504-15 of the Washington Administrative Code.

[Statutory Authority: RCW 28B.30.150. 08-08-050, § 504-15-040, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.125, 28B.30.-150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-040, filed 5/16/90, effective 7/1/90.]

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

[Statutory Authority: RCW 28B.30.150. 08-08-050, § 504-15-050, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.125, 28B.30.-150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-050, filed 5/16/90, effective 7/1/90.]

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

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

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

- (1) Campus. Describes all property owned, leased, and/or controlled by the university Pullman campus which is or may hereafter be dedicated mainly to the educational,

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research, housing, recreational, parking, or other activities of the university.

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

(3) Day. Unless otherwise specified, the term "day" refers to a calendar day.

(4) Disability parking. See persons with disability.

(5) Disability zone. A parking zone designated for exclusive use by persons with disability and identified with a sign bearing the associated international symbol.

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

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

(8) Holiday. See university holiday.

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

(a) Use of a parking permit or indicator on a vehicle other than the specified vehicle identified by a license plate number on the permit.

(b) Use of a parking permit or indicator obtained under false pretenses.

(c) Use of a modified parking permit or indicator.

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

(10) Impound. To take and hold a vehicle in legal custody by use of a wheel lock and/or towing.

(11) Indicator. A decal or hanger displayed adjacent to a parking permit which defines additional parking areas available to a permit holder.

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

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

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

(15) Motor vehicle. All motor-driven conveyances except wheelchairs. Also referred to as "vehicle" in this chapter.

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

(17) Officer. Any parking or police official employed by the university who is designated by the parking administrator or chief of police to issue parking tickets, to place and remove wheel locks, or to cause vehicles to be towed under this chapter.

(18) Owner. The person registered with any state as the present owner of a vehicle in the most current registration records available to the university, the owner's expressed representative, or any transferee not designated in such records,

provided that the parking administrator or chief of police has received actual written notice of the transfer.

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

(20) Parking administrator. The manager in charge of the parking department or designee.

(21) Parking appeals committee. Any person or persons appointed to consider parking violations and the application of fees, fines, and sanctions. Said person or persons are appointed by the vice-president whose responsibilities include supervision of the parking department or designee.

(22) Parking department. The university department which is charged with the responsibility of managing, operating, planning, and maintaining parking facilities; enforcing the parking regulations; and coordinating commute trip reduction efforts for the Pullman campus.

(23) Parking meter. A single fixed device that typically requires payment and limits the amount of time a vehicle can park in a single space. Also referred to as "meter" in this chapter. A parking meter is not a parking payment device.

(24) Parking payment device. A machine that requires payment and vends a parking permit and/or a paid receipt. Parking payment devices may be located in various places on the campus. A parking payment device is not a parking meter.

(25) Parking permit. A vinyl, plastic, paper, or other instrument sanctioned by the parking department that is displayed from a vehicle, and authorizes parking in specified areas. Also referred to as "permit" in this chapter.

(26) Parking ticket. The first notice of a parking violation which is usually placed in a visible location on a motor vehicle.

(27) Pay parking facility. A location where parking is provided and payment is made on-site via a parking payment device, cashier, or other means other than a parking meter.

(28) Pedestrian mall. A space that is designed primarily for pedestrian use, but with limited authorized use of motor vehicle and other motorized and nonmotorized conveyances. These restricted areas are depicted on the Pullman campus map and/or with signing at the entrances to the pedestrian mall areas.

(29) Persons with disability. For the purpose of this chapter, persons with disability shall refer to a person or persons with disability or disabilities who qualify for a state-issued persons with disability parking identification and permit.

(30) Resident priority zone. A parking area close to a residence hall (i.e., crimson zone or gray zone) that is typically limited to use by resident students.

(31) Resident student. A student with a current, valid residence hall contract, who lives in a residence hall.

(32) Residence hall. Residence halls include, but are not limited to, the following: Coman Hall, Community Hall, Davis Hall, Duncan-Dunn Hall, Gannon Hall, Goldsworthy Hall, Honors Hall, McCroskey Hall, McEachern Hall, Orton Hall, Perham Hall, Regents Hall, Rogers Hall, Scott Hall, Stephenson Complex, Stevens Hall, Stimson Hall, Streit Hall, Waller Hall, and Wilmer Hall.

(33) Service vehicle. A vehicle used to provide a service for the university or a tenant or contractor of the university

(e.g., a university owned vehicle or a privately owned vehicle with a valid service vehicle authorization displayed).

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

(35) Staff. For the purposes of these regulations, "staff" includes all nonstudent employees of the university and the nonstudent employees of other entities located on, or regularly doing business on campus. Teaching assistants, research assistants, and other students employed by the university, or other entities located on, or regularly doing business on campus, are not "staff." They are considered to be students for the purpose of these regulations.

(36) Standing. "Standing" is the stopping of a vehicle with the driver remaining in it.

(37) Storage of a vehicle. Impounded vehicles are held in storage until released. During such time they are subject to storage fees.

(38) Student. The term "student" includes all persons who are not staff who are taking courses at the university, enrolled full-time or part-time, pursuing undergraduate, graduate, professional studies, or auditing one or more classes.

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

(40) University. Refers to Washington State University.

(41) University holiday. A day regarded by the university as an official university holiday.

(42) University-owned housing. Housing units or apartments, and their respective parking areas, that are owned by the university, but are not included as residence halls. Occupants of university-owned housing are eligible for housing parking permits issued by the university.

(43) Unpaid. A full or partial outstanding balance due. This definition includes parking tickets which are pending appeal.

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

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

(46) Wheel lock. A device used to temporarily immobilize a motor vehicle. Wheel locked vehicles are considered to be impounded in place and subject to storage fees.

(47) Wheel lock-eligible list. The current list of wheel lock-eligible vehicles as maintained by the parking department. A vehicle remains on the wheel lock-eligible list until all fines and fees related to parking tickets are paid in full or otherwise resolved to include the payment of fines and fees related to parking tickets not yet eligible for late fees.

(48) Wheel lock-eligible vehicle. Any vehicle on which three or more parking tickets more than thirty days old are unpaid and which parking tickets were issued during the time the vehicle was registered to or otherwise held by the owner. The vehicle remains wheel lock-eligible until all fines and

fees related to parking tickets are paid in full or otherwise resolved to include the payment of fines and fees related to parking tickets not yet eligible for late fees.

[Statutory Authority: RCW 28B.30.150, 08-08-050, § 504-15-100, filed 3/27/08, effective 7/1/08; 02-14-071, § 504-15-100, filed 6/28/02, effective 7/29/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150, 95-13-003, § 504-15-100, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-100, filed 5/16/90, effective 7/1/90.]

PART II: ENFORCEMENT

WAC 504-15-200 Enforcement authority. The parking department and the university police department are charged with the impartial enforcement of these regulations. Officers of these departments have authority to issue parking tickets, to impound vehicles, and to control access to areas.

[Statutory Authority: RCW 28B.30.150, 08-08-050, § 504-15-200, filed 3/27/08, effective 7/1/08; 02-14-071, § 504-15-200, filed 6/28/02, effective 7/29/02. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-200, filed 5/16/90, effective 7/1/90.]

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

(1) Parking permit areas. All parking permit zones are limited to authorized permit holders during specific hours. These hours are posted in each parking area at the entrance to parking areas, or along roadways where parking is marked.

(2) Restricted spaces. These spaces are restricted for their designated purpose at all times unless signed otherwise:

(a) Disability zones.

(b) Load/unload.

(c) Service.

(d) Reserved.

(e) Reserved (bagged) parking meters.

(f) Pedestrian mall.

(g) Areas which are specially signed or physically set apart by barricades, traffic cones, tape, or other traffic devices.

(3) Parking metered spaces. Parking meters are in effect during the times posted on each meter. During these times the meter must be paid the posted amount. Additional time cannot be purchased beyond the meter's posted maximum time limit (e.g., a two-hour meter allows a maximum of two hours to be purchased at one time). A motor vehicle which is parked at an expired meter is considered in violation initially, and after each period equal to the maximum time posted for the meter. In such case a parking ticket may be issued for each violation. For example, a vehicle parked at a meter with a two-hour maximum time limit for six hours and five minutes of CONTINUOUS unpaid parking at the same meter would be eligible for up to three parking tickets.

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

(a) Crimson permit zones.

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

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

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

(b) Gray permit zones.

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

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

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

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

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

(e) Summer business hours. During the period when the university is on official summer business hours, all metered spaces and permit areas which are not restricted are open parking after 4:00 p.m. Official summer business hours are posted on the human resource services department web site throughout the summer.

(5) Pay parking facilities. Some parking areas provide parking on an hourly basis. Hours of operation and a schedule of fees are posted at the facility entrance and at the point of payment. Parking tickets are issued to vehicles that are parked over the duration of time that was paid and for non-payment. Parking areas with parking meters are not considered pay parking facilities.

[Statutory Authority: RCW 28B.30.150. 08-08-050, § 504-15-210, filed 3/27/08, effective 7/1/08; 02-14-071, § 504-15-210, filed 6/28/02, effective 7/29/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-003, § 504-15-210, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-210, filed 5/16/90, effective 7/1/90.]

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

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

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

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

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

[Statutory Authority: RCW 28B.30.150. 08-08-050, § 504-15-220, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-220, filed 5/16/90, effective 7/1/90.]

WAC 504-15-250 Motorcycles and mopeds. (1) The general traffic regulations applicable to motor vehicles apply to motorcycles and mopeds. Motorcycles or mopeds may not be driven on sidewalks or in pedestrian mall areas. Owners of motorcycles and mopeds are responsible for all violations issued.

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

(3) Mopeds. Mopeds may park only in a designated moped parking area marked by signs and/or the letters "MP" on the parking surface; and a bicycle rack unless the rack is signed to exclude mopeds. Mopeds must display a valid university moped permit during posted times. Mopeds may not park in marked motorcycle areas at any time or anywhere within designated pedestrian mall areas.

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

[Statutory Authority: RCW 28B.30.150. 08-08-050, § 504-15-250, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-003, § 504-15-250, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-250, filed 5/16/90, effective 7/1/90.]

WAC 504-15-300 Financial responsibility for parking tickets. (1) Each registered parking permit holder shall be financially responsible for parking tickets on vehicles:

(a) Registered with the parking department; and/or
(b) Displaying the registered parking permit holder's permit.

(2) Owners of vehicles are held ultimately financially responsible for parking tickets issued to their vehicles.

[Statutory Authority: RCW 28B.30.150. 08-08-050, § 504-15-300, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-300, filed 5/16/90, effective 7/1/90.]

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

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

[Statutory Authority: RCW 28B.30.150. 08-08-050, § 504-15-350, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-003, § 504-15-350, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-350, filed 5/16/90, effective 7/1/90.]

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

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

PART III: PARKING PERMITS

WAC 504-15-410 Issuance, use, and term of parking permits. Parking permits are issued by the parking department for available areas upon application and the payment of the appropriate fees. The applicant may receive a parking permit and/or indicator which specifies parking area(s) where the vehicle may be parked. Permits are valid up to and including the expiration date on the permit.

[Statutory Authority: RCW 28B.30.150. 08-08-050, § 504-15-410, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-410, filed 5/16/90, effective 7/1/90.]

WAC 504-15-420 Withholding of fines and fees. All parking permit applications shall provide that the university may withhold unpaid fines and fees, when permitted by law, from any sums owed the permit holder and to treat the same as a debt.

[Statutory Authority: RCW 28B.30.150. 08-08-050, § 504-15-420, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-420, filed 5/16/90, effective 7/1/90.]

WAC 504-15-440 Transfer of parking permit. A parking permit is not transferable.

[Statutory Authority: RCW 28B.30.150. 08-08-050, § 504-15-440, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-440, filed 5/16/90, effective 7/1/90.]

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

The permit holder has responsibility for removing parking permits prior to selling or trading a vehicle. The identifiable remnants of the original permit must be presented to the parking department to receive a free replacement. Persons

failing to comply with this requirement shall pay the cost of a new permit.

(2) Lost/stolen permits. Permit holders are responsible for the security of their permits. The theft or loss of a parking permit should be reported to the parking department immediately upon discovery. A lost or stolen permit may be replaced upon payment to the parking department of the cost of replacing the permit, according to a schedule adopted by the parking department. Lost or stolen permits must be returned to the parking department immediately if recovered.

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

(4) Gate card replacement. A lost, stolen, or damaged gate card is replaced upon payment to the parking department of the cost of replacing the gate card, according to a schedule adopted by the parking department.

[Statutory Authority: RCW 28B.30.150. 08-08-050, § 504-15-450, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-003, § 504-15-450, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-450, filed 5/16/90, effective 7/1/90.]

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

[Statutory Authority: RCW 28B.30.150. 08-08-050, § 504-15-460, filed 3/27/08, effective 7/1/08; 02-14-071, § 504-15-460, filed 6/28/02, effective 7/29/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-003, § 504-15-460, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-460, filed 5/16/90, effective 7/1/90.]

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

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

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

(3) A parking permit application is falsified;

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

(5) The parking permit fee is unpaid.

[Statutory Authority: RCW 28B.30.150. 08-08-050, § 504-15-470, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-003, § 504-15-470, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-470, filed 5/16/90, effective 7/1/90.]

WAC 504-15-510 Parking permits—General. The university issues parking permits for designated areas of the campus. Any vehicle parked on the campus must clearly display a valid university parking permit in accordance with this chapter during the posted hours and in locations when and where permits are required. University staff and students may not use any other permit in lieu of a valid university parking permit or valid university housing parking permit.

[Statutory Authority: RCW 28B.30.150. 08-08-050, § 504-15-510, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.125, 28B.30.-150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-510, filed 5/16/90, effective 7/1/90.]

WAC 504-15-520 Parking permits—Form and display. All parking permits must be displayed in the approved position on the vehicle with permit numbers and relevant dates visible. Vehicles with permits which are not displayed in accordance with the provisions of this section are subject to parking tickets for the violation of improperly displaying a permit.

(1) Autos and trucks:

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

(b) Permits mounted solely by suction cup and permit decals directly affixed to the windshield must be displayed on the front windshield at the lower left corner (driver's side). Decals must be mounted completely by means of their own adhesive (not by tape).

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

[Statutory Authority: RCW 28B.30.150. 08-08-050, § 504-15-520, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.125, 28B.30.-150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-520, filed 5/16/90, effective 7/1/90.]

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

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

(1) Orange permits. Orange permit holders may park in their numerically assigned orange zone, or in any green, yellow, red, or blue zone. These permits may be made available on a daily basis.

(2) Green permits. Green permit holders may park in their numerically assigned green zone, or in any yellow, red,

or blue zone. These permits may be made available on a daily basis.

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

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

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

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

(7) Blue permits (peripheral parking). Blue permit holders may park in any blue zone. These permits may be made available on a daily basis.

[Statutory Authority: RCW 28B.30.150. 08-08-050, § 504-15-540, filed 3/27/08, effective 7/1/08; 02-14-071, § 504-15-540, filed 6/28/02, effective 7/29/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.-150. 95-13-003, § 504-15-540, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-540, filed 5/16/90, effective 7/1/90.]

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

(2) Golden cougar permits. Golden cougar permits are special visitor permits that are issued to retired staff in recognition of their service without additional cost. They are issued on an annual basis and are valid in green, yellow, red, blue zones, and visitor-permit-only parking spaces. Staff who are employed by the university or by other entities located on campus after formal retirement are not eligible to use a golden cougar permit in lieu of a regular paid zone permit.

(3) President's associates decals. President's associates decals are issued to eligible members of the Washington State University foundation. They are valid in green, yellow, red, blue zones, and visitor-permit-only parking spaces. However, university faculty, staff, and students may not use a president's associates decal in lieu of a paid zone permit.

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

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

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

(7) Commercial permits. Commercial permits are issued to vendors, suppliers, and service representatives of outside companies performing a service for the university. Commercial permits are available on an annual or daily basis. Annual commercial permits are valid in service zones, parking meters, and green, yellow, red and blue zones, and visitor-permit-only parking spaces. Daily commercial permits may be assigned to specific zones on a space-available basis. Commercial permits are not valid in orange zones or pay parking facilities.

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

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

(10) Carpool. Upon application, a bona fide carpool with four or more participants is given preference in the assignment of parking zones, and issued a permit that facilitates the carpool. Obtaining or using a carpool permit under false pretenses constitutes the illegal use of a permit.

(11) Departmental permits. Departmental parking permits are available for use by department employees who need to use their personal vehicles for university business. Departmental permits are available in different forms and are valid at parking meters; service zones; orange, green, yellow, red, blue, crimson, and gray permit zones; and pay parking facilities. Departmental permits are not valid in reserved spaces. The use of departmental permits for anything other than official departmental business is prohibited by the State Ethics Act.

[Statutory Authority: RCW 28B.30.150. 08-08-050, § 504-15-560, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-003, § 504-15-560, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-560, filed 5/16/90, effective 7/1/90.]

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

(1) A "service" indicator decal or hanger is valid typically for a maximum of fifteen minutes in a marked service zone. A "mall service" indicator is valid typically for a maximum of fifteen-minute parking in the pedestrian malls. These are available to staff or students who must use a private vehicle for university business. They are issued on an annual or daily basis upon the approval of the parking administrator or his/her designee.

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

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

[Statutory Authority: RCW 28B.30.150. 08-08-050, § 504-15-580, filed 3/27/08, effective 7/1/08; 02-14-071, § 504-15-580, filed 6/28/02, effective 7/29/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-003, § 504-15-580, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-580, filed 5/16/90, effective 7/1/90.]

WAC 504-15-600 Parking permits for persons with disability. (1) The provisions of this chapter cover the purchase and display of parking permits and the payment of fees and fines associated with parking for persons with disability.

(2) For the purpose of this chapter, persons with disability shall refer to a person or persons with disability who qualify for a state-issued persons with disability parking identification and permit.

(3) The university uses the state persons with disability parking permit system to determine eligibility for a university persons with disability parking permit. Persons desiring to purchase a university persons with disability parking permit must present a valid state-issued persons with disability parking identification and permit.

(4) Unless otherwise authorized, parking in spaces designated for persons with disability requires a valid university persons with disability parking permit to park on campus. University parking permits for persons with disability are available at the blue zone rate.

(5) Persons with a university persons with disability parking permit may park in a persons with disability parking space and any other, nonrestricted permit space within a parking permit zone.

(6) Persons with a university persons with disability parking permit may not park in restricted spaces with the exception of persons with disability parking spaces.

(7) Unless otherwise posted, any university parking permit to include a persons with disability parking permit is not valid in lieu of payment of regular posted fees in pay parking facilities.

(8) A state-issued persons with disability license plate, placard, or permit is valid in lieu of a university persons with

disability parking permit in parking zones during times when a university permit is not required.

(9) The university intends to retain control of access to the pedestrian malls on campus. For that reason a university persons with disability parking permit is required in lieu of a state-issued persons with disability license plate, placard, or permit as authorization to use a pedestrian mall to access marked persons with disability parking spaces within the confines of a pedestrian mall.

[Statutory Authority: RCW 28B.30.150. 08-08-050, § 504-15-600, filed 3/27/08, effective 7/1/08; 02-14-071, § 504-15-600, filed 6/28/02, effective 7/29/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-003, § 504-15-600, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-600, filed 5/16/90, effective 7/1/90.]

WAC 504-15-650 Parking fees and fines. (1) Schedules for parking fees, parking administrative fees, late payment fees, parking fines and sanctions, parking meter rates, prorated and refund schedules, and the effective date thereof are submitted to the president or his/her designee and to the board of regents for approval by motion, provided, however, that increases in fees and fines do not exceed limits established by the board of regents. Increases in fees and fines that do not exceed limits established by the board of regents are not submitted to the board of regents so long as the board of regents has delegated authority to the president or his designee to approve all such fees and fines. The schedules described above for all parking fees and fines are thereafter posted in the public area of the parking department office and posted on the parking department's web site.

(2) Payments. Parking fees and fines may be paid at the parking department by cash, check, approved payment card, or money order. A payroll deduction plan is available for eligible university employees and eligible graduate students.

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

(4) The proper fee must be paid for all vehicles parked in parking meter spaces unless otherwise authorized.

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

(6) Refunds. Annual permits being relinquished may be returned to the parking department for a pro rata refund in accordance with university policy. Identifiable remnants of the permit must be returned. The balance of any fees and fines owed the parking department is deducted from any refund due. Refunds for temporary permits are not granted. Refunds for pretax payroll deductions cannot be granted pursuant to federal tax laws.

(7) The parking department makes a wide array of options available in advance to university departments for use by their visitors, guests, and employees for the purpose of conducting departmental business. However, when necessary, university departments that can establish in writing that a parking ticket issued by the parking department was received as a result of parking any vehicle for the purpose of conducting official state business, or while conducting official business with the university or an entity located at the university are assessed a parking fee assessment (PFA) in lieu of the parking fine. Such requests for PFAs are signed by

a department fiscal custodian. A PFA consists of the maximum daily parking fee plus an additional administrative fee for failing to purchase and provide the necessary parking permit or fee in advance or at the time of parking. University departments are encouraged to avoid additional administrative fees associated with PFAs by purchasing and storing prepaid parking permits and by making them available as the department deems necessary. Nothing in this regulation allows a university employee to receive, or attempt to receive, any benefit associated with his or her personal expenses in violation of the State Ethics Act. All questionable employee conduct regarding the application of this section is reported to, and investigated by, the university internal auditor. This section applies only to parking tickets issued pursuant to this chapter.

[Statutory Authority: RCW 28B.30.150. 08-08-050, § 504-15-650, filed 3/27/08, effective 7/1/08; 02-14-071, § 504-15-650, filed 6/28/02, effective 7/29/02. Statutory Authority: RCW 28B.30.095, [28B.30.125, [28B.30.150. 01-13-102, § 504-15-650, filed 6/20/01, effective 7/21/01; 95-13-003, § 504-15-650, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-650, filed 5/16/90, effective 7/1/90.]

WAC 504-15-750 Reciprocal parking agreements.

(1) Purpose. The university can enter into reciprocal parking agreements with other universities and Washington State University campuses for the purpose of enhancing the accessibility to various campuses for staff and students participating in various courses and programs.

(2) The university faculty, staff, and students assigned to, enrolled at, or who pay fees to the university Pullman campus or employees of other entities located on the Pullman campus must display a valid university parking permit when parking at the university. Any attempt by the above personnel to use a parking permit from another university campus in lieu of a valid university Pullman campus permit may result in a fine for illegal use of a parking permit.

[Statutory Authority: RCW 28B.30.150. 08-08-050, § 504-15-750, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-003, § 504-15-750, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-750, filed 5/16/90, effective 7/1/90.]

PART IV: FINES, SANCTIONS, AND APPEALS

WAC 504-15-810 Violations, fines, and sanctions. (1) Violations and fines. Parking violations are processed by the university. Fines must be paid at the parking department or at other authorized locations, by mail, or from the parking department's web site. Schedules for parking violations, fines, and sanctions are posted in the public area of the parking department office and on the parking department's web site.

(2) Reduction of fines.

(a) The fine for "meter violation" and the fine for "overtime in a timed zone" violation are reduced by one-half if paid within twenty-four hours of time of issuance. Eligible violations received on Friday or Saturday can be paid on the following Monday to satisfy the twenty-four hour requirement. Mailed payment of fines must be postmarked within twenty-four hours to receive the one-half reduction.

(b) Visitors. The first violation of the notices for "no parking permit" and "no parking permit for this area" issued to a visitor is considered a warning notice upon presentation of the parking ticket to the parking department.

(c) If a permit holder of record neglects to display his or her permit and receives a notice of violation for "no parking permit," a reduced fine is assessed when possession of a valid parking permit for the location is verified by the parking department within twenty-four hours.

(d) Internal policies regarding disposition of parking tickets may be established on approval of the vice-president or designee whose responsibilities include supervision of the parking department, under the advisement of the university's internal auditor.

(3) Inoperable vehicles. It is the owner's responsibility to immediately contact the parking department in the event that the owner's vehicle becomes inoperable when the vehicle is present on campus.

(4) Payment of parking fines. All parking fines are due upon issuance of a parking ticket. Thirty days after date of issuance of a parking ticket, a late fee shall be added to all unpaid parking fines. For example, a parking ticket issued on May 1 would be assessed a late fee on May 31. Failure to pay the fine and fee assessed for any violation results in referral to the university controller's office for collection. The controller or designee may, if other collection efforts fail, withhold the amount of the outstanding fines and fees from damage deposits or other funds held for any student in order to secure payment. Where collection efforts are unsuccessful, the controller or designee may notify the registrar to refrain from issuing student transcripts or to withhold permission to reenroll for a subsequent term until outstanding fines and fees are paid. The procedures discussed above are not exclusive, however, and failure by anyone to pay fines and fees may also lead to towing or use of the wheel lock device described in these regulations. Nor are the procedures discussed above a precondition to towing or use of the wheel lock.

(5) Failure to pay fines. Failure to pay a fine or comply with other penalties assessed pursuant to these regulations, and exhausting or failing to exercise appeals provided for in these regulations, may result in the inability to renew a vehicle license through the state pursuant to RCW 46.16.216.

[Statutory Authority: RCW 28B.30.150, 08-08-050, § 504-15-810, filed 3/27/08, effective 7/1/08; 02-14-071, § 504-15-810, filed 6/28/02, effective 7/29/02. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150, 95-13-003, § 504-15-810, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW, 90-11-078 (Order 90-1), § 504-15-810, filed 5/16/90, effective 7/1/90.]

WAC 504-15-860 Appeal procedures. The parking ticket represents a determination that a parking violation has been committed and the determination is final unless otherwise provided or appealed as provided in this chapter.

(1) Purpose. The parking appeals process serves three primary functions:

- (a) To hear parking ticket appeals;
- (b) To hear appeals of wheel lock eligibility determinations; and
- (c) To hear appeals of impoundments.

(2) Procedure. Any person who has received a parking ticket may appeal the alleged parking violation. Appeal of

wheel lock eligibility determinations and impoundments are described in WAC 504-15-865 and 504-15-870.

(3) Written parking ticket appeals. The appeal must be in writing and received at the parking department within ten calendar days of issuance of the parking ticket. Forms for this purpose are available from the parking department. The parking appeals committee makes an initial decision regarding the appeal within twenty calendar days during the academic year and within thirty calendar days during the summer months after receipt of the appeal. The committee provides a brief statement of the reason(s) for its decision to the appellant within ten calendar days of the decision.

(4) Review hearing of initial decision. If the appellant is dissatisfied with the initial decision, the appellant may request a hearing before a hearing officer or the parking appeals committee. Such request must be made within ten calendar days of the date of the initial parking appeals committee decision. If no such request is received, the initial decision shall be final. During the hearing the appellant and representatives of the parking department may present and cross-examine witnesses. The hearing officer or appeals committee shall render a decision in writing and provide appellant with the decision within ten calendar days after the hearing.

(5) Appeal to district court. RCW 28B.10.560 provides that a person who is not satisfied with the final decision of the university may appeal to district court. The application for appeal to district court shall be in writing and must be filed at the parking department office within ten calendar days after the date of the review hearing. The parking department forwards the documents relating to the appeal to the district court.

[Statutory Authority: RCW 28B.30.150, 08-08-050, § 504-15-860, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150, 95-13-003, § 504-15-860, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW, 90-11-078 (Order 90-1), § 504-15-860, filed 5/16/90, effective 7/1/90.]

PART V: IMPOUNDMENT OF VEHICLES

WAC 504-15-865 General. (1) Pursuant to the provisions of this chapter, an officer shall cause a vehicle to be wheel locked, or towed, or both, if:

- (a) The vehicle is on the wheel lock-eligible list; or
- (b) The vehicle displays a lost, stolen, or counterfeit parking permit.

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

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

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

(4) Any vehicle immobilized by use of the wheel lock device in excess of twenty-four hours is assessed a storage

fee for each calendar day or portion thereof, beyond the first twenty-four hours.

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

(6) No vehicle impounded by towing or wheel lock devices shall be released until the following fines are paid in cash or with an approved payment card:

(a) All unpaid parking ticket fines and late fees against said vehicle and any other vehicle registered to the owner;

(b) A wheel lock fee; and

(c) All towing and storage fees.

(7) A person wishing to challenge the validity of any fines or fees imposed under this chapter may appeal such fines or fees as provided in WAC 504-15-860. However, in order to secure release of the vehicle, such person must pay the amount of such fines or fees as a bond which shall be refunded to the extent the appeal is successful.

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

[Statutory Authority: RCW 28B.30.150. 08-08-050, § 504-15-865, filed 3/27/08, effective 7/1/08.]

WAC 504-15-870 Wheel lock-eligible list. (1) The parking administrator shall be responsible for creating and maintaining the wheel lock-eligible list. See definition of "wheel lock-eligible vehicle."

(2) A wheel lock-eligible vehicle shall be placed on the wheel lock-eligible list after notice has been issued as provided in subsection (3) of this section and an appeal of the wheel lock eligibility determination, if requested, under subsection (4) of this section.

(3) At least ten days prior to placing a vehicle on the wheel lock-eligible list, the parking administrator shall mail a notice to the owner. The parking administrator mails the notice to the address stated on the most current registration records available to the university from a state, or any more current address of which the parking administrator or chief of police has actual written notice. The notice is sent by first class United States mail, postage prepaid. The notice shall set forth:

(a) The make and license plate number of the alleged wheel lock-eligible vehicle.

(b) A specified date on which the wheel lock-eligible vehicle is subject to placement on the wheel lock-eligible list.

(c) A list of the three or more alleged unpaid parking tickets, including the parking ticket number, date, time, place of the violation, and the nature of the violation. This list shall include all unpaid parking tickets issued to a particular vehicle to include the payment of fines and fees related to parking tickets not yet eligible for late fees.

(d) That the owner may avoid the placement of the vehicle on the wheel lock-eligible list by making payment in full of fines and late fees on all unpaid parking tickets to include the payment of fines and fees related to parking tickets not

yet eligible for late fees by the specified date on which the vehicle is subject to placement on the wheel lock-eligible list.

(e) The name, mailing address (and street address if different), and telephone number of the parking department office that may be contacted to appeal the wheel lock eligibility determination. Such an appeal only considers whether an individual vehicle was properly placed on the wheel lock-eligible list and not the merits of an individual parking ticket, which may be addressed pursuant to a separate appeals process described in WAC 504-15-860.

(f) That the vehicle is subject to wheel lock, towing, or both once it is placed on the wheel lock-eligible list.

(g) That all late fees, wheel lock fees, towing, and storage fees shall be payable in full to obtain the release of a vehicle wheel locked or towed pursuant to this chapter in addition to payment of any and all unpaid parking tickets on this vehicle or other vehicles owned by the registered owner to include the payment of fines and fees related to parking tickets not yet eligible for late fees.

(4) If a request for an appeal of a wheel lock eligibility determination is received by the parking administrator before the specified date in the notice for placement of the vehicle on the wheel lock-eligible list, then the parking administrator shall afford the owner an opportunity to appeal the wheel lock eligibility determination prior to the placing of a vehicle on the wheel lock-eligible list. Although the parking administrator shall not have the authority to adjudicate the merits of any parking ticket, she or he shall, however, receive evidence and other input from the owner appealing the wheel lock eligibility determination that the notice given under subsection (3) of this section was erroneous or based on erroneous information.

(5) If an owner timely participates in the appeal as scheduled by the parking administrator, he or she shall furnish the owner written notice of his or her decision prior to placing the vehicle on the wheel lock-eligible list.

(6) After the specified date provided in the notice issued under subsection (3) of this section, the parking administrator shall review the records to ensure that the alleged unpaid parking tickets have not been paid or otherwise resolved, and that no information has been received indicating that the notice was erroneous.

(7) Once a vehicle has been placed on the wheel lock-eligible list, it shall not be removed from the list unless and until:

(a) The fines and fees on all unpaid parking tickets issued during the time it has been registered to or otherwise held by the owner are paid or otherwise resolved to include the payment of fines and fees related to parking tickets not yet eligible for late fees;

(b) The parking administrator receives reliable information that title to the vehicle has been transferred; or

(c) The parking administrator determines that the placement of the vehicle on the wheel lock-eligible list was erroneous.

(8) If a vehicle is not properly registered in any state or no registration information is available to the university and the vehicle is wheel lock eligible, then notice shall be provided by posting on the vehicle a conspicuous notice, which shall set forth:

(a) A description of the alleged wheel lock-eligible vehicle;

(b) A specified date on which the wheel lock-eligible vehicle is subject to placement on the wheel lock-eligible list;

(c) That the owner may avoid placement of the vehicle on the wheel lock-eligible list by making payment in full of fines and late fees on all unpaid parking tickets to include the payment of fines and fees related to parking tickets not yet eligible for late fees by the specified date certain on which the vehicle is subject to placement on the wheel lock-eligible list; and

(d) That the vehicle is subject to wheel lock, towing or both once it is placed on the wheel lock-eligible list.

(9) An officer shall attempt to wheel lock any vehicle which appears on the wheel lock-eligible list when parked, lawfully or unlawfully, on campus.

(10) The parking administrator or the chief of police shall ensure that officers are on duty to remove wheel locks from vehicles Monday through Friday between 8:00 a.m. and 5:00 p.m.

[Statutory Authority: RCW 28B.30.150. 08-08-050, § 504-15-870, filed 3/27/08, effective 7/1/08.]

WAC 504-15-880 Fees, fines, and release of an impounded vehicle. The owner of an impounded vehicle may not secure the release of the stored vehicle until payment in full of fines and fees has been made on all unpaid parking tickets to include the payment of fines and fees related to parking tickets not yet eligible for late fees relating to the vehicle which were issued while the vehicle was owned by the person who owned the vehicle at the time it is wheel locked or towed hereunder, and the owner has paid in full the wheel lock fee, unpaid parking tickets, late fees, storage fees, and towing fees for any and all other vehicles owned by the registered owner.

[Statutory Authority: RCW 28B.30.150. 08-08-050, § 504-15-880, filed 3/27/08, effective 7/1/08.]

WAC 504-15-885 Theft, damage, or removal of a wheel lock device. The following conduct of any person shall be reported to university police:

- (1) Causing physical damage to a wheel lock device;
- (2) Removing, or attempting to remove, a wheel lock device; or
- (3) Taking or stealing a wheel lock device.

[Statutory Authority: RCW 28B.30.150. 08-08-050, § 504-15-885, filed 3/27/08, effective 7/1/08.]

PART VI: TRAFFIC REGULATIONS

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

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

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WAC 504-15-920 Closed and restricted areas. In certain designated areas on campus, such as the pedestrian mall in the campus core, driving is restricted to mall service vehicles and vehicles bearing university-issued persons with disability permits.

[Statutory Authority: RCW 28B.30.150. 08-08-050, § 504-15-920, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.125, 28B.30.-150, 28B.10.560 and chapter 34.05 RCW. 90-11-078 (Order 90-1), § 504-15-920, filed 5/16/90, effective 7/1/90.]

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

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

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

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

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

[Statutory Authority: RCW 28B.30.150. 08-08-050, § 504-15-930, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.095, 28B.30.-125 and 28B.30.150. 95-13-003, § 504-15-930, filed 6/8/95, effective 7/9/95.]

Chapter 504-18 WAC

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

WAC

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

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

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

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

(2009 Ed.)

WAC 504-18-110 Authorization. Washington State University is the coordinating institution for Eastern Washington University, Gonzaga University, Whitworth College, and Washington State University, the participating institutions in the intercollegiate college of nursing/Washington State University college of nursing in Spokane, and the participating institutions have delegated authority to Washington State University to act as their agent. The board of regents, Washington State University, is authorized by state law to establish parking regulations and to provide penalties for infractions of regulations (RCW 28B.10.560 and 28B.15.-031).

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

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

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

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

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

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

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

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

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

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

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

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

(2009 Ed.)

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

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

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

(2) Staff members

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

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

(3) Students

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

(4) Visitor parking

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

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

(5) Motorcycles

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

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

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

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

WAC 504-18-160 Parking areas. Parking on the college parking lots is permitted only within the marked stalls. All areas outside of the marked parking stalls are "no parking" zones. Each parking area has signs to indicate the type of permit or permits required. No vehicle shall be parked so as to occupy any portion of more than one parking space or stall

as designated within the parking area. The fact that other vehicles may have been so parked as to require subsequent vehicles to occupy a portion of more than one space, shall not constitute an excuse for a violation of this section. Parking on college lots is limited to motor vehicles which have the official permits properly placed, except as otherwise provided for in these regulations.

(1) Parking areas for staff.

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

(2) Parking areas for students.

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

(3) Parking areas for visitors.

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

(4) Motorcycle areas.

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

(5) Contractors.

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

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

WAC 504-18-170 Administration and enforcement.

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

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

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

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

(5) A schedule of parking fines and sanctions will be available at the college of nursing receptionist's desk, posted at the college's office of finance and operations, and filed with the university rules coordinator.

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

(7) Appeal procedure

This procedure serves two primary purposes: To assure an impartial evaluation of certain circumstances and situations relating to an appeal and to aid in the appraisal of parking problems. The initial appeal must be in writing. The

forms for this purpose may be obtained at the office of finance and operations of the college in Spokane. Appeals are reviewed and acted on by the college finance officer or designee.

[Statutory Authority: RCW 28B.30.125. 03-15-061, § 504-18-170, filed 7/14/03, effective 8/14/03. Statutory Authority: RCW 28B.30.125 and 28B.30.150. 01-18-019, § 504-18-170, filed 8/24/01, effective 9/24/01; 95-07-042, § 504-18-170, filed 3/8/95, effective 4/8/95; Order 73-8, § 504-18-170, filed 10/5/73.]

Chapter 504-19 WAC

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

WAC

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504-19-830 Other violations and sanctions. [Statutory Authority: RCW 28B.30.125, 03-15-062, § 504-19-830, filed 7/14/03, effective 8/14/03. Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150, 28B.10.560, and chapter 34.05 RCW. 01-19-028, § 504-19-830, filed 9/13/01, effective 10/14/01; 96-15-050, § 504-19-830, filed 7/15/96, effective 8/15/96.] Repealed by 08-08-049, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.150.

[Statutory Authority: RCW 28B.30.150, 08-08-049, § 504-19-040, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-040, filed 7/15/96, effective 8/15/96.]

PART I: INTRODUCTION

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

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

[Statutory Authority: RCW 28B.30.150, 08-08-049, § 504-19-010, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-010, filed 7/15/96, effective 8/15/96.]

[Statutory Authority: RCW 28B.30.150, 08-08-049, § 504-19-050, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150, 28B.10.560, and chapter 34.05 RCW. 01-19-028, § 504-19-050, filed 9/13/01, effective 10/14/01; 96-15-050, § 504-19-050, filed 7/15/96, effective 8/15/96.]

WAC 504-19-020 Purposes of regulations. (1) The purposes of these regulations are to:

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

(a) Expedite university business and provide maximum safety, order, and access;

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

(b) Regulate parking, with priority given to:

(i) Services of the university;

(ii) Persons who require the use of vehicles in connection with their on-campus work; and

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

(iii) Staff and students who require the use of private vehicles because of a disability or other approved reason; and

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

(c) Provide and maintain suitable campus parking and traffic facilities.

(2) The vice-chancellor or designee whose responsibilities include supervision of the parking department shall have the authority to designate particular locations as parking, temporary parking, restricted parking, or prohibited parking, as well as the authority to designate permanent and temporary areas as being closed to vehicular traffic.

(2) Day. Unless otherwise specified, the term "day" refers to a calendar day.

[Statutory Authority: RCW 28B.30.150, 08-08-049, § 504-19-020, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-020, filed 7/15/96, effective 8/15/96.]

(3) Disability parking. See persons with disability.

WAC 504-19-030 Knowledge of parking regulations.

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

(4) Disability zone. A parking zone designated for exclusive use by persons with disability and identified with a sign bearing the associated international symbol.

[Statutory Authority: RCW 28B.30.150, 08-08-049, § 504-19-030, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-030, filed 7/15/96, effective 8/15/96.]

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

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

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

(6) Holiday. See university holiday.

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

(2) Chapter 504-19 of the Washington Administrative Code.

(a) Use of a parking permit or indicator on a vehicle other than the specified vehicle identified by a license number on the permit.

(b) Use of a parking permit or indicator obtained under false pretenses.

(c) Use of a modified parking permit or indicator.

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

(8) Impound. To take and hold a vehicle in legal custody, either by use of a wheel lock and/or towing.

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

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

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

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

(13) Motor vehicle. All motor-driven conveyances except wheelchairs. Also referred to as "vehicle" in this chapter.

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

(15) Officer. Any parking or police official employed by the university who is designated by the parking administrator or police department head to issue parking tickets, to place or remove wheel locks, or to cause vehicles to be towed under this chapter.

(16) Owner. The person registered with any state as the present owner of a vehicle in the most current registration record available to the university, the owner's expressed representative, or any transferee not designated in such records, provided that the parking administrator or police department head has received actual written notice of the transfer.

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

(18) Parking administrator. The manager in charge of the parking department or designee.

(19) Parking appeals committee. Any person or persons appointed to consider parking violations and the application of fees, fines, and sanctions. Said person or persons are appointed by the vice-chancellor whose responsibilities include supervision of the parking department or designee.

(20) Parking department. The university department which is charged with the responsibility of managing, operating, planning, and maintaining parking facilities and enforcing the parking regulations for the WSUV campus.

(21) Parking meter. A single fixed device that typically requires payment and limits the amount of time a vehicle can park in a single space. Also referred to as "meter" in this chapter. A parking meter is not a parking payment device.

(22) Parking payment device. A machine that requires payment and vends a parking permit and/or a paid receipt. Parking payment devices may be located in various places on campus. A parking payment device is not a parking meter.

(23) Parking permit. A vinyl, plastic, paper, or other instrument sanctioned by the parking department that is displayed from a vehicle and authorizes parking in specified areas. Also referred to as "permit" in this chapter.

(24) Parking ticket. The first notice of a parking violation which is usually placed in a visible location on a motor vehicle.

(25) Pay parking facility. A location where parking is provided and payment is made on-site via a parking payment device, cashier, or other means other than a parking meter.

(26) Pedestrian mall. A space that is designed primarily for pedestrian use, but with limited authorized use of motor vehicle and other motorized and nonmotorized conveyances.

(27) Persons with disability. For the purposes of this chapter, persons with disability shall refer to a person or persons with disability or disabilities who qualify for a state-issued persons with disability parking identification and permit.

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

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

(30) Staff. For the purposes of these regulations, "staff" includes all nonstudent employees of the university, and the nonstudent employees of other entities located on or regularly doing business on campus. Teaching assistants, research assistants, and other students employed by the university or other entities located on or regularly doing business on campus are not "staff." They are considered as students for the purpose of these rules.

(31) Standing. "Standing" is the stopping of a vehicle with the driver remaining in it.

(32) Storage of a vehicle. Impounded vehicles are held in storage until released. During such time they are subject to storage fees.

(33) Student. The term "student" includes all persons who are not staff, who are taking courses at the university, enrolled full-time or part-time, pursuing undergraduate, graduate, professional studies, or auditing one or more classes.

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

(35) University. Refers to Washington State University Vancouver.

(36) University holiday. A day regarded by the university as an official university holiday.

(37) Unpaid. A full or partial outstanding balance due. This definition includes parking tickets which are pending appeal.

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

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

(40) Wheel lock. A device used to temporarily immobilize a motor vehicle. Wheel locked vehicles are considered to be impounded in place and subject to storage fees.

(41) Wheel lock-eligible list. The current list of wheel lock-eligible vehicles as maintained by the parking department. A vehicle remains on the wheel lock-eligible list until all fines and fees related to parking tickets are paid in full or otherwise resolved to include the payment of fines and fees related to parking tickets not yet eligible for late fees.

(42) Wheel lock-eligible vehicle. Any vehicle on which three or more parking tickets more than thirty days old are unpaid and which parking tickets were issued during the time the vehicle was registered to or otherwise held by the owner. The vehicle remains wheel lock-eligible until all fines and fees related to parking tickets are paid in full or otherwise resolved to include the payment of fines and fees related to parking tickets not yet eligible for late fees.

(43) WSUV. Refers to Washington State University Vancouver.

[Statutory Authority: RCW 28B.30.150. 08-08-049, § 504-19-100, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.095, 28B.30.-125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-100, filed 7/15/96, effective 8/15/96.]

PART II: ENFORCEMENT

WAC 504-19-200 Enforcement authority. WSUV public safety and the parking department are charged with the impartial enforcement of these regulations. Officers of these departments have authority to issue parking tickets, to impound vehicles, and to control access to areas.

[Statutory Authority: RCW 28B.30.150. 08-08-049, § 504-19-200, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.095, 28B.30.-125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-200, filed 7/15/96, effective 8/15/96.]

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

(1) Parking permit areas. All parking permit areas are limited to authorized permit holders during specific hours. These hours are posted in each parking area at the entrance to parking areas or along roadways where parking is marked.

(2) Restricted spaces. These spaces are restricted for their designated purpose at all times unless signed otherwise:

- (a) Disability zones.
- (b) Load/unload.
- (c) Service.
- (d) Reserved.
- (e) Reserved (bagged) parking meters.

(f) Areas which are specially signed or physically set apart by barricades, traffic cones, tape, or other devices.

(3) Parking metered spaces. Parking meters are in effect during the times posted on each meter. During these times the meter must be paid the posted amount. Additional time cannot be purchased beyond the meter's posted maximum time limit (e.g., a thirty-minute meter will allow a maximum of thirty minutes to be purchased at one time). A motor vehicle which is parked at an expired meter is considered in violation initially, and after each period equal to the maximum time posted for the meter. In such case, a parking ticket may be issued for each violation. For example, a vehicle parked at a meter with a two-hour maximum time limit for six hours and five minutes of CONTINUOUS unpaid parking at the same meter would be eligible for up to three parking tickets.

[Statutory Authority: RCW 28B.30.150. 08-08-049, § 504-19-210, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.095, 28B.30.-125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-210, filed 7/15/96, effective 8/15/96.]

(2009 Ed.)

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

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

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

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

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

[Statutory Authority: RCW 28B.30.150. 08-08-049, § 504-19-220, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.095, 28B.30.-125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-220, filed 7/15/96, effective 8/15/96.]

WAC 504-19-250 Motorcycles and mopeds. (1) The general traffic regulations applicable to motor vehicles apply to motorcycles and mopeds. Motorcycles or mopeds may not be driven on sidewalks or in pedestrian mall areas. Owners of motorcycles and mopeds are responsible for all violations issued.

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

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

[Statutory Authority: RCW 28B.30.150. 08-08-049, § 504-19-250, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.095, 28B.30.-125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-250, filed 7/15/96, effective 8/15/96.]

WAC 504-19-300 Financial responsibility for parking tickets. (1) Each registered parking permit holder shall be financially responsible for parking tickets on vehicles:

- (a) Registered with the parking department; and/or
- (b) Displaying the registered parking permit holder's permit.

(2) Owners of vehicles are held ultimately financially responsible for parking tickets issued to their vehicles.

[Statutory Authority: RCW 28B.30.150. 08-08-049, § 504-19-300, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.095, 28B.30.-125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-300, filed 7/15/96, effective 8/15/96.]

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

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

[Statutory Authority: RCW 28B.30.150. 08-08-049, § 504-19-350, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.095, 28B.30.-125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-350, filed 7/15/96, effective 8/15/96.]

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

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150, 28B.10.-560 and chapter 34.05 RCW. 96-15-050, § 504-19-360, filed 7/15/96, effective 8/15/96.]

PART III: PARKING PERMITS

WAC 504-19-410 Issuance, use, and term of parking permits. Parking permits are available at various campus locations upon application and payment of the appropriate fees. The applicant may receive a parking permit and/or indicator which specifies parking area(s) where the vehicle may be parked. Permits are valid up to and including the expiration date on the permit.

[Statutory Authority: RCW 28B.30.150. 08-08-049, § 504-19-410, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.095, 28B.30.-125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-410, filed 7/15/96, effective 8/15/96.]

WAC 504-19-420 Withholding of fines and fees. All parking permit applications shall provide that the university may withhold unpaid fines and fees, when permitted by law, from any sums owed the permit holder and to treat the same as a debt.

[Statutory Authority: RCW 28B.30.150. 08-08-049, § 504-19-420, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-420, filed 7/15/96, effective 8/15/96.]

WAC 504-19-440 Transfer of parking permit. A parking permit is not transferable.

[Statutory Authority: RCW 28B.30.150. 08-08-049, § 504-19-440, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.095, 28B.30.-125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-440, filed 7/15/96, effective 8/15/96.]

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

The permit holder has responsibility for removing parking permits prior to selling or trading a vehicle. The identifiable remnants of the original permit must be presented to the parking department to receive a free replacement. Persons

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failing to comply with this requirement shall pay the cost of a new permit.

(2) Lost/stolen permits. Permit holders are responsible for the security of their permits. The theft or loss of a parking permit should be reported to the parking department immediately upon discovery. A lost or stolen permit may be replaced upon payment to the parking department of the cost of replacing the permit, according to a schedule adopted by the parking department. Lost or stolen permits must be returned to the parking department immediately if recovered.

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

[Statutory Authority: RCW 28B.30.150. 08-08-049, § 504-19-450, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.095, 28B.30.-125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-450, filed 7/15/96, effective 8/15/96.]

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

[Statutory Authority: RCW 28B.30.150. 08-08-049, § 504-19-460, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.095, 28B.30.-125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-460, filed 7/15/96, effective 8/15/96.]

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

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

[Statutory Authority: RCW 28B.30.150. 08-08-049, § 504-19-470, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.095, 28B.30.-125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-470, filed 7/15/96, effective 8/15/96.]

WAC 504-19-510 Parking permits—General. The parking department issues parking permits for designated areas of the campus. Any vehicle parked on the campus, other than a pay area or metered space, must clearly display a valid WSUV parking permit in accordance with this chapter during the posted hours and in locations when and where permits are required. University staff and students may not use any other permit in lieu of a valid university parking permit.

[Statutory Authority: RCW 28B.30.150. 08-08-049, § 504-19-510, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.095, 28B.30.-125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-510, filed 7/15/96, effective 8/15/96.]

WAC 504-19-520 Parking permits—Form and display. All

parking permits must be displayed in the approved position on the vehicle with permit numbers and relevant dates visible. Vehicles with permits which are not displayed in accordance with the provisions of this section are subject to parking tickets for the violation of improperly displaying a permit.

(1) Autos and trucks:

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

(b) Permits mounted solely by suction cup and permit decals directly affixed to the windshield must be displayed on the front windshield at the lower left corner (driver's side). Decals must be mounted completely by means of their own adhesive (not by tape).

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

[Statutory Authority: RCW 28B.30.150. 08-08-049, § 504-19-520, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-520, filed 7/15/96, effective 8/15/96.]

WAC 504-19-540 Zone parking permits—Availability and use. The management and assignment of parking zones is designed to provide a parking space to permit holders. However, uncontrolled access to parking areas and unexpected parking demand make it impossible to guarantee a parking space in the permit holder's assigned zone. Staff and students are generally assigned to specific parking areas referred to as zones. Parking zones are color-coded with respect to their price and numbered with respect to the specific parking zone assignment of each permit holder. Permit holders may park in their assigned zone as reflected by the combination of color and number on their permit and corresponding sign, or they may park in other zones as described below.

(1) Orange permits. Orange permit holders may park in their numerically assigned orange zone, or in any green, red, or gray zone.

(2) Green permits. Green permit holders may park in their numerically assigned green zone, or in any red or gray zone.

(3) Red permits. Red permit holders may park in their numerically assigned red zone, or in any gray zone.

(4) Gray permits. Gray permit holders may park in any gray zone.

[Statutory Authority: RCW 28B.30.150. 08-08-049, § 504-19-540, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-540, filed 7/15/96, effective 8/15/96.]

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

(2009 Ed.)

(2) Golden cougar permits. Golden cougar permits are special visitor permits that are issued to retired staff in recognition of their service without additional cost. They are issued on an annual basis and are valid in any zone. Staff who are employed by the university or other entities located on campus after formal retirement are not eligible to use a golden cougar permit in lieu of a regular paid zone permit.

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

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

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

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

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

(8) Commercial permits. Commercial permits are issued to vendors, suppliers, and service representatives of outside companies performing a service for the university. Commercial permits are valid in zones and areas indicated on the permit.

(9) Departmental permits. Departmental parking permits are available for use by department employees who need to use their personal vehicles for university business. Departmental permits are available in different forms and are valid at parking meters, service zones, orange, green, red, and gray permit zones, and pay parking facilities. Departmental permits are not valid in reserved spaces. The use of departmental permits for anything other than official departmental business is prohibited by the State Ethics Act.

[Statutory Authority: RCW 28B.30.150. 08-08-049, § 504-19-560, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-560, filed 7/15/96, effective 8/15/96.]

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

(1) A "service indicator decal or hanger" is valid typically for a maximum of fifteen minutes in a marked service zone. A "mall service" indicator is valid typically for a maximum of fifteen-minute parking in the pedestrian mall. These are available to staff or students who must use a private vehicle for university business.

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

[Title 504 WAC—p. 37]

[Statutory Authority: RCW 28B.30.150. 08-08-049, § 504-19-580, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.095, 28B.30.-125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-580, filed 7/15/96, effective 8/15/96.]

WAC 504-19-600 Parking permits for persons with disability. (1) The provisions of this chapter cover the purchase and display of parking permits and the payment of fees and fines associated with parking for persons with disability.

(2) For the purpose of this chapter, persons with disability shall refer to a person or persons with disability who qualify for a state-issued persons with disability parking identification and permit.

(3) The university uses the state persons with disability parking permit system to determine eligibility for a university persons with disability parking permit. Persons desiring to purchase a university persons with disability parking permit must present a valid state-issued persons with disability parking identification and permit.

(4) Unless otherwise authorized, parking in spaces designated for persons with disability requires a valid university persons with disability parking permit to park on campus. University parking permits for persons with disability are available at the gray zone rate.

(5) Persons with a university persons with disability parking permit may park in a persons with disability parking space and any other, nonrestricted permit space within a parking permit zone.

(6) Persons with a university persons with disability parking permit may not park in restricted spaces with the exception of persons with disability parking spaces.

(7) Unless otherwise posted, any university parking permit to include a persons with disability parking permit is not valid in lieu of payment of regular posted fees in pay parking facilities.

(8) A state-issued persons with disability license plate, placard, or permit is valid in lieu of a university persons with disability parking permit in parking zones during times when a university permit is not required.

(9) The university intends to retain control of access to the pedestrian malls on campus. For that reason a university persons with disability parking permit is required in lieu of a state-issued persons with disability license plate, placard, or permit as authorization to use a pedestrian mall to access marked persons with disability parking spaces within the confines of a pedestrian mall.

[Statutory Authority: RCW 28B.30.150. 08-08-049, § 504-19-600, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.095, 28B.30.-125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-600, filed 7/15/96, effective 8/15/96.]

WAC 504-19-650 Parking fees and fines. (1) Schedules for parking fees, parking administrative fees, late payment fees, parking fines and sanctions, parking meter rates, prorate and refund schedules, and the effective date thereof are submitted to the president or his/her designee and to the board of regents for approval by motion, provided however, that increases in fees and fines do not exceed limits established by the board of regents. Increases in fees and fines that do not exceed limits established by the board of regents are not submitted to the board of regents so long as the board of regents has delegated authority to the president or his designee

to approve all such fees and fines. The schedules described above for all parking fees and fines are thereafter posted in the public area of the parking department office and posted on the parking department's web site.

(2) Payments. Parking fees and fines may be paid at the parking department by cash, check, approved payment card, or money order. A payroll deduction plan is available for eligible university employees and eligible graduate students.

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

(4) The proper fee must be paid for all vehicles parked in parking meter spaces unless otherwise authorized.

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

(6) Refunds. Annual permits being relinquished may be returned to the parking department for a pro rata refund in accordance with university policy. Identifiable remnants of the permit must be returned. The balance of any fees and fines owed the parking department is deducted from any refund due. Refunds for temporary permits are not granted. Refunds for pretax payroll deductions cannot be granted pursuant to federal tax laws.

(7) The parking department makes a wide array of options available in advance to university departments for use by their visitors, guests, and employees for the purpose of conducting departmental business. However, when necessary, university departments that can establish in writing that a parking ticket issued by the parking department was received as a result of parking any vehicle for the purpose of conducting official state business, or while conducting official business with the university or an entity located at the university are assessed a parking fee assessment (PFA) in lieu of the parking fine. Such requests for PFAs are signed by a department fiscal custodian. A PFA consists of the maximum daily parking fee plus an additional administrative fee for failing to purchase and provide the necessary parking permit or fee in advance or at the time of parking. University departments are encouraged to avoid additional administrative fees associated with PFAs by purchasing and storing prepaid parking permits and by making them available as the department deems necessary. Nothing in this rule allows a university employee to receive, or attempt to receive, any benefit associated with his or her personal expenses in violation of the State Ethics Act. All questionable employee conduct regarding the application of this section is reported to, and investigated by, the university internal auditor. This section applies only to parking tickets issued pursuant to this chapter.

[Statutory Authority: RCW 28B.30.150. 08-08-049, § 504-19-650, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.095, 28B.30.-125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-650, filed 7/15/96, effective 8/15/96.]

WAC 504-19-750 Reciprocal parking agreements.

(1) Purpose. The university can enter into reciprocal parking agreements with other universities and Washington State University campuses for the purpose of enhancing the accessibility to various campuses for staff and students participating in various courses and programs.

(2) The university faculty, staff, and students assigned to, enrolled at, or who pay fees to the WSUV campus or employees of other entities located on the WSUV campus must display a valid university parking permit when parking at the university. Any attempt by the above personnel to use a parking permit from another university campus in lieu of a valid university WSUV campus permit may result in a fine for illegal use of a parking permit.

[Statutory Authority: RCW 28B.30.150. 08-08-049, § 504-19-750, filed 3/27/08, effective 7/1/08.]

PART IV: FINES, SANCTIONS, AND APPEALS

WAC 504-19-810 Violations, fines, and sanctions. (1)

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

(2) Reduction of fines.

(a) Fines for violations of overtime/nonpayment at meter and overtime in time zone paid within twenty-four hours of issuance are reduced by one-half. Eligible violations received on Friday or Saturday can be paid on the following Monday to satisfy the twenty-four-hour requirement. Mailed payment must be postmarked within twenty-four hours to receive the one-half reduction.

(b) Visitors. The first violation of notices for "no parking permit" and "no parking permit for this area" issued to a visitor is considered a warning notice upon presentation to the parking department.

(c) If a permit holder of record neglects to display his or her permit and receives a notice of violation for "no parking permit," a reduced fine is assessed when possession of a valid parking permit for the location is verified by the parking department within twenty-four hours.

(d) Internal policies regarding disposition of parking tickets may be established on approval of the vice-chancellor or designee whose responsibilities include supervision of the parking department under the advisement of the university's internal auditor.

(3) Inoperable vehicles. It is the owner's responsibility to immediately contact the parking department in the event that the owner's vehicle becomes inoperable when the vehicle is present on campus.

(4) Payment of parking fines. All parking fines are due upon issuance of a parking ticket. Thirty days after date of issuance of a parking ticket, a late fee shall be added to all unpaid parking fines. For example, a parking ticket issued on May 1 would be assessed a late fee on May 31. Failure to pay the fine and fee assessed for any violation results in referral to the university controller's office for collection. The controller (or designee) may, if other collection efforts fail, withhold the amount of the outstanding fines and fees from deposits or other funds held for any student in order to secure payment.

When collection efforts are unsuccessful, the controller (or designee) may notify the registrar to refrain from issuing student transcripts or to withhold permission to reenroll for a subsequent term until outstanding fines and fees are paid. The procedures discussed above are not exclusive, however, and failure by anyone to pay fines and fees may also lead to

towing or use of the wheel lock device described in these regulations. Nor are the procedures discussed above a precondition to towing or use of the wheel lock.

(5) Failure to pay fines. Failure to pay a fine or comply with other penalties assessed pursuant to these regulations, and exhausting or failing to exercise appeals provided for in these regulations, may result in the inability to renew a vehicle license through the state pursuant to RCW 46.16.216.

[Statutory Authority: RCW 28B.30.150. 08-08-049, § 504-19-810, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.125. 03-15-062, § 504-19-810, filed 7/14/03, effective 8/14/03. Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-810, filed 7/15/96, effective 8/15/96.]

WAC 504-19-860 Appeals procedure. The parking ticket represents a determination that a parking violation has been committed and the determination is final unless otherwise provided for or appealed as provided in this chapter.

(1) Purpose. The parking appeals process serves the following functions:

- (a) To hear parking ticket appeals;
- (b) To hear appeals of wheel lock eligibility determinations; and
- (c) To hear appeals of impoundments.

(2) Procedure. Any person who has received a parking ticket may appeal the alleged parking violation. Appeal of wheel lock eligibility determinations and impoundments are described in WAC 504-19-865 and 504-19-870.

(3) Written parking ticket appeals. The appeal must be in writing and received at the parking department within ten calendar days of issuance of the parking ticket. Forms for this purpose are available from the parking department. The parking appeals committee makes an initial decision regarding the appeal within twenty calendar days during the academic year and thirty calendar days during the summer months after receipt of the appeal. The committee provides a brief statement of the reason for its decision to the appellant within ten calendar days of the decision.

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

(5) Appeal to district court. RCW 28B.10.560 provides that a person who is not satisfied with the final decision of the university may appeal to district court. The application for appeal to district court shall be in writing and must be filed at the parking department within ten calendar days after the date of the review hearing. The parking department forwards the documents relating to the appeal to the district court.

[Statutory Authority: RCW 28B.30.150. 08-08-049, § 504-19-860, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-860, filed 7/15/96, effective 8/15/96.]

PART V: IMPOUNDMENT OF VEHICLE

WAC 504-19-865 General. (1) Pursuant to the provisions of this chapter, an officer shall cause a vehicle to be wheel locked, or towed, or both, if:

(a) The vehicle is on the wheel lock-eligible list; or

(b) The vehicle displays a lost, stolen, or counterfeit parking permit.

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

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

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

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

(d) Cannot be immobilized with a wheel lock device; or

(e) Is illegally parked in a disability space.

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

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

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

(6) No vehicle impounded by towing or wheel lock devices shall be released until the following fines are paid in cash or with an approved payment card:

(a) All unpaid parking ticket fines and late fees against said vehicle and any other vehicle registered to the owner;

(b) A wheel lock fee; and

(c) All towing and storage fees.

(7) A person wishing to challenge the validity of any fines or fees imposed under this chapter may appeal such fines or fees as provided in WAC 504-19-860. However, in order to secure release of the vehicle, such person must pay the amount of such fines or fees as a bond which shall be refunded to the extent the appeal is successful.

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

[Statutory Authority: RCW 28B.30.150. 08-08-049, § 504-19-865, filed 3/27/08, effective 7/1/08.]

WAC 504-19-870 Wheel lock-eligible list. (1) The parking administrator shall be responsible for creating and maintaining the wheel lock-eligible list. See definition of "wheel lock-eligible vehicle."

(2) A wheel lock-eligible vehicle shall be placed on the wheel lock-eligible list after notice has been issued as provided in subsection (3) of this section and an appeal of the wheel lock eligibility determination, if requested, under subsection (4) of this section.

(3) At least ten days prior to placing a vehicle on the wheel lock-eligible list, the parking administrator shall mail a notice to the owner. The parking administrator mails the notice to the address stated on the most current registration records available to the university from a state, or any more current address of which the parking administrator or chief of police has actual written notice. The notice is sent by first class United States mail, postage prepaid. The notice shall set forth:

(a) The make and license plate number of the alleged wheel lock-eligible vehicle.

(b) A specified date on which the wheel lock-eligible vehicle is subject to placement on the wheel lock-eligible list.

(c) A list of the three or more alleged unpaid parking tickets, including the parking ticket number, date, time, place of the violation, and the nature of the violation. This list shall include all unpaid parking tickets issued to a particular vehicle to include the payment of fines and fees related to parking tickets not yet eligible for late fees.

(d) That the owner may avoid the placement of the vehicle on the wheel lock-eligible list by making payment in full of fines and late fees on all unpaid parking tickets to include the payment of fines and fees related to parking tickets not yet eligible for late fees by the specified date on which the vehicle is subject to placement on the wheel lock-eligible list.

(e) The name, mailing address (and street address if different), and telephone number of the parking department office that may be contacted to appeal the wheel lock eligibility determination. Such an appeal only considers whether an individual vehicle was properly placed on the wheel lock-eligible list and not the merits of an individual parking ticket, which may be addressed pursuant to a separate appeals process described in WAC 504-19-860.

(f) That the vehicle is subject to wheel lock, towing, or both once it is placed on the wheel lock-eligible list.

(g) That all late fees, wheel lock fees, towing, and storage fees shall be payable in full to obtain the release of a vehicle wheel locked or towed pursuant to this chapter in addition to payment of any and all unpaid parking tickets on this vehicle or other vehicles owned by the registered owner to include the payment of fines and fees related to parking tickets not yet eligible for late fees.

(4) If a request for an appeal of a wheel lock eligibility determination is received by the parking administrator before the specified date in the notice for placement of the vehicle on the wheel lock-eligible list, then the parking administrator shall afford the owner an opportunity to appeal the wheel lock eligibility determination prior to the placing of a vehicle on the wheel lock-eligible list. Although the parking administrator shall not have the authority to adjudicate the merits of any parking ticket, she or he shall, however, receive evidence and other input from the owner appealing the wheel lock eligibility determination that the notice given under subsection (3) of this section was erroneous or based on erroneous information.

(5) If an owner timely participates in the appeal as scheduled by the parking administrator, he or she shall furnish the owner written notice of his or her decision prior to placing the vehicle on the wheel lock-eligible list.

(6) After the specified date provided in the notice issued under subsection (3) of this section, the parking administrator

shall review the records to ensure that the alleged unpaid parking tickets have not been paid or otherwise resolved, and that no information has been received indicating that the notice was erroneous.

(7) Once a vehicle has been placed on the wheel lock-eligible list, it shall not be removed from the list unless and until:

(a) The fines and fees on all unpaid parking tickets issued during the time it has been registered to or otherwise held by the owner are paid or otherwise resolved to include the payment of fines and fees related to parking tickets not yet eligible for late fees;

(b) The parking administrator receives reliable information that title to the vehicle has been transferred; or

(c) The parking administrator determines that the placement of the vehicle on the wheel lock-eligible list was erroneous.

(8) If a vehicle is not properly registered in any state or no registration information is available to the university and the vehicle is wheel lock eligible, then notice shall be provided by posting on the vehicle a conspicuous notice, which shall set forth:

(a) A description of the alleged wheel lock-eligible vehicle;

(b) A specified date on which the wheel lock-eligible vehicle is subject to placement on the wheel lock-eligible list;

(c) That the owner may avoid placement of the vehicle on the wheel lock-eligible list by making payment in full of fines and late fees on all unpaid parking tickets to include the payment of fines and fees related to parking tickets not yet eligible for late fees by the specified date certain on which the vehicle is subject to placement on the wheel lock-eligible list; and

(d) That the vehicle is subject to wheel lock, towing or both once it is placed on the wheel lock-eligible list.

(9) An officer shall attempt to wheel lock any vehicle which appears on the wheel lock-eligible list when parked, lawfully or unlawfully, on campus.

(10) The parking administrator or the chief of police shall ensure that officers are on duty to remove wheel locks from vehicles Monday through Friday between 8:00 a.m. and 5:00 p.m.

[Statutory Authority: RCW 28B.30.150. 08-08-049, § 504-19-870, filed 3/27/08, effective 7/1/08.]

WAC 504-19-880 Fees, fines, and release of an impounded vehicle. The owner of an impounded vehicle may not secure the release of the stored vehicle until payment in full of fines and fees has been made on all unpaid parking tickets to include the payment of fines and fees related to parking tickets not yet eligible for late fees relating to the vehicle which were issued while the vehicle was owned by the person who owned the vehicle at the time it is wheel locked or towed hereunder, and the owner has paid in full the wheel lock fee, unpaid parking tickets, late fees, storage fees, and towing fees for any and all other vehicles owned by the registered owner.

[Statutory Authority: RCW 28B.30.150. 08-08-049, § 504-19-880, filed 3/27/08, effective 7/1/08.]

(2009 Ed.)

WAC 504-19-885 Theft, damage, or removal of a wheel lock device. The following conduct of any person shall be reported to university police:

- (1) Causing physical damage to a wheel lock device;
- (2) Removing, or attempting to remove, a wheel lock device; or
- (3) Taking or stealing a wheel lock device.

[Statutory Authority: RCW 28B.30.150. 08-08-049, § 504-19-885, filed 3/27/08, effective 7/1/08.]

PART VI: TRAFFIC REGULATIONS

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

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

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

[Statutory Authority: RCW 28B.30.150. 08-08-049, § 504-19-920, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-920, filed 7/15/96, effective 8/15/96.]

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

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

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

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

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

(6) Bicyclists desiring to enjoy the right of way provided to pedestrians in crosswalks must dismount and walk their bicycle in crosswalks. Failure to do so will result in a bicyclist being in violation of the traffic laws.

[Statutory Authority: RCW 28B.30.150. 08-08-049, § 504-19-930, filed 3/27/08, effective 7/1/08. Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150, 28B.10.560 and chapter 34.05 RCW. 96-15-050, § 504-19-930, filed 7/15/96, effective 8/15/96.]

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

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

the vehicle, or when the pedestrian is approaching so closely from the opposite half of the roadway as to be in danger.

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

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

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

Chapter 504-21 WAC

UNIVERSITY POLICY ON STUDENT EDUCATION RECORDS

WAC

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

WAC 504-21-010 University policy on student education records. Public Law 93-380, the Family Educational Rights and Privacy Act of 1974, requires that the university adopt guidelines concerning the right of a student to inspect his or her education records, and guidelines concerning the release of personally identifiable information to third parties. The act further provides that such a student has the right to a hearing in order to provide for the correction or deletion of inaccurate, misleading or otherwise inappropriate data. The act also provides that students be informed of the types of education records maintained by the university that are directly related to students.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(i) Admission to any educational institution, or

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

(iii) Receipt of an honor or honorary recognition.

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

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

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

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

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

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

(c) Recommendations, evaluations or comments concerning a student that have been provided in confidence,

either expressed or implied, as between the author and the recipient, prior to January 1, 1975, shall not be subject to release to the student. Such records shall remain confidential and shall be released only with the consent of the author of the specific document. Such records shall be used by the institution only for the purpose for which they were originally intended.

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

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

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

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

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

WAC 504-21-040 Requests and appeal procedures.

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

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

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

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

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

(d) The student records committee shall not review any matter regarding the appropriateness of official academic

grades. (University Academic Regulation 104, "academic complaint procedure" should be followed in all cases involving grading disputes.)

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

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

WAC 504-21-050 Release of personally-identifiable records. (1) The university shall not permit access to or the release of education records or personally identifiable information contained therein, other than "directory information," (as defined in paragraph 5 of this section), without the written consent of the student to any party other than the following:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(k) WSU may provide to parents or guardians of students under age twenty one information regarding violations of federal, state, or local laws or the university's conduct code where such violations concern the use or possession of alcohol or controlled substances and where WSU determines that those students have committed such violations.

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

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

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

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

(b) The reasons for such release, and

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

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

(4) Personally identifiable education records released to third parties, with or without student consent, shall be accompanied by a printed statement indicating that the information

cannot be subsequently released in a personally identifiable form to any other parties without obtaining consent of the student unless such disclosures are made pursuant to WAC 504-21-050 (1)(g), (h), (j), (k), or (l) or the information released is directory information as defined in paragraph 5 of this section.

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

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

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

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

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

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

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

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

WAC 504-21-080 Right of student to register objections. Any student who objects to the accuracy or truthfulness of any information contained in any university education record that is related to him or her may, after processing an unsuccessful appeal pursuant to WAC 504-21-040, submit a written view regarding his or her education records to the provost, who shall *review the appeal and take necessary action which may include reconsideration by the student records officer or inclusion* of the written objection or summary thereof in such education records; provided, however,

no student has any right to post objections to academic grades and have the same appear on the student's academic record.

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

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

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

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

WAC

504-24-020	Social policies and procedures.
504-24-025	University staff access to residence halls.
504-24-030	Undergraduate housing requirement.
504-24-035	Alcohol policies.
504-24-040	Living group discipline jurisdiction.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

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

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

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

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

(2) Guest rules.

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

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

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

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

(e) Except for those persons authorized access by WAC 504-24-025, guests are defined as anyone not residing in the residence hall.

(3) Visitation.

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

[Statutory Authority: RCW 28B.30.150, 06-23-158, § 504-24-020, filed 11/22/06, effective 12/23/06. Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW, 87-12-013 (Order 87-1), § 504-24-020, filed 5/26/87. Statutory Authority: RCW 28B.30.125 and 28B.30.150, 80-07-015 (Order 80-2, Resolution No. 6/80-15), § 504-24-020, filed 6/11/80; Order 77-2, § 504-24-020, filed 8/3/77; Order 73-6, § 504-24-020, filed 8/1/73; Order 4, § 504-24-020, filed 10/20/71; Order 3, § 504-24-020, filed 8/5/71.]

WAC 504-24-025 University staff access to residence halls. University administrators or designees, officers, agents, or employees whose duties include working with residence hall residents or programs, performing custodial, maintenance, or operations of residence halls, or performing safety, emergency, security, police, or fire protection services shall have access to residence halls at all times while in the performance of their assigned duties.

[Statutory Authority: RCW 28B.30.150, 06-23-158, § 504-24-025, filed 11/22/06, effective 12/23/06.]

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

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

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

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

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

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

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

(b) Process. Applications for permission to reside off campus are available from the Washington State University Department of Residence Life, Streit-Perham Office Suite, Pullman, WA 99164-1726. Applications are reviewed and a determination is made whether an exemption will be granted. Persons applying for such exemption will be informed of the decision in writing. Requests for reconsideration of the deci-

sion may be submitted to the vice-provost for student affairs. The vice-provost or his/her designee will evaluate the appeal and approve or deny the appeal.

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

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

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

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

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

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

(b) Residence hall conduct board.

(i) Residence hall conduct boards are empowered to hear cases of alleged violations of the residence hall contract and to issue sanctions when a board finds a resident or residents responsible for a violation of a residence hall contract. Residence hall conduct board hearings shall be conducted in accord with this chapter.

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

(2) Fraternities and sororities.

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

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

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

Chapter 504-26 WAC

STANDARDS OF CONDUCT FOR STUDENTS

WAC

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WAC 504-26-001 Preamble. Washington State University, a community dedicated to the advancement of knowledge, expects all students to behave in a manner consistent with its high standards of scholarship and conduct. Students are expected to uphold these standards both on and off cam-

pus and acknowledge the university's authority to take disciplinary action. The purpose of these standards and processes is to educate students and protect the welfare of the community.

[Statutory Authority: RCW 28B.30.150. 06-23-159, § 504-26-001, filed 11/22/06, effective 12/23/06.]

WAC 504-26-005 Good standing. The award of a degree is conditioned upon the student's good standing in the university and satisfaction of all university graduation requirements. "Good standing" means the student has resolved any unpaid fees or acts of academic or behavioral misconduct and complied with all sanctions imposed as a result of any misconduct. The university shall deny award of a degree if the student is dismissed from the university based on his or her misconduct. (See also rule 45 in the university general catalog.)

[Statutory Authority: RCW 28B.30.150. 08-05-001, § 504-26-005, filed 2/6/08, effective 3/8/08.]

WAC 504-26-010 Definitions. (1) The term "accused student" means any student accused of violating the standards of conduct for students (this chapter).

(2) The term "appellate board" means any person or persons authorized by the vice-president for student affairs to consider an appeal from a student conduct board's determination as to whether a student has violated the standards of conduct for students or from the sanctions imposed by the student conduct officer.

(3) The term "cheating" includes, but is not limited to:

(a) Use of unauthorized materials in taking quizzes, tests, or examinations, or giving or receiving unauthorized assistance by any means, including talking, copying information from another student, using electronic devices, or taking an examination for another student.

(b) Use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments.

(c) Acquisition or possession of tests or other academic material belonging to a member of the university faculty or staff when acquired without the permission of the university faculty or staff member.

(d) Fabrication, which is the intentional invention or counterfeiting of information in the course of an academic activity. Fabrication includes, but is not limited to:

(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 or a false explanation for failing to complete a class requirement or scheduled examination at the appointed date and time.

(e) Engaging in any behavior for the purpose of gaining an unfair advantage specifically prohibited by a faculty member in the course syllabus or class discussion.

(f) Scientific misconduct. Falsification, fabrication, plagiarism, or other forms of dishonesty in scientific and scholarly research are prohibited. Complaints and inquiries involving cases of scientific misconduct are managed according to the university's policy for responding to allegations of scientific misconduct. A finding of scientific misconduct is subject

to sanctions by the office of student conduct. The policy for responding to allegations of scientific misconduct may be reviewed by contacting the vice-provost for research.

(g) Unauthorized collaboration on assignments.

(h) Intentionally obtaining unauthorized knowledge of examination materials.

(i) Plagiarism. Presenting the information, ideas, or phrasing of another person as the student's own work without proper acknowledgment of the source. This includes submitting a commercially prepared paper or research project or submitting for academic credit any work done by someone else. The term "plagiarism" includes, but is not limited to, 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.

(j) Unauthorized multiple submission of the same work.

(k) Sabotage of others' work.

(l) Tampering with or falsifying records.

(4) The term "complainant" means any person who submits a charge alleging that a student violated the standards of conduct for students.

(5) The term "faculty member" for purposes of this chapter, means any person hired by the university to conduct classroom or teaching activities or who is otherwise considered by the university to be a member of its faculty.

(6) The term "gender identity" means having or being perceived as having a gender identity, self-image, appearance, behavior, or expression, whether or not that gender identity, self-image, appearance, behavior, or expression is different from that traditionally associated with the sex assigned to the person at birth.

(7) The term "may" is used in the permissive sense.

(8) The term "member of the university community" includes any person who is a student, faculty member, university official, or any other person employed by the university. A person's status in a particular situation is determined by the vice-president for student affairs.

(9) The term "organization" means any number of persons who have complied with the formal requirements for university recognition.

(10) The term "policy" means the written regulations of the university as found in, but not limited to, the standards of conduct for students, residence life handbook, the university web page and computer use policy, and graduate/undergraduate catalogs.

(11) The term "shall" is used in the imperative sense.

(12) The term "student" includes all persons taking courses at the university, either full-time or part-time, pursuing undergraduate, graduate, or professional studies. Persons who withdraw after allegedly violating the standards of conduct for students, who are not officially enrolled for a particular term but who have a continuing relationship with the university (including suspended students) or who have been notified of their acceptance for admission are considered "students" as are persons who are living in university residence halls, although not enrolled in this institution.

(13) The term "student conduct officer" means a university official authorized by the vice-president for student affairs to manage conduct complaints including the imposi-

tion of sanctions upon any student(s) found to have violated the standards of conduct for students.

(14) The term "university" means all locations of Washington State University.

(15) The term "university conduct board" means those persons who, collectively, have been authorized by the vice-president for student affairs to determine whether a student has violated the standards of conduct for students and to impose sanctions when a rules violation has been committed.

(16) The term "academic integrity hearing board" means those teaching faculty who, collectively, have been authorized by the university or college to review an instructor's determination that a student violated university academic integrity policies and whether or not the outcome proposed by the instructor is in keeping with the instructor's published policies.

(17) The term "university official" includes any person employed by the university, performing assigned administrative or professional responsibilities.

(18) The term "university premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the university (including adjacent streets and sidewalks).

(19) The vice-president for student affairs is that person designated by the university president to be responsible for the administration of the standards of conduct for students.

[Statutory Authority: RCW 28B.30.150. 07-11-030, § 504-26-010, filed 5/8/07, effective 6/8/07; 06-23-159, § 504-26-010, filed 11/22/06, effective 12/23/06.]

ARTICLE I AUTHORITY FOR STANDARDS OF CONDUCT FOR STUDENTS

WAC 504-26-100 Composition of conduct and appellate boards. (1) The university conduct board shall be composed of five individuals appointed by the vice-president for student affairs: Two students, two faculty members, and a fifth person, who may be any category of university employee and who shall be named by the vice-president for student affairs as the chairperson of the board.

Any three persons constitute a quorum of a conduct board and may act, provided that at least one student and the chairperson are present.

(2) The appeals board shall be composed of three university employees appointed by the vice-president for student affairs. Three persons constitute a quorum of the appeals board.

[Statutory Authority: RCW 28B.30.150. 06-23-159, § 504-26-100, filed 11/22/06, effective 12/23/06.]

WAC 504-26-101 Convening boards. The student conduct officer convenes boards for each conduct matter and for appeals of decisions.

[Statutory Authority: RCW 28B.30.150. 06-23-159, § 504-26-101, filed 11/22/06, effective 12/23/06.]

WAC 504-26-102 Policies. The vice-president for student affairs or designee shall develop policies for the administration of the student conduct system and procedural rules for the conduct of student conduct board hearings that are

consistent with provisions of the standards of conduct for students.

[Statutory Authority: RCW 28B.30.150. 06-23-159, § 504-26-102, filed 11/22/06, effective 12/23/06.]

WAC 504-26-103 Decisions. Decisions made by a student conduct board and/or student conduct officer become final twenty-one days after the date the decision is signed, unless an appeal is filed prior to that date.

[Statutory Authority: RCW 28B.30.150. 06-23-159, § 504-26-103, filed 11/22/06, effective 12/23/06.]

ARTICLE II PROSCRIBED CONDUCT

WAC 504-26-200 Jurisdiction of the university standards of conduct for students. The university standards of conduct for students shall apply to conduct that occurs on university premises, at university sponsored activities, and to off-campus conduct that adversely affects the university community and/or the pursuit of its objectives. Each student is responsible for his/her conduct from the time of application for admission through the actual awarding 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 school while a disciplinary matter is pending. The university has sole discretion to determine what conduct occurring off campus adversely impacts the university community and/or the pursuit of university objectives.

[Statutory Authority: RCW 28B.30.150. 08-05-001, § 504-26-200, filed 2/6/08, effective 3/8/08; 06-23-159, § 504-26-200, filed 11/22/06, effective 12/23/06.]

WAC 504-26-201 Misconduct—Rules and regulations. Any student or student organization found to have committed, assisted, conspired, or attempted to commit the following misconduct (WAC 504-26-202 through 504-26-226) is subject to the disciplinary sanctions outlined in WAC 504-26-405.

[Statutory Authority: RCW 28B.30.150. 08-05-001, § 504-26-201, filed 2/6/08, effective 3/8/08; 07-11-030, § 504-26-201, filed 5/8/07, effective 6/8/07; 06-23-159, § 504-26-201, filed 11/22/06, effective 12/23/06.]

WAC 504-26-202 Acts of dishonesty. Acts of dishonesty, include but are not limited to those listed in this chapter:

(1) Academic integrity violations including, but not limited to, cheating as defined in WAC 504-26-010.

(2) Knowingly furnishing false information to any university official, faculty member, or office.

(3) Forgery, alteration, or misuse of any university document or record, or instrument of identification whether issued by the university or other state or federal agency.

[Statutory Authority: RCW 28B.30.150. 08-05-001, § 504-26-202, filed 2/6/08, effective 3/8/08; 07-11-030, § 504-26-202, filed 5/8/07, effective 6/8/07; 06-23-159, § 504-26-202, filed 11/22/06, effective 12/23/06.]

WAC 504-26-203 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 others or disrupt the university's activities. Prohibited behavior includes: Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other university activities, including its public service functions on or off campus, or of other authorized nonuniversity activities when the conduct occurs on university premises or is directed toward community members by any means including use of telephone, computer, or some other medium.

[Statutory Authority: RCW 28B.30.150. 07-11-030, § 504-26-203, filed 5/8/07, effective 6/8/07; 06-23-159, § 504-26-203, filed 11/22/06, effective 12/23/06.]

WAC 504-26-204 Abuse of self or others. Physical abuse, threats, intimidation, and/or other conduct which threatens or endangers the health or safety of any person, including one's self.

[Statutory Authority: RCW 28B.30.150. 06-23-159, § 504-26-204, filed 11/22/06, effective 12/23/06.]

WAC 504-26-205 Theft or damage to property. Theft of and/or the intentional or reckless damage to the property of another.

[Statutory Authority: RCW 28B.30.150. 06-23-159, § 504-26-205, filed 11/22/06, effective 12/23/06.]

WAC 504-26-206 Hazing. (1) No student or student organization at Washington State University may conspire to engage in hazing or participate in hazing of another.

(a) Hazing includes 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 but are not limited to 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; 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 NCAA 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 also prohibits hazing which may subject violators to criminal prosecution. As used in RCW 28B.10.901 and 28B.10.902, "hazing" includes any method of initiation into a student organization or living group, or any pastime or amusement engaged in with respect to such an organization or living group that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm, to any student or other person attending a public or private institution of higher education or other postsecondary education institution in this state.

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

(a) Any person who violates this rule, in addition to other sanctions that may be imposed, shall forfeit any entitlement

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to state-funded grants, scholarships, or awards for a period of time determined by the university.

(b) Any organization, association, or student living group that knowingly permits hazing by its members or others subject to its direction or control shall be deprived of any official recognition or approval granted by the university.

[Statutory Authority: RCW 28B.30.150. 06-23-159, § 504-26-206, filed 11/22/06, effective 12/23/06.]

WAC 504-26-207 Failure to comply with university officials or law enforcement officers. Failure to comply with lawful directions of university officials and/or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

[Statutory Authority: RCW 28B.30.150. 08-05-001, § 504-26-207, filed 2/6/08, effective 3/8/08; 06-23-159, § 504-26-207, filed 11/22/06, effective 12/23/06.]

WAC 504-26-208 Unauthorized keys or unauthorized entry. Unauthorized possession, duplication, or use of keys, including cards or alphanumeric pass-codes, to any university premises or unauthorized entry to or use of university premises.

[Statutory Authority: RCW 28B.30.150. 08-05-001, § 504-26-208, filed 2/6/08, effective 3/8/08; 06-23-159, § 504-26-208, filed 11/22/06, effective 12/23/06.]

WAC 504-26-209 Violation of university policy, rule, or regulation. Violation of any university policy, rule, or regulation published in hard copy or available electronically on the university web site.

[Statutory Authority: RCW 28B.30.150. 06-23-159, § 504-26-209, filed 11/22/06, effective 12/23/06.]

WAC 504-26-210 Violation of law. Conduct which would constitute violation of any federal, state, or local law.

[Statutory Authority: RCW 28B.30.150. 07-11-030, § 504-26-210, filed 5/8/07, effective 6/8/07; 06-23-159, § 504-26-210, filed 11/22/06, effective 12/23/06.]

WAC 504-26-211 Drugs and drug paraphernalia. Use, possession, manufacture, or distribution of marijuana, narcotics, or other controlled substances, and drug paraphernalia except as permitted by federal, state, and local law.

[Statutory Authority: RCW 28B.30.150. 06-23-159, § 504-26-211, filed 11/22/06, effective 12/23/06.]

WAC 504-26-212 Alcohol. Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by university regulations), 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: RCW 28B.30.150. 06-23-159, § 504-26-212, filed 11/22/06, effective 12/23/06.]

WAC 504-26-213 Firearms and dangerous weapons. No student may carry, possess, or use any firearm, explosive (including fireworks), dangerous chemical, or any dangerous weapon on university property or in university-approved

housing. Airsoft guns and other items that shoot projectiles are not permitted in university-approved housing. Students wishing to maintain a firearm on campus for hunting or sporting activities must store the firearm with the Washington State University department of public safety.

[Statutory Authority: RCW 28B.30.150. 08-05-001, § 504-26-213, filed 2/6/08, effective 3/8/08; 06-23-159, § 504-26-213, filed 11/22/06, effective 12/23/06.]

WAC 504-26-214 Disruptive activity. Participating in an on-campus or off-campus riot or unlawful assembly that disrupts the normal operations of the university and/or infringes on the rights of other members of the university community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area. For peaceful demonstrations, students should consult with university police for safety guidelines.

[Statutory Authority: RCW 28B.30.150. 06-23-159, § 504-26-214, filed 11/22/06, effective 12/23/06.]

WAC 504-26-215 Obstruction. Obstruction of the free flow of pedestrian or vehicular traffic on university premises or at university-sponsored or supervised functions.

[Statutory Authority: RCW 28B.30.150. 06-23-159, § 504-26-215, filed 11/22/06, effective 12/23/06.]

WAC 504-26-216 Disorderly conduct. Conduct that is disorderly, lewd, or indecent; disturbing the peace; or assisting or encouraging another person to disturb the peace on university premises or at functions sponsored by, or participated in by, the university or members of the academic community.

[Statutory Authority: RCW 28B.30.150. 06-23-159, § 504-26-216, filed 11/22/06, effective 12/23/06.]

WAC 504-26-217 Unauthorized use of electronic or other devices. Unauthorized use of electronic or other devices: Making an audio or video record of any person while on university premises without his or her prior knowledge, or without his or her effective consent when such a recording is of a private conversation or of images taken of a person(s) at a time and place where she or he would reasonably expect privacy and where such images are likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom, but does not include taking pictures of persons in areas which are considered by the reasonable person to be open to public view, such as Martin Stadium or the Glenn Terrell Mall.

[Statutory Authority: RCW 28B.30.150. 06-23-159, § 504-26-217, filed 11/22/06, effective 12/23/06.]

WAC 504-26-218 Computer abuses or theft. Theft or other abuse of computer facilities and resources, including but not limited to:

- (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) Unauthorized use of computer hardware.
- (4) Use of another individual's identification and/or password.

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(5) Use of computing facilities and resources to interfere with the work of another student, faculty member, or university official.

(6) Use of computing facilities and resources to send obscene, harassing, or threatening messages.

(7) Use of computing facilities and resources to interfere with normal operation of the university computing system.

(8) Use of computing facilities and resources in violation of any law, including copyright laws.

(9) Any violation of the university computer use policy found at http://www.wsu.edu/~forms/HTML/EPM/EP4_Electronic_Publishing_Policy.htm

[Statutory Authority: RCW 28B.30.150. 08-05-001, § 504-26-218, filed 2/6/08, effective 3/8/08; 06-23-159, § 504-26-218, filed 11/22/06, effective 12/23/06.]

WAC 504-26-219 Abuse of the student conduct system. Abuse of the student conduct system, including but not limited to:

(1) Failure to obey any notice from a university conduct board or other university 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 university conduct proceeding.

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

(4) Filing fraudulent charges or initiating a university 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 the university conduct system prior to, and/or during the course of, any university conduct board proceeding.

(7) Harassment (verbal or physical) and/or intimidation of a member of a university conduct board prior to, during, and/or after any university conduct 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 university conduct system.

[Statutory Authority: RCW 28B.30.150. 08-05-001, § 504-26-219, filed 2/6/08, effective 3/8/08; 06-23-159, § 504-26-219, filed 11/22/06, effective 12/23/06.]

WAC 504-26-220 Discrimination. Discrimination on the basis of race, color, religion, ancestry, national or ethnic origin, age, gender, marital status, veteran status, sexual orientation, gender identity, or mental, physical, or sensory disability is prohibited in conformity with federal and state laws.

[Statutory Authority: RCW 28B.30.150. 06-23-159, § 504-26-220, filed 11/22/06, effective 12/23/06.]

WAC 504-26-221 Sexual misconduct. (1) Sexual misconduct is any sexual activity with another that is unwanted and nonconsensual. Sexual misconduct includes physical contact as well as voyeurism.

(2) Consent to sexual activity requires that, at the time of the act, there are actual words or conduct demonstrating freely given agreement to sexual activity—silence or passivity is not consent. Even if words or conduct alone seem to imply consent, sexual activity is nonconsensual when:

(a) Force or blackmail is threatened or used to procure compliance with the sexual activity; or

(b) The person is unconscious or physically unable to communicate his or her unwillingness to engage in sexual activity; or

(c) The person lacks the mental capacity at the time of the sexual activity to be able to understand the nature or consequences of the act, whether that incapacity is produced by illness, defect, the influence of alcohol or another substance, or some other cause.

(3) A person commits voyeurism if, for the purpose of arousing or gratifying the sexual desire of any person, he or she knowingly views, photographs, or films another person, without that person's knowledge and consent, while the person being viewed, photographed, or filmed is in a place where he or she has a reasonable expectation of privacy.

[Statutory Authority: RCW 28B.30.150. 06-23-159, § 504-26-221, filed 11/22/06, effective 12/23/06.]

WAC 504-26-222 Harassment. Conduct by any means that is severe, pervasive, or persistent, and is of such a nature that it would cause a reasonable person in the victim's position substantial emotional distress and undermine his or her ability to work, study, or participate in his or her regular life activities or participate in the activities of the university, and actually does cause the victim substantial emotional distress and undermines the victim's ability to work, study, or participate in the victim's regular life activities or participate in the activities of the university.

[Statutory Authority: RCW 28B.30.150. 06-23-159, § 504-26-222, filed 11/22/06, effective 12/23/06.]

WAC 504-26-223 Stalking. Intentionally and repeatedly harassing or following a person and intentionally or unintentionally 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: RCW 28B.30.150. 06-23-159, § 504-26-223, filed 11/22/06, effective 12/23/06.]

WAC 504-26-224 Reckless endangerment. Engaging in conduct that creates an unreasonable risk of harm to another person or property.

[Statutory Authority: RCW 28B.30.150. 06-23-159, § 504-26-224, filed 11/22/06, effective 12/23/06.]

WAC 504-26-225 Trespassing. Knowingly entering or remaining unlawfully in or on university premises or any portion thereof. Any person who has been given notice by a university official of the university's decision to exclude him or her from all or a portion of university property is not licensed, invited, or otherwise privileged to enter or remain on the identified portion of university property, unless given prior explicit written permission by university administration.

[Statutory Authority: RCW 28B.30.150. 08-05-001, § 504-26-225, filed 2/6/08, effective 3/8/08; 06-23-159, § 504-26-225, filed 11/22/06, effective 12/23/06.]

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WAC 504-26-226 Violation of a disciplinary sanction. Violation of any term or condition of any disciplinary sanction constitutes a new violation and may subject the student to additional sanctions.

[Statutory Authority: RCW 28B.30.150. 06-23-159, § 504-26-226, filed 11/22/06, effective 12/23/06.]

ARTICLE III RULES AND REGULATIONS

WAC 504-26-301 Malicious intent. If a student is found responsible for violating any provision of this code as a result of causing injury to another or to another's property, or as a result of placing another in reasonable fear of injury to self or property, and if the responsible student is found to have intentionally selected the victim based upon the responsible student's perception of the victim's race, color, religion, ancestry, national or ethnic origin, age, gender, marital status, veteran status, sexual orientation, gender identity, or mental, physical, or sensory disability, such finding is considered an aggravating factor in determining a sanction for such conduct.

[Statutory Authority: RCW 28B.30.150. 06-23-159, § 504-26-301, filed 11/22/06, effective 12/23/06.]

WAC 504-26-302 Responsibility for guests. A student or student organization is responsible for the conduct of guests on or in university property and at functions sponsored by the university or sponsored by any recognized university organization.

[Statutory Authority: RCW 28B.30.150. 06-23-159, § 504-26-302, filed 11/22/06, effective 12/23/06.]

WAC 504-26-303 Students studying abroad. Students who participate in any university-sponsored or sanctioned foreign country study program shall observe the following rules and regulations:

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

[Statutory Authority: RCW 28B.30.150. 06-23-159, § 504-26-303, filed 11/22/06, effective 12/23/06.]

WAC 504-26-304 Group conduct. Sororities, fraternities, and recognized groups shall comply with the standards of conduct for students and with university policies. When a member or members of a student organization violates the standards of conduct for students, the student organization or individual members may be subject to appropriate sanctions authorized by these standards.

[Statutory Authority: RCW 28B.30.150. 08-05-001, § 504-26-304, filed 2/6/08, effective 3/8/08; 06-23-159, § 504-26-304, filed 11/22/06, effective 12/23/06.]

WAC 504-26-305 Violation of law and university discipline. (1) University 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 (that is, if both possible violations result from the same factual situation) without regard to pending civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under these standards may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the vice-president for student affairs or designee. Determinations made or sanctions imposed under these standards are not subject to change because criminal charges arising out of the same facts giving rise to violation of university rules were dismissed, reduced, or resolved in favor of the criminal law defendant. A student charged with criminal offenses may choose to remain silent during conduct proceedings, recognizing that he or she gives up the opportunity to explain his or her version of events and that the decision is made based on the information presented at the hearing.

(2) When a student is charged by federal, state, or local authorities with a violation of law, the university does not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the standards of conduct for students, the university may advise off-campus authorities of the existence of the standards and of how such matters are typically handled within the university community. The university attempts to cooperate 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 campus rules or sanctions). Individual students and other members of the university community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

[Statutory Authority: RCW 28B.30.150. 06-23-159, § 504-26-305, filed 11/22/06, effective 12/23/06.]

ARTICLE IV STUDENT CONDUCT CODE PROCEDURES

WAC 504-26-401 Complaints and student conduct process. (1) Any member of the university community may file a complaint against a student for violations of the standards of conduct for students. A complaint is prepared in writing and directed to a student conduct officer. Any complaint is to be submitted as soon as possible after the event takes place, preferably within thirty days.

(2) A student conduct officer, or designee, may review and investigate any complaint to determine whether it appears to state a violation of the code of conduct. If a conduct officer determines that a complaint appears to state a violation of the student code of conduct, she or he considers whether the matter might be resolved through agreement with the accused or through alternative dispute resolution proceedings involving the complainant and the accused. The complainant and the accused are informed of university options for alternative dispute resolution and may request that the matter be addressed using alternative dispute resolution techniques. Generally, the accused and complainant must agree to the use of alternative dispute resolution techniques. If the accused and the student conduct officer reach an agreed resolution of the complaint, the disposition is final; there is no right to appeal from an agreed disposition.

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(3) If the conduct officer has determined that a complaint has merit and if the matter is not resolved through agreement or alternative dispute resolution, the matter is handled through either a conduct officer hearing or as a university conduct board hearing.

(a) When the allegation involves harm or threat of harm to any person or person's property and the accused disputes the facts and/or denies responsibility, the matter may be referred to the university conduct board for resolution.

(b) If the possible or recommended sanction is expulsion or suspension, the matter is referred to the university conduct board.

(c) Matters other than those listed in (a) and (b) of this subsection are heard by a conduct officer, unless the conduct officer exercises his or her discretion to refer the matter to a conduct board at any time before a decision is issued. A student may request that a conduct board hear the case, but the final decision to refer the matter to the university conduct board for hearing is made by the university conduct officer and such decision is not subject to appeal.

(4) The student conduct officer provides complainants who have been targets of alleged misconduct or who feel victimized thereby with names of university and community advocates or resources who may be able to help the complainant address his or her concerns about the behaviors and provide support to the complainant throughout the conduct process. Due to federal privacy law, the university may not disclose to the complainant any sanctions taken against the accused student, unless the complainant was the victim of a violent crime for which the accused was found responsible as defined under the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. Sec. 1232g; 34 CFR Part 99), or the accused student consents to such disclosure.

[Statutory Authority: RCW 28B.30.150. 08-05-001, § 504-26-401, filed 2/6/08, effective 3/8/08; 06-23-159, § 504-26-401, filed 11/22/06, effective 12/23/06.]

WAC 504-26-402 Conduct officer actions. (1) Any student charged by a conduct officer with a violation of any provision of standards of conduct for students is notified of the basis for the charge or charges and of the time, date, and place of a conference between the student and the conduct officer through one of the following procedures.

(a) The conduct officer provides notice by personal delivery or by regular United States mail addressed to the student or student organization at his, her, or its last known address. Duplicate notice may be provided by electronic mail.

(b) If the student is no longer enrolled at the time notice is sent, the notice is sent to the student's permanent address recorded in the registrar's files. The student or student organization is responsible for maintaining an updated mailing address on file with the registrar.

(c) Any request to extend the time and/or date of the conduct officer conference/hearing should be addressed to the conduct officer.

(2) In order that any informality in disciplinary proceedings not mislead a student as to the seriousness of the matter under consideration, the student is informed of the potential sanctions involved at the initial conference or hearing.

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(3) After a review of the evidence and interviewing the student(s) involved in the case, the conduct officer may take any of the following actions:

(a) Terminate the proceeding exonerating the student or students;

(b) Dismiss the case;

(c) Impose appropriate sanctions as provided in WAC 504-26-405. Such sanctions are subject to the student's right of appeal as provided in this code; or

(d) Refer the matter to the university conduct board pursuant to WAC 504-26-401(3).

(4) The conduct officer may consider the student's past contacts with the office of student conduct in determining an appropriate sanction and/or deciding whether to refer the case for a university conduct board hearing.

(5) The student is notified in writing of the determination made by the conduct officer within ten business days of the proceeding. The notice includes information regarding the student's right to appeal pursuant to WAC 504-26-407.

[Statutory Authority: RCW 28B.30.150. 08-05-001, § 504-26-402, filed 2/6/08, effective 3/8/08; 06-23-159, § 504-26-402, filed 11/22/06, effective 12/23/06.]

WAC 504-26-403 Conduct board proceedings. (1)

Any student charged by a conduct officer with a violation of any provision of standards of conduct for students that is to be heard by a conduct board is provided notice by personal delivery or by regular United States mail addressed to the student or student organization at her, his, or its last known address.

(a) If the student is no longer enrolled at the time notice is sent, the notice is sent to the student's permanent address recorded in the registrar's files.

(b) The student or student organization is responsible for keeping an updated mailing address on file with the registrar.

(2) The written notice shall be completed by the conduct officer and shall include:

(a) The specific complaint, including the university policy or regulation allegedly violated;

(b) The approximate time and place of the alleged act that forms the factual basis for the charge of violation;

(c) The time, date, and place of the hearing;

(d) A list of the witnesses who may be called to testify, to the extent known;

(e) A description of all documentary and real evidence to be used at the hearing, to the extent known, including a statement that the student shall have the right to inspect his or her student conduct file.

(3) Time for hearings.

(a) The conduct board hearing is scheduled not less than seven days after the student has been sent notice of the hearing, except in the case of interim suspensions as set forth in WAC 504-26-406. Ordinarily, the hearing occurs within fifteen days of notice.

(b) Requests to extend the time and/or date for hearing must be addressed to the chair of the university conduct board. Requests made by an accused student must be copied to the office of student conduct; requests made by the office of student conduct must be copied to the accused student. A request for extension of time is granted only upon a showing of good cause.

(4) University conduct board hearings are conducted by a university conduct board according to the following guidelines, except as provided by subsection (6) of this section:

(a) Procedures:

(i) University conduct board hearings are conducted in private.

(ii) The complainant, accused student, and his or her advisor, if any, are allowed to attend the entire portion of the university conduct board hearing at which information is received (excluding deliberations). Admission of any other person to the university conduct board hearing is at the discretion of the university conduct board chair and/or the student conduct officer.

(iii) In university conduct board hearings involving more than one accused student, the student conduct officer, at his or her discretion, may permit joint or separate hearings.

(iv) In university conduct board hearings involving graduate students, board memberships are comprised to include graduate students and graduate teaching faculty to the extent possible.

(v) The complainant and the accused student have the right to be assisted by an advisor they choose, at their own expense. The complainant and/or the accused student is responsible for presenting his or her own information, and therefore, during the hearing, advisors are not permitted to address the board, witnesses, conduct officers or any party or representatives invited by the parties to the hearing, or to participate directly in any university conduct hearing. An advisor may communicate with the accused and recesses may be allowed for this purpose. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the university conduct board hearing because delays are not normally allowed due to the scheduling conflicts of an advisor.

(vi) The complainant, the accused student, and the student conduct officer may arrange for witnesses to present pertinent information to the university conduct board. The conduct officer tries to arrange the attendance of possible witnesses who are identified by the complainant. Complainant witnesses must provide written statements to the conduct officer at least two weekdays prior to the hearing. Witnesses identified by the accused student must provide written statements to the conduct officer at least two weekdays prior to the conduct hearing. The accused student is responsible for informing his or her witnesses of the time and place of the hearing. Witnesses provide information to and answer questions from the university conduct board. Questions may be suggested by the accused student and/or complainant to be answered by each other or by other witnesses. Written questions are directed to the conduct board chair, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an unduly adversarial environment, and to allow the board chair to determine the relevancy of questions. Questions concerning whether potential information may be received are resolved at the discretion of the chair of the university conduct board.

(vii) Pertinent records, exhibits, and written statements (including student impact statements) may be accepted as information for consideration by a university conduct board at the discretion of the chair.

(viii) Questions related to the order of the proceedings are subject to the final decision of the chair of the university conduct board.

(ix) After the portion of the university conduct board hearing concludes in which all pertinent information is received, the student conduct board shall determine (by majority vote) whether the accused student has violated each section of the standards of conduct for students as charged.

(x) The university conduct board's determination is made on the basis of a "preponderance of the evidence," that is, whether it is more likely than not that the accused student violated the standards of conduct for students.

(xi) Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in conduct proceedings. Relevant evidence, including hearsay, is admissible if it is the type of evidence that reasonable members of the university community would rely upon in the conduct of their affairs. The chair of the student conduct board shall have the discretion to determine admissibility of evidence.

(b) If the accused student is found responsible for any of the charges brought against the accused, the board may, at that time, consider the student's past contacts with the office of student conduct in determining an appropriate sanction.

(c) The accused student or student organization is notified of the conduct board's decision within ten calendar days from the date the matter is heard. The accused student or organization shall receive written notice of the decision, the reasons for the decision (both the factual basis therefore and the conclusions as to how those facts apply to the conduct code), the sanction, notice that the order will become final unless internal appeal is filed within twenty-one days of the date the letter was personally delivered or deposited in the U.S. mail, and a statement of how to file an appeal.

(i) The conduct board's written decision is sent by regular mail or personal delivery, and may also be sent by electronic mail to the accused student's or the president of the student organization's last known address, as set forth in the registrar's files.

(ii) The written decision is the university's initial order.

(iii) If the student or organization does not appeal the conduct board's decision within twenty-one calendar days from the date of the decision letter, it becomes the university's final order.

(5) There is a single verbatim record, such as a tape recording, of all university conduct board hearings (not including deliberations). Deliberations are not recorded. The record is the property of the university.

(6) If an accused student to whom notice of the hearing has been sent (in the manner provided above) does not appear before a university conduct board hearing, the information in support of the complaint is presented and considered in his or her absence, and the board may issue a decision based upon that information.

(7) The university conduct board may for convenience or to accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witnesses during the hearing by providing separate facilities, and/or by permitting participation by telephone, audio tape, written statement, or other means, as

determined in the sole judgment of the vice-president for student affairs or designee to be appropriate.

[Statutory Authority: RCW 28B.30.150. 08-05-001, § 504-26-403, filed 2/6/08, effective 3/8/08; 06-23-159, § 504-26-403, filed 11/22/06, effective 12/23/06.]

WAC 504-26-404 Procedure for academic integrity violations. (1) Initial hearing.

(a) When a responsible instructor finds that a violation of academic integrity has occurred, the instructor shall assemble the evidence and, upon reasonable notice to the student of the date, time, and nature of the allegations, meet with the student suspected of violating academic integrity policies. If the student admits violating academic integrity policies, the instructor assigns an outcome in keeping with published course policies and notifies the office of student conduct in writing, including the allegations, the student's admission, and the sanctions imposed.

(b) If the instructor is unable to meet with the student or if the accused student disputes the allegation(s) and/or the outcome proposed by the instructor, the instructor shall make a determination as to whether the student did or did not violate the academic integrity policy. If the instructor finds that the student was in violation, the instructor shall provide the student and the office of student conduct with a written determination, the evidence relied upon, and the sanctions imposed.

(c) The student has twenty-one days from the date of the decision letter to request review of the instructor's determination and/or sanction(s) imposed to the academic integrity hearing board.

(2) Review.

(a) Upon timely request for review by a student who has been found by his or her instructor to have violated the academic integrity policy, the academic integrity hearing board shall make a separate and independent determination of whether or not the student is responsible for violating the academic integrity policy and/or whether the outcome proposed by the instructor is in keeping with the instructor's published course policies.

(b) The academic integrity hearing board is empowered to provide an appropriate remedy for a student including arranging a withdrawal from the course, having the student's work evaluated, or changing a grade where it finds that:

(i) The student is not responsible for violating academic integrity policies; or

(ii) The outcome imposed by the instructor violates the instructor's published policies.

(c) Students who appear before the academic integrity hearing board shall have the same rights to notice and to conduct a defense as enumerated in WAC 504-26-403 except:

(i) Notice of hearing and written orders shall be sent to the address provided by the student in the student's request for review (unless an address is not provided therein); and

(ii) The written decision of the academic integrity hearing board is the university's final order. There is no appeal from findings of responsibility or outcomes assigned by university or college academic integrity hearing boards.

(3) If the reported violation is the student's first offense, the office of student conduct ordinarily requires the student to attend a workshop separate from, and in addition to, any aca-

ademic outcomes imposed by the instructor. A hold is placed on the student's record preventing registration or graduation until completion of the workshop.

(4) If the reported violation is the student's second offense, the student is ordinarily required to appear before a university conduct board with a recommendation that the student be dismissed from the university.

(5) If the instructor or academic integrity hearing board determines that the act of academic dishonesty for which the student is found responsible is particularly egregious in light of all attendant circumstances, the instructor or academic integrity hearing board may direct that the student's case be heard by the university conduct board with a recommendation for dismissal from the university even if it is the student's first offense.

(6) Because instructors and departments have a legitimate educational interest in the outcomes, reports of academic integrity hearing board and/or conduct board hearings shall be reported to the responsible instructor and the chair or dean.

[Statutory Authority: RCW 28B.30.150. 08-05-001, § 504-26-404, filed 2/6/08, effective 3/8/08; 07-11-030, § 504-26-404, filed 5/8/07, effective 6/8/07; 06-23-159, § 504-26-404, filed 11/22/06, effective 12/23/06.]

WAC 504-26-405 Sanctions. (1) The following sanctions may be imposed upon any 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 institutional regulations.

(b) Probation. Formal action placing conditions upon the student's continued attendance at the university. Probation is for a designated period of time and warns the student that suspension or expulsion may be imposed if the student is found to violate any institutional regulation(s) or fails to complete his or her conditions of probation during the probationary period. A student on probation is not eligible to run for or hold an office in any student group or organization; she or he is not eligible for certain jobs on campus, including but not limited to resident advisor or orientation counselor, and she or he is not eligible to serve on the university conduct board.

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

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

(e) Education. The university may require the student to successfully complete an educational project designed to create an awareness of the student's misconduct.

(f) Community service. Imposition of service hours (not to exceed eighty hours per student or per member of an organization).

(g) Residence hall suspension. Separation of the student from the residence halls for a definite period of time, after which the student may be eligible to return. Conditions for readmission may be specified.

(h) Residence hall expulsion. Permanent separation of the student from the residence halls.

(i) University suspension. Separation of the student from the university for a definite period of time, after which the student is eligible to request readmission. Conditions for readmission may be specified.

(j) University expulsion. Permanent separation of the student from the university.

(k) Revocation of admission and/or degree. Admission to or a degree awarded from the university may be revoked for fraud, misrepresentation, or other violation of law or university standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

(l) Withholding degree. The university may withhold awarding a degree otherwise earned until the completion of the process set forth in this student conduct code, including the completion of all sanctions imposed, if any.

(m) Trespass. A student may be restricted from any or all university premises based on his or her misconduct.

(n) Loss of recognition. A student organization's recognition may be withheld permanently or for a specific period of time. A fraternity or sorority may be prohibited from housing freshmen. Loss of recognition is defined as withholding university services, privileges or administrative approval from a student organization. Services, privileges and approval to be withdrawn include, but are not limited to, intramural sports (although individual members may participate), information technology services, university facility use and rental, campus involvement office organizational activities, and office of Greek life advising.

(o) Hold on transcript and/or registration. A hold restricts release of a student's transcript or access to registration until satisfactory completion of conditions or sanctions imposed by a student conduct officer or university conduct board. Upon proof of satisfactory completion of the conditions or sanctions, the hold is released.

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

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

(3) In determining an appropriate sanction for a violation of the student conduct code, a student's or student organization's past contacts with the office of student conduct may be considered.

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

(5) In cases heard by university conduct boards, sanctions are determined by that board. The student conduct officer has the authority to assign sanctions in any conduct officer hearing.

(6) Academic integrity violations.

No credit need be given for work that is not a student's own. Thus, in academic integrity violations, the responsible instructor has the authority to assign a grade and/or educational sanction in accordance with the expectations set forth in the relevant course syllabus. The instructor's choices may include, but are not limited to, assigning a grade of "F" for the assignment and/or assigning an educational sanction such as extra or replacement assignments, quizzes, or tests, or assigning a grade of "F" for the course.

[Statutory Authority: RCW 28B.30.150. 08-05-001, § 504-26-405, filed 2/6/08, effective 3/8/08; 07-11-030, § 504-26-405, filed 5/8/07, effective 6/8/07; 06-23-159, § 504-26-405, filed 11/22/06, effective 12/23/06.]

WAC 504-26-406 Interim suspension. In certain circumstances, the vice-president for student affairs, or a designee, may impose a university suspension prior to the university conduct board hearing.

(1) Interim suspension may be imposed only in situations involving an immediate danger to the health, safety or welfare of:

(a) Any part of the university community or public at large; or

(b) The student's own physical safety and well-being.

(2) Conduct that creates an ongoing disruption of, or interference with, the operations of the university and that prevents other students, employees, or invitees from members of the university community from completing their duties as employees or students, is conduct harmful to the welfare of members of the university community.

(3) During the interim suspension, a student may be denied access to the residence halls, and/or to the campus (including classes), and/or all other university activities or privileges for which the student might otherwise be eligible, as the vice-president for student affairs or designee may determine to be appropriate.

(4) The vice-president for student affairs or designee ordering an interim suspension prepares a brief written decision containing the reasons for the decision (both the factual basis and the conclusions as to why those facts constitute a violation of the student code of conduct), and the policy reasons for the interim suspension. The vice-president of student affairs or designee sends copies of the decision by personal delivery or by U.S. mail to all persons or offices bound by it (including, at a minimum, the suspended student and the office of student conduct).

(5) The interim suspension does not replace the regular hearing process, which shall proceed to hearing as quickly as feasible, ordinarily within five working days where the accused student has not consented to a longer time frame.

[Statutory Authority: RCW 28B.30.150. 06-23-159, § 504-26-406, filed 11/22/06, effective 12/23/06.]

WAC 504-26-407 Review of decision. (1) A decision reached by the university conduct board or a sanction imposed by the student conduct officer may be appealed by the accused student(s) in the manner prescribed in the decision letter containing the university's decision and sanctions. Such appeal must be made within twenty-one days of the date of the decision letter.

(a) The university president or designee, of his or her own initiative, may direct that an appeals board be convened to review a conduct board decision without notice to the parties. However, the appeals board may not take any action less favorable to the accused student(s), unless notice and an opportunity to explain the matter is first given to the accused student(s).

(b) If the accused and/or the office of student conduct wish to explain their views of the matter to the appeals board they shall do so in writing.

(c) The appeals board shall make any inquiries necessary to ascertain whether the proceeding must be converted to a formal adjudicative hearing under the Administrative Procedure Act (chapter 34.05 RCW).

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

(a) To determine whether the university conduct board hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the standards of conduct for students were violated, and 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 results.

(b) To determine whether the decision reached regarding the accused student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the standards of conduct for students occurred.

(c) To determine whether the sanction(s) imposed were appropriate for the violation of the standards of conduct for students which the student was found to have committed.

(d) To consider new information, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original student conduct board hearing.

(3) The university appeals board shall review the record and all information provided by the parties and make determinations based on the following:

(a) Affirm, reverse or modify the conduct board's decision;

(b) Affirm, reverse, or modify the sanctions imposed by the conduct board.

(4) The appeal board's decision shall be personally delivered or mailed via U.S. mail to the student. Such decision shall be delivered or mailed to the last known address of the accused student(s). It is the student's responsibility to maintain a correct and updated address with the registrar. The university appeal board's decision letter is the final order and shall advise the student or student organization that judicial review may be available. If the appeal board does not provide the student with a response within twenty days after the request for appeal is received, the request for appeal is deemed denied.

(5) The appeals board decision is effective as soon as the order is signed. A petition to delay the date that the order becomes effective (a "petition for stay") may be directed to the chair of the appeals board within ten days of the date the order was personally delivered to the student or placed in the U.S. mail. The chair shall have authority to decide whether to grant or deny the request.

(6) There is no further review beyond that of the findings of responsibility or outcomes assigned by university or college academic integrity hearing boards.

[Statutory Authority: RCW 28B.30.150. 08-05-001, § 504-26-407, filed 2/6/08, effective 3/8/08; 07-11-030, § 504-26-407, filed 5/8/07, effective 6/8/07; 06-23-159, § 504-26-407, filed 11/22/06, effective 12/23/06.]

ARTICLE V RECORDS

WAC 504-26-501 Records. (1) Disciplinary records are maintained in accordance with the university's records retention schedule.

(2) The disciplinary record is confidential.

(3) A student may request a copy of his or her own disciplinary record at his or her own reasonable expense by making a written request to the office of student conduct.

(4) Personally identifiable student information is redacted to protect another student's privacy.

(5) A student may authorize release of his or her own disciplinary record to a third party in compliance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. Sec. 1232g; 34 CFR Part 99) by making a written request to the office of student conduct.

(6) The university may inform the complainant of the outcome of any disciplinary proceeding involving a crime of violence as defined by FERPA (20 U.S.C. Sec. 1232g; 34 CFR Part 99).

(7) The university may not communicate a student's disciplinary record to any person or agency outside the university without the prior written consent of the student, except as required or permitted by law. Exceptions include but are not limited to:

(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 defined by FERPA (20 U.S.C. Sec. 1232g; 34 CFR Part 99).

(b) Release to another educational institution, upon request, where the student seeks or intends to enroll, as allowed by FERPA (20 U.S.C. Sec. 1232g; 34 CFR Part 99).

[Statutory Authority: RCW 28B.30.150. 06-23-159, § 504-26-501, filed 11/22/06, effective 12/23/06.]

ARTICLE VI INTERPRETATION AND REVISION

WAC 504-26-601 Interpretations. Any question of interpretation or application of the standards of conduct for students is referred to the vice-president for student affairs or designee for final determination.

[Statutory Authority: RCW 28B.30.150. 06-23-159, § 504-26-601, filed 11/22/06, effective 12/23/06.]

WAC 504-26-602 Periodic review. The standards of conduct for students are reviewed every three years under the direction of the student conduct officer.

[Statutory Authority: RCW 28B.30.150. 06-23-159, § 504-26-602, filed 11/22/06, effective 12/23/06.]

Chapter 504-28 WAC POLICIES AND REGULATIONS APPLYING TO ALL STUDENT ORGANIZATIONS

WAC

504-28-010	Student organizations.
504-28-020	Advisors to recognized student organizations.
504-28-030	Scheduling of events.
504-28-050	Financial projects.

(2009 Ed.)

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

504-28-040	Chaperone policy. [Order 3, § 504-28-040, filed 8/5/71.] Repealed by Order 75-1, filed 7/7/75, effective 9/1/75.
504-28-060	Advertising policies. [Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-28-060, filed 5/26/87. Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution No. 6/80-15), § 504-28-060, filed 6/11/80; Order 77-2, § 504-28-060, filed 8/3/77; Order 75-1, § 504-28-060, filed 7/7/75, effective 9/1/75; Order 5, § 504-28-060, filed 9/26/72; Order 3, § 504-28-060, filed 8/5/71.] Repealed by 95-07-046, filed 3/8/95, effective 4/8/95. Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125.

WAC 504-28-010 Student organizations. (1) Recognition process.

(a) Recognition. The university recognizes a wide variety of student groups to facilitate diverse interests of the student body. Attendant to recognition, groups are granted certain privileges and assume certain responsibilities as set forth in these rules. Recognition in no way implies that the university plans, organizes, or sanctions any particular activity or policy of a student group.

(b) Union board. The union board recommends and reviews policies pertaining to all student organizations. Based on those policies the associate director, activities and recreational sports, determines whether or not it is appropriate that the university recognize a particular organization. The board serves as an appeal body.

(2) Membership in organizations.

(a) Full membership in student organizations will be restricted to enrolled graduate and undergraduate students at Washington State University.

(b) Faculty and others may participate as honorary or associate members (at the option of the group) as specified in the group's constitution.

(c) Only full members may be eligible to vote on matters of business or hold elective office in the organization.

(3) Obtaining recognition for organizations.

(a) To become an approved student organization, recognition must be granted by the associate director, activities and recreational sports, or the union board. Contact the activities/recreational sports office, CUB 337.

(b) Before requesting recognition, the group should hold a meeting of interested persons to draft a constitution, elect officers, and select an advisor. Constitutions normally include:

(i) Name of the organization.

(ii) Purpose and objectives.

(iii) Qualifications for membership.

(iv) Sources of financial support (e.g., dues, initiation fees, local and national aid, and financial projects).

(v) Description of offices including qualifications, duties and method of election.

(vi) National-local affiliations and any financial obligation (to an affiliate) resulting therefrom.

(vii) Parliamentary authority and method of amending the constitution.

(viii) Adoption and amendment procedures.

(ix) A description of the organization's safety program.

(x) Responsibilities of the advisor.

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(c) Washington State University will not recognize any student organization which denies membership to any student because of race, religion, sex, color, national or ethnic origin, age, marital status, sexual orientation, veteran status or disability except that the permissibility of a single-sex organization will be evaluated in accord with Title IX guidelines. Recognized student organizations must insure that additional policies and procedures do not create de facto differentiation.

(d) Students who feel they have been denied membership in violation of (c) of this subsection may appeal to the union board.

(e) Washington State University shall not recognize a student group if recognition would violate local, state, or federal law.

(4) Requirements and responsibilities of recognized organizations.

(a) Officers of organizations are responsible for seeing that the organization abides by university rules and regulations, concerning scheduling, financial projects, advertising, and other policies of the union board.

(b) Recognized organizations must have an advisor (see WAC 504-28-020 Advisors).

(c) Funds must be deposited into a faculty, student, and alumni account in the controller's office, which acts as a free banking service.

(d) The following records must be kept current in the activities/recreational sports office:

(i) Constitution and bylaws.

(ii) Officer roster card.

(iii) Student organization report (forms available in the activities/recreational sports office); including activities, accomplishments, and financial status.

(iv) Special event forms.

(5) Privileges of recognized organizations.

(a) Recognized organizations have the right to sponsor on-campus activities.

(b) Recognized student organizations may use university facilities and services through appropriate scheduling offices.

(c) The activities/recreational sports office staff is available to serve approved organizations in all areas of concern.

(d) Free banking service is provided to approved organizations through faculty student alumni accounts.

[Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-046, § 504-28-010, filed 3/8/95, effective 4/8/95. Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-28-010, filed 5/26/87. Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution No. 6/80-15), § 504-28-010, filed 6/11/80; Order 77-2, § 504-28-010, filed 8/3/77; Order 75-1, § 504-28-010, filed 7/7/75, effective 9/1/75; Order 73-5, § 504-28-010, filed 8/1/73; Order 5, § 504-28-010, filed 9/26/72; Order 3, § 504-28-010, filed 8/5/71.]

WAC 504-28-020 Advisors to recognized student organizations. (1) Advisors are members of the Washington State University faculty or staff or graduate students whom the student members choose and whose interest in the group indicates that they would judiciously advise the organization concerning its goals, purposes and procedures. Advisors guide the group in accordance with the purposes and ideals of the university and the organization. They do not directly control the group's programs and activities.

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(2) Advisors assist the union board to implement the policies for student organizations.

(3) Responsibilities may include the following:

(a) Attending the organization's meetings.

(b) Assisting in planning the program.

(c) Supervising the handling of funds and approving all expenditures and contracts.

(d) Assisting in arranging for university facilities and equipment.

[Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-046, § 504-28-020, filed 3/8/95, effective 4/8/95. Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-28-020, filed 5/26/87. Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution No. 6/80-15), § 504-28-020, filed 6/11/80; Order 77-2, § 504-28-020, filed 8/3/77; Order 5, § 504-28-020, filed 9/26/72; Order 3, § 504-28-020, filed 8/5/71.]

WAC 504-28-030 Scheduling of events. (1) Facilities. Student governments and registered student organizations may schedule facilities by contacting the approving authority in accordance with WAC 504-35-022. The department responsible for overseeing student government and registered student organizations on each campus (currently, the office of campus involvement on the Pullman campus) is available to assist groups in determining whom to contact to make arrangements.

The list of approving authorities for the most frequently used buildings at the Pullman campus is available in the office of business and finance. The list for all campuses is available on-line at <http://www.campus.wsu.edu/>.

(2) Special scheduling information.

(a) Staff of the department responsible for overseeing student governments and registered student organizations on each campus are available to advise those groups on the use of appropriate forms, making event arrangements, publicity for events, and related matters.

(b) Any student government or registered student organization may sponsor political speakers on campus in accordance with WAC 504-35-030(3). For the purpose of this rule, a political speaker is a candidate who has filed for public office as well as an individual who is speaking in support of or in opposition to a ballot proposition.

(c) Student governments may run concerts on a speculative basis. Registered student organizations will be allowed to use campus facilities for concerts only if they have sufficient funds to pay one hundred percent of all concert expenses for events. Staff of the department responsible for overseeing student governments and registered student organizations on each campus are available to provide assistance on their respective campuses.

(d) Committee meetings and social activities should be scheduled in facilities which are accessible to disabled persons.

[Statutory Authority: RCW 28B.30.150. 08-24-026, § 504-28-030, filed 11/24/08, effective 12/25/08. Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-046, § 504-28-030, filed 3/8/95, effective 4/8/95. Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-28-030, filed 5/26/87. Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution No. 6/80-15), § 504-28-030, filed 6/11/80; Order 75-1, § 504-28-030, filed 7/7/75, effective 9/1/75; Order 5, § 504-28-030, filed 9/26/72; Order 3, § 504-28-030, filed 8/5/71.]

(2009 Ed.)

WAC 504-28-050 Financial projects. (1) Definition.

(a) A financial project is any approved activity of a student organization which is undertaken to raise funds and/or to defray expense. Projects may be for the benefit of organizations themselves or for charity groups.

(2) Approval.

(a) The union board and/or its designated representative has been given the responsibility of approving all financial projects so that the following services can be provided:

- (i) Planning advice.
- (ii) Advertising and publicity assistance.
- (iii) Facility and equipment arrangements.
- (iv) Consumer protection.

(b) The financial projects requested and the proposed budget must be completed, approved, and filed with the activities/recreational sports office in advance of the proposed date using the special events form. Forms are available in the activities/recreational sports office.

(c) For approval, the organization must have funds on hand to cover 100% of the estimated expenses of a proposed financial project.

(d) Projects involving films are subject to additional union board policies. Copies of the policies are available in CUB scheduling and the activities/recreational sports office.

(e) Scholarship fund projects must be administered in accordance with university policy governing such funds. Sponsoring organizations may reserve the right to select recipients and to establish the amount of grants in accordance with policies of the student financial aids office.

(f) Financial projects involving tables in the west entrance of the CUB, on the mall, or on the library plaza must be approved using the special events form. The forms may be picked up in the activities/recreational sports office. After approval the table requests are taken to scheduling to reserve a table. There shall be only one table per organization, available on a first-come, first-served basis.

(g) Raffles are subject to state law. Contact the activities/recreational sports office for current regulations.

(h) Retailing of student classroom books, supplies, and equipment by university departments, personnel, or students on the campus is prohibited.

(3) Additional requirements.

(a) All advertising and publicity for each project must include:

- (i) The name of the sponsoring organization.
- (ii) The product or service being sold.
- (b) Any distributing, soliciting or selling must be done without individuals hawking or shouting.

(c) An organization seeking approval to sell a product or service must provide proof of ownership prior to approval.

(d) Individual students wishing to sell goods on campus must contact the director of the Compton Union Building.

[Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-046, § 504-28-050, filed 3/8/95, effective 4/8/95. Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-28-050, filed 5/26/87. Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution No. 6/80-15), § 504-28-050, filed 6/11/80; Order 75-1, § 504-28-050, filed 7/7/75, effective 9/1/75; Order 73-5, § 504-28-050, filed 8/1/73; Order 5, § 504-28-050, filed 9/26/72; Order 3, § 504-28-050, filed 8/5/71.]

Chapter 504-33 WAC

FACILITY USE RULES FOR FIRST AMENDMENT/FREE SPEECH ACTIVITIES

WAC

504-33-010	Title.
504-33-015	Definitions.
504-33-020	Use of limited public forum areas—Purpose.
504-33-025	Use of limited public forum facilities.
504-33-030	Additional requirements for scheduling at times of university authorized or sponsored events.
504-33-040	Grant and termination of license to use facilities.
504-33-050	Posting of a bond and hold harmless statement.
504-33-060	Criminal trespass.

WAC 504-33-010 Title. This chapter is known as the Washington State University facility use rules for first amendment/free speech activities.

[Statutory Authority: RCW 28B.30.150. 08-24-026, § 504-33-010, filed 11/24/08, effective 12/25/08.]

WAC 504-33-015 Definitions. (1) "Nonuniversity group," for the purposes of this policy, means a collection of individuals that is neither a university affiliate, a registered student organization, nor a recognized employee group. The term also includes the individual members of these groups, when acting on behalf of the group, and individuals who are not currently enrolled students, current university employees, or employees of a university affiliate.

(2) "University group," for purposes of this policy, means registered student organizations as defined in WAC 504-28-010, or a recognized employee group of the university, and also encompasses the individual members of these groups when acting on behalf of the group. The term also includes individuals who are currently enrolled students or current employees.

(3) "University affiliates" or "affiliated entities" means those entities that have formal relationships with the university and also encompass those entities' officers, agents, and employees. The terms include, but are not limited to, the university foundation, the university research foundation, the office of the attorney general, the 4-H foundation, and the United States Department of Agriculture—Agricultural Research Service. A list of affiliated entities is available on the campus use committee web site. The web site can be found by accessing the university's web site at: <http://www.wsu.edu/>.

(4) "Limited public forum areas" means those areas of each campus that the university has chosen to be open as places for expressive activities protected by the first amendment, subject to reasonable time, place or manner restrictions.

(a) At the Pullman campus, the designated limited public forum areas are:

- (i) The Glenn Terrell Mall; and
- (ii) The public sidewalks adjacent to public roads.

(b) At the Spokane campus, the designated limited public forum areas are:

- (i) The patio outside the main entrance to the Phase I Classroom Building; and
- (ii) The public sidewalks adjacent to public roads.
- (c) At the Tri-Cities campus, the designated limited public forum areas are:

- (i) The Atrium Courtyard; and

(ii) The public sidewalks adjacent to public roads.

(d) At the Vancouver campus, the designated limited public forum areas are:

(i) The area of campus plaza directly east of the cafeteria extending to the stone wall; and

(ii) The public sidewalks adjacent to public roads.

(e) In addition to the public forum areas identified herein, the chancellors of the Spokane, Tri-Cities, and Vancouver campuses and the university president may designate additional areas of the campuses under their authority as public forums. Such additional public forum areas shall be set forth in the university's business policies and procedures manual.

(5) "First amendment activities" include, but are not necessarily limited to, informational picketing, petition circulation, the distribution of information leaflets or pamphlets, speech-making, demonstrations, rallies, appearances of speakers in outdoor areas, protests, meetings to display group feelings or sentiments and/or other types of constitutionally protected assemblies to share information, perspective or viewpoints.

[Statutory Authority: RCW 28B.30.150. 08-24-026, § 504-33-015, filed 11/24/08, effective 12/25/08.]

WAC 504-33-020 Use of limited public forum areas—Purpose. Freedom of expression is a highly valued and indispensable quality of university life, and the university desires to allow its students and employees the opportunity to utilize the facilities and grounds of the university to the fullest extent possible. The university commitment to this ideal does not, however, grant to individuals or groups an unlimited license to engage in activity which limits, interferes with, or otherwise disrupts the normal activities for and to which the university's buildings, facilities and grounds are dedicated. The purpose of these time, place, and manner regulations is to establish procedures and reasonable controls for the use of the university's limited public forum areas by both nonuniversity and university groups. It is intended to balance the university's responsibility to fulfill its mission as a state educational institution of Washington with the interests of nonuniversity groups or university groups who are interested in using the campus for purposes of constitutionally protected speech, assembly, or expression.

[Statutory Authority: RCW 28B.30.150. 08-24-026, § 504-33-020, filed 11/24/08, effective 12/25/08.]

WAC 504-33-025 Use of limited public forum facilities. Subject to the regulations and requirements of this policy, university and nonuniversity groups may use the university's limited public forum areas for those activities protected by the first amendment.

(1) Notice to use the limited public forum areas is to be provided as follows:

(a) At the Pullman campus:

(i) To the campus police; and

(ii) For requests to use the Glenn Terrell Mall, to the scheduling office.

(b) At the Spokane campus:

(i) To the campus office of student affairs; and

(ii) To the campus security office.

(c) At the Tri-Cities campus:

(i) To the campus office of student affairs; and

(ii) To the campus security office.

(d) At the Vancouver campus:

(i) To the campus office of business affairs; and

(ii) To the campus security office.

(2) Timing of notice. All groups must provide the required notice no later than fourteen calendar days in advance of use of the limited public forum. However, events may be permitted with less notice so long as the event does not interfere with any other function occurring at the facility.

(3) Content of notice. The notice to use the public forum areas is to contain:

(a) The name, address, and telephone number of the individual, group, entity, or organization sponsoring the event or use (hereinafter "the sponsoring organization"); and

(b) The name, address, and telephone number of a contact person for the sponsoring organization; and

(c) The date, time, and requested location of the event; and

(d) The nature and purpose of the event; and

(e) The estimated number of people expected to participate in the event.

(4) Sound amplification. The use of sound amplification devices for free speech purposes is not allowed.

(5) Duration of events. In order to allow for the expression of a wide range of viewpoints and discussion of an array of issues, university group events may not last longer than eight hours per day, and may continue no longer than five days from beginning to end. Nonuniversity events and university affiliate events may not last longer than five hours per day and may continue over no more than three days, from beginning to end. These limitations upon the duration of events will be excused, on a day-to-day basis, upon request when there are no competing requests to use the facility.

(6) Distribution of materials. Signs, posters, literature, handbills, leaflets, and pamphlets may be distributed in accordance with WAC 504-34-140. The sponsoring organization is encouraged, but not required, to include its name and address on the distributed information.

(7) Commercial transactions. Speech that does no more than propose a commercial transaction is prohibited in connection with the use of the facility or event.

(8) The limited public forum used by the group must be cleaned up and left in its original condition and may be subject to inspection by a representative of the university after the event. Reasonable charges may be assessed against the sponsoring organization for the costs of cleanup or for the repair of damaged property.

(9) The use of the facility must comply with all requirements of WAC 504-35-030.

(10) The university and/or government authorities may specify additional fire, safety, sanitation, and special regulations for the event, and the user must obey those regulations.

(11) The university will not provide utility connections or hook-ups.

[Statutory Authority: RCW 28B.30.150. 08-24-026, § 504-33-025, filed 11/24/08, effective 12/25/08.]

WAC 504-33-030 Additional requirements for scheduling at times of university authorized or sponsored events. (1) The limited public forum may not be used on the

same date as any previously scheduled university event or activity at the site (aside from regularly scheduled classes) where it is reasonably anticipated that more than five hundred people will attend the university event or activity.

(2) Where more than five hundred people are expected to attend an event in Martin Stadium or Beasley Coliseum, or on the days of any football or basketball game, the following restrictions apply:

(a) The sidewalks adjacent to Martin Stadium may not be used for the three-hour period preceding a football game or other event at Martin Stadium until two hours after the game or event has ended, except that sidewalks opposite the stadium may continue to be used for first amendment activities during these time periods, so long as the activities do not unduly interfere with the flow of pedestrian or vehicular traffic. Where the free speech activity is expected to draw a crowd of more than fifty people, the Glenn Terrell Mall may not be used during these time periods.

(b) The sidewalks adjacent to Beasley Coliseum may not be used for the two-hour period preceding a game or other event at Beasley Coliseum until two hours after the game or event has ended, except that sidewalks opposite the coliseum may continue to be used for first amendment activities during these time periods, so long as the activities do not unduly interfere with the flow of pedestrian or vehicular traffic.

[Statutory Authority: RCW 28B.30.150. 08-24-026, § 504-33-030, filed 11/24/08, effective 12/25/08.]

WAC 504-33-040 Grant and termination of license to use facilities. The university president or designee; any university vice-president; the chancellors of the Spokane, Tri-Cities, or Vancouver campuses or designees; or the designee of the vice-president for business and finance may authorize first amendment activities which are reasonably determined not to disrupt university activities, despite a literal violation of this policy statement. Such determinations will be made without consideration of the content or message of the first amendment activities.

The university president or designee; any university vice-president; the chancellors of the Spokane, Tri-Cities, or Vancouver campuses or designees; or the designee of the vice-president for business and finance may, at any time, terminate, cancel or prohibit the use of facilities if the event is disrupting normal university functions. Any of these individuals may refuse to allow a proposed use of facilities if they determine, after reasonable inquiry, that the use or event cannot be conducted without disrupting normal university functions. Such determinations will be made without consideration of the content or message of the first amendment activities.

[Statutory Authority: RCW 28B.30.150. 08-24-026, § 504-33-040, filed 11/24/08, effective 12/25/08.]

WAC 504-33-050 Posting of a bond and hold harmless statement. When using university facilities, an individual or organization may be required to post a bond and/or obtain insurance to protect the university against cost or other liability.

When the university grants permission to use its facilities it is with the express understanding and condition that the

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individual or organization assumes full responsibility for any loss or damage resulting from that use.

[Statutory Authority: RCW 28B.30.150. 08-24-026, § 504-33-050, filed 11/24/08, effective 12/25/08.]

WAC 504-33-060 Criminal trespass. Any person believed to be violating these regulations may be barred from campus in accordance with the procedures outlined in WAC 504-35-150.

[Statutory Authority: RCW 28B.30.150. 08-24-026, § 504-33-060, filed 11/24/08, effective 12/25/08.]

Chapter 504-34 WAC

WASHINGTON STATE UNIVERSITY POSTING AND LITERATURE DISTRIBUTION REGULATIONS

WAC

504-34-140 Signs, posters, handbills, and flyers.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

- 504-34-010 Purpose and delegation. [Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-34-010, filed 5/26/87; Order 77-2, § 504-34-010, filed 8/3/77; Order 75-1, § 504-34-010, filed 7/7/75, effective 9/1/75; Order 74-2, § 504-34-010, filed 7/26/74.] Repealed by 08-24-026, filed 11/24/08, effective 12/25/08. Statutory Authority: RCW 28B.30.150.
- 504-34-020 Definitions. [Order 74-2, § 504-34-020, filed 7/26/74.] Repealed by 08-24-026, filed 11/24/08, effective 12/25/08. Statutory Authority: RCW 28B.30.150.
- 504-34-030 Limitations. [Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-34-030, filed 5/26/87; Order 77-2, § 504-34-030, filed 8/3/77; Order 75-1, § 504-34-030, filed 7/7/75, effective 9/1/75; Order 74-2, § 504-34-030, filed 7/26/74.] Repealed by 08-24-026, filed 11/24/08, effective 12/25/08. Statutory Authority: RCW 28B.30.150.
- 504-34-040 Users. [Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-34-040, filed 5/26/87; Order 77-2, § 504-34-040, filed 8/3/77; Order 75-1, § 504-34-040, filed 7/7/75, effective 9/1/75; Order 74-2, § 504-34-040, filed 7/26/74.] Repealed by 08-24-026, filed 11/24/08, effective 12/25/08. Statutory Authority: RCW 28B.30.150.
- 504-34-050 Private or commercial enterprise. [Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-34-050, filed 5/26/87; Order 77-2, § 504-34-050, filed 8/3/77; Order 75-1, § 504-34-050, filed 7/7/75, effective 9/1/75; Order 74-2, § 504-34-050, filed 7/26/74.] Repealed by 08-24-026, filed 11/24/08, effective 12/25/08. Statutory Authority: RCW 28B.30.150.
- 504-34-060 Advertising—Outdoor signs. [Order 74-2, § 504-34-060, filed 7/26/74.] Repealed by Order 75-1, filed 7/7/75, effective 9/1/75. See WAC 504-28-060.
- 504-34-070 Outdoor dances and concerts. [Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-34-070, filed 5/26/87; Order 75-1, § 504-34-070, filed 7/7/75, effective 9/1/75; Order 74-2, § 504-34-070, filed 7/26/74.] Repealed by 08-24-026, filed 11/24/08, effective 12/25/08. Statutory Authority: RCW 28B.30.150.
- 504-34-080 Parades. [Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-34-080, filed 5/26/87; Order 75-1, § 504-34-080, filed 7/7/75, effective 9/1/75; Order 74-2, § 504-34-080, filed 7/26/74.] Repealed by 08-24-026, filed 11/24/08, effective 12/25/08. Statutory Authority: RCW 28B.30.150.
- 504-34-090 Carnivals and fairs. [Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-34-090,

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- filed 5/26/87; Order 75-1, § 504-34-090, filed 7/7/75, effective 9/1/75; Order 74-2, § 504-34-090, filed 7/26/74.] Repealed by 08-24-026, filed 11/24/08, effective 12/25/08. Statutory Authority: RCW 28B.30.150.
- 504-34-100 Other requests. [Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-34-100, filed 5/26/87; Order 74-2, § 504-34-100, filed 7/26/74.] Repealed by 08-24-026, filed 11/24/08, effective 12/25/08. Statutory Authority: RCW 28B.30.150.
- 504-34-110 Building hours. [Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-34-110, filed 5/26/87; Order 74-2, § 504-34-110, filed 7/26/74.] Repealed by 08-24-026, filed 11/24/08, effective 12/25/08. Statutory Authority: RCW 28B.30.150.
- 504-34-120 Administrative control. [Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150 and chapter 28B.19 RCW. 87-12-013 (Order 87-1), § 504-34-120, filed 5/26/87; Order 77-2, § 504-34-120, filed 8/3/77; Order 75-1, § 504-34-120, filed 7/7/75, effective 9/1/75; Order 74-2, § 504-34-120, filed 7/26/74.] Repealed by 08-24-026, filed 11/24/08, effective 12/25/08. Statutory Authority: RCW 28B.30.150.
- 504-34-130 Duration. [Order 74-2, § 504-34-130, filed 7/26/74.] Repealed by Order 75-1, filed 7/7/75, effective 9/1/75.

WAC 504-34-140 Signs, posters, handbills, and flyers. The following rules apply to all users, except for the university itself.

(1) Signs, posters, placards, banners, handbills, flyers, announcements, and similar materials may be placed:

(a) Indoors:

(i) On bulletin boards that have been designated "general use" bulletin boards by the university. All other bulletin boards are reserved to the use of the university department that manages them, and only information related to university, university recognized or sponsored activities, college, or department may be posted thereon.

(ii) Bulletin boards that have been designated as general use will contain notice of that designation, together with the note as to who, if anyone, must be contacted in order to post on the board. That individual may date stamp the material, but will not deny a request to post based upon the content of the message.

(b) Outdoors:

(i) On bulletin boards designated for general use;

(ii) At the kiosks at the Pullman campus designated for general use; and

(iii) Free-standing displays may be placed on free speech areas of each campus, if the user has received the written approval of the chief administrator designated at that campus prior to posting, who may deny or defer a request to a later date based upon competing uses of the requested space, but will not deny a request based upon content. Such chief administrator is identified on the campus use committee web site. The web site is found by accessing the WSU web site at: <http://www.wsu.edu/>.

(c) The overhead walkways that cross streets at the Pullman campus may be used by the university and students, including student government organizations and registered student organizations to display banners that promote a university event or an approved event sponsored by student government or a registered student organization, if the user has received the written approval of the scheduling office prior to posting, and if the banners are constructed of durable, weather-proof material, have air vents and metal grommets,

and are attached to the structure with approved cable ties. Tape, rope, and/or wire are not permitted.

(2) Signs, posters, placards, banners, handbills, flyers, announcements, and similar materials may not:

(a) Be placed on, taped, glued, or otherwise affixed to walls, windows, furniture, or any interior surfaces;

(b) Be placed on, taped, glued, or otherwise affixed to trees;

(c) Be placed on, taped, glued, or otherwise affixed to a building exterior;

(d) Be placed on, taped, glued, or otherwise affixed to walkways, floors, or sidewalks; or

(e) Be placed on, taped, glued, or otherwise affixed to vehicles while located on university owned or controlled grounds, with the exception of official university notices distributed with the approval of the department of parking services.

(3) Neither paint, chalk, nor other marker may be used on any walkway, sidewalk, floor, or on any portion of a building.

(4) The individual or group posting the sign, poster, placard, banner, handbill, flyer, announcement, or similar material must:

(a) Ensure that any document posted on a general use bulletin board or kiosk is no larger than eleven inches by seventeen inches;

(b) Not post material so that it covers other postings;

(c) Remove the material and related fasteners:

(i) Within two weeks of posting; or

(ii) Within twenty-four hours of the end of the event promoted on the material, whichever is shorter, provided that continuing service signs may be redated/stamped and reposted; and

(d) Obtain a date stamp, where required by the university department/unit responsible for a bulletin board, or clearly write the date of posting on the material.

(5) Removal of materials by university. The university retains the right to remove the following:

(a) Material that does not contain the posting date.

(b) Material that is not removed within two weeks of posting or within twenty-four hours of the end of the event, whichever is shorter.

(c) Material on bulletin boards or kiosks that exceeds the size limitations.

(d) Material that is posted so that it covers other documents.

(6) Before exhibits or displays are placed on the Glenn Terrell Mall, notification must be made to the disability resource center.

(7) Literature, handbills, flyers, pamphlets, and notices.

(a) Literature, handbills, flyers, pamphlets, notices, and similar materials may be distributed to individuals in any of the university's limited public forum areas consistent with the orderly conduct of university affairs, the maintenance of university property, and the free flow of vehicular and pedestrian traffic.

(b) Efforts must be made to avoid litter when distributing these materials.

(c) Materials may not be placed on or affixed to vehicles located on university owned or controlled grounds.

(d) Individuals or groups distributing are responsible for leaving the area clean, including picking up all discarded materials and placing them in the trash.

(e) Distribution by means of accosting, confronting, detaining, or waylaying individuals or by hawking is prohibited. Distribution by means of offering materials to passers-by who indicate a willingness to accept them is allowed.

[Statutory Authority: RCW 28B.30.150. 08-24-026, § 504-34-140, filed 11/24/08, effective 12/25/08. Statutory Authority: RCW 28B.30.150, 28B.30.095 and 28B.30.125. 95-07-047, § 504-34-140, filed 3/8/95, effective 4/8/95.]

Chapter 504-35 WAC

FACILITY USE RULES FOR OTHER THAN FIRST AMENDMENT/FREE SPEECH ACTIVITIES

WAC

504-35-005	Title.
504-35-010	Use of university facilities—General policy and purpose.
504-35-015	First amendment/free speech activities not covered.
504-35-020	Definitions and powers.
504-35-022	Requests for use of facilities for other than first amendment activities.
504-35-024	Scheduling and reservation practices for other than first amendment activities—Duties of requestor.
504-35-026	Facility rental/use fees.
504-35-030	Limitations on use.
504-35-050	Private or commercial enterprise or charitable use.
504-35-070	Outdoor dances, concerts, carnivals and fairs.
504-35-080	Parades.
504-35-150	Administrative control—Trespass.

WAC 504-35-005 Title. This chapter is known as Washington State University facility use rules for other than first amendment/free speech activities.

[Statutory Authority: RCW 28B.30.150. 08-24-026, § 504-35-005, filed 11/24/08, effective 12/25/08.]

WAC 504-35-010 Use of university facilities—General policy and purpose. Washington State University is an educational institution provided and maintained by the people of the state of Washington in order to carry out its broad missions of teaching, research, and public service. A state agency is under no obligation to make its public facilities available to the community for private purposes, and the university generally reserves its facilities, buildings, and grounds for its mission-related activities, including: Instruction, research, public assembly, student activities, and recreational activities related to education. However, the university makes facilities available for a variety of uses which are of benefit to the general public under the conditions set forth in these regulations if such general uses substantially relate to, and do not interfere with, university missions.

The purpose of these regulations is to establish procedures and reasonable controls for the use of university facilities by individuals and entities other than the university itself, including university employees, students, and registered student organizations, as well as individuals and groups that are not related to or affiliated with the university.

In reviewing conflicting requests to use university facilities, primary consideration is given to activities specifically related to the university's mission. Additionally, no use will be allowed that may interfere with, or operate to the detriment of, the university's own teaching or public service pro-

grams. Additionally, reasonable conditions may be imposed to regulate the timeliness of requests, to determine the appropriateness of space assigned, time of use, and to ensure the proper maintenance of the facilities.

[Statutory Authority: RCW 28B.30.150. 08-24-026, § 504-35-010, filed 11/24/08, effective 12/25/08.]

WAC 504-35-015 First amendment/free speech activities not covered. Use of university facilities for first amendment/free speech activities is governed by the rules set forth in chapter 504-33 WAC. This chapter does not apply to those individuals or groups using university facilities for first amendment activities.

[Statutory Authority: RCW 28B.30.150. 08-24-026, § 504-35-015, filed 11/24/08, effective 12/25/08.]

WAC 504-35-020 Definitions and powers. (1) "Affiliated entities" or "university affiliates" means those entities that have formal relationships with the university and also encompass those entities' officers, agents, and employees. Affiliated entities include, but are not limited to, the university research foundation, the university foundation, the 4-H foundation, the office of the attorney general, and the United States Department of Agriculture—Agricultural Research Service. A list of affiliated entities is available on the campus use committee web site. The web site can be found by accessing the university's web site at: <http://www.wsu.edu/>.

(2) "Approving authority" means a university employee who has authority, consistent with these regulations and with the procedures established by the campus use committee, to review, approve, or deny individual requests for use of facilities.

(a) The university maintains a list of the approving authorities for those facilities that are most frequently used on a short-term basis by individuals and groups. That list is available from the office of business and finance at the Pullman campus, 442 French Administration Building, or by going on-line to the campus use committee web site. The web site can be found by accessing the university's web site at: <http://www.wsu.edu/>.

(b) The approving authority for all long-term uses of facilities is the vice-president for business and finance, the university president, or designee.

(3) A "ballot proposition" means any measure, initiative, recall, or referendum proposition proposed to be submitted to the voters of the state or of any municipal corporation, political subdivision, or other voting constituency from the time that proposition has been filed with the appropriate election officer of the constituency.

(4) The "campus use committee" is the group that is charged with establishing procedures for review of requests to use university facilities at the Pullman campus; to establish, within the framework of these regulations, procedures governing use of facilities throughout the university system; to review rental schedules where appropriate, and to review individual requests for use where such requests are not reviewed by another university unit or department under these rules. Review of requests to use facilities at the Vancouver, Spokane, and Tri-Cities campuses will be reviewed by the campus use committees for those campuses.

(5) "Campus use committee—Vancouver," "campus use committee—Tri-Cities," and "campus use committee—Spokane" mean the groups responsible to review individual requests for use of university facilities operated under the oversight of the Vancouver, Tri-Cities and Spokane campuses where such requests are not reviewed by another university unit or department under these rules.

(6) A "candidate forum" means a forum where all registered candidates for a potential elected seat are invited to speak regarding their candidacy and position on issues.

(7) "First amendment activities" include, but are not necessarily limited to, informational picketing, petition circulation, the distribution of information leaflets or pamphlets, speech-making, demonstrations, rallies, appearances of speakers in outdoor areas, protests, meetings to display group feelings or sentiments, and/or other types of constitutionally protected assemblies to share information, perspectives, or viewpoints.

(8) An "issue forum" means a forum where supporters and opponents of a ballot proposition are invited to speak on their positions regarding the ballot proposition.

(9) "Limited public forum areas" means those areas of each campus that the university has chosen to be open as places for expressive activities protected by the first amendment ("first amendment activities"), subject to reasonable time, place, or manner restrictions. The use of limited public forum areas for first amendment activities is governed by chapter 504-33 WAC. The provisions of this chapter govern the use of limited public forum areas for nonfirst amendment activities, such as student sponsored concerts or dances. Limited public forum areas are identified in WAC 504-33-015.

(10) "Long-term use" means the use of a university facility for a period of longer than five consecutive business days in any thirty calendar-day period or the use of a university facility for a period that will exceed ten days in any thirty calendar-day period.

(11) A "measure" means any question or proposition submitted to voters.

(12) "Nonuniversity group," for the purposes of this policy, means a collection of individuals that is neither a university affiliate, a registered student organization, nor a recognized employee group. The term also includes the individual members of these groups when acting on behalf of the group, and individuals who are not currently enrolled students, current university employees, or employees of a university affiliate.

(13) "Registered student organization" means a student group or association that has officially signed up with the university pursuant to WAC 504-28-010.

(14) "Short-term use" means a use of a university facility on a daily or hourly basis, not to exceed five consecutive calendar days, or ten calendar days in any thirty calendar-day period. Approving authorities may enter agreements authorizing sporadic use of facilities under their control for periods of up to one year, if the approving authority utilizes the template approved by the office of business and finance for such agreements and if the authorized use will not exceed ten days in any thirty calendar-day period.

(15) "University group," for purposes of this policy, means a registered student organization or a recognized employee group (an employee group created to further pro-

fessional development of its members or the mission of the university) of the university, and also encompasses the individual members of these groups when acting on behalf of the group. The term also includes individuals who are currently enrolled students or current employees.

(16) "University facilities" means all buildings and grounds owned or controlled by the university and the streets, sidewalks, malls, parking lots, and roadways within the boundaries of property owned or controlled by the university.

(17) "Use of facilities" includes the holding of any event or forum, the posting of signs, all forms of advertising, commercial solicitation or the conduct of other commercial activities, the distribution of pamphlets or similar written materials, and the charitable solicitation or the conduct of other charitable activities on or using university facilities.

[Statutory Authority: RCW 28B.30.150. 08-24-026, § 504-35-020, filed 11/24/08, effective 12/25/08.]

WAC 504-35-022 Requests for use of facilities for other than first amendment activities.

(1) Requests for short-term use of university facilities must be directed to the approving authority who has authority to consummate rental agreements consistent with the rental rates established by the university, these facility regulations, and any guidelines developed by the campus use committee, including the requirement that the approving authority use university approved facilities use templates. A list of the individuals having authority to approve requests for short-term uses of identified university facilities is available in the university office of business and finance at the Pullman campus or by going on-line to the campus use committee web site. The web site can be found by accessing the university's web site at: <http://www.wsu.edu/>.

(2) Requests for long-term use of university facilities must be directed to the vice-president for business and finance, the university president, or designee.

(3) If a requestor is uncertain where to direct a request to use a particular facility, or if the approving authority for a particular facility is not on the university list, he or she should address his or her request to the campus use committee or to the vice-president for business and finance or designee.

[Statutory Authority: RCW 28B.30.150. 08-24-026, § 504-35-022, filed 11/24/08, effective 12/25/08.]

WAC 504-35-024 Scheduling and reservation practices for other than first amendment activities—Duties of requestor.

(1) The primary purpose of university facilities is to serve the university's instructional, research, and public service activities. However, facilities when not required for scheduled university use, may be available for rental by the public in accordance with current fee schedules and other relevant terms and conditions for such use.

(2) No university facilities may be used by individuals or groups unless the facilities, including buildings, equipment, and land, have been reserved.

(3) Requests to use university facilities are made to the approving authority, as defined in WAC 504-35-020(2) and in accordance with WAC 504-35-022.

(4) The approving authority may deny the request to use university facilities where he or she determines that such use would violate any of the limitations set forth in WAC 504-35-

030 or where the requestor is unwilling to comply with university requirements for the use of facilities, as authorized by these rules.

(5) The university may require an individual or organization to make an advance deposit, post a bond and/or obtain insurance to protect the university against cost or other liability as a condition to allowing use of any university facility.

(6) When the university grants permission to an individual or organization to use its facilities it is with the understanding and on the condition that the individual or organization assumes full responsibility for any loss or damage resulting from such use and agrees to hold harmless and indemnify the university against any loss or damage claim arising out of such use.

(7) The university and/or government authorities may specify fire, safety, sanitation, and special regulations for the event. It is the responsibility of the user to obey those regulations, as well as to comply with other applicable university policies, procedures, rules, regulations, and state, local, and federal laws.

(8) When the university grants permission to an individual or organization to use its facilities it is with the understanding and on the condition that the individual or organization is responsible to clean the facility and leave it in its original condition at the conclusion of its use or event. The facility may be subject to inspection by a representative of the university after the event. Reasonable charges may be assessed against the sponsoring organization for the costs of extraordinary cleanup or for the repair of damaged property.

[Statutory Authority: RCW 28B.30.150. 08-24-026, § 504-35-024, filed 11/24/08, effective 12/25/08.]

WAC 504-35-026 Facility rental/use fees. (1) The university assesses fees based upon the actual cost, direct and indirect, of using a university facility. Fees for the short-term use of most facilities are set forth on a schedule available in the office of business and finance at the Pullman campus or by going on-line to the campus use committee web site. The web site can be found by accessing the university's web site at: <http://www.wsu.edu/>. The university reserves the right to make changes to fees without prior written notice, except that such fee changes do not apply to facility use agreements already approved by the university.

(2) In the event that the fee for the use of a particular facility has not been placed on the schedule, and if the university determines to allow the use of the facility, the university will assess a fee based upon the full cost, direct and indirect, of using the facility.

(3) Fees for the long-term use of facilities are individually negotiated between the requestor and the office of business and finance, with the fee charged reflecting the full costs of the use, as offset by any resulting university benefit.

(4) Student government organizations and registered student organizations may be allowed to use space in many university facilities at no charge or at a reduced rate. The fees charged to student government and registered student organizations for facilities are available in the university office of business and finance at the Pullman campus or by going on-line to the campus use committee web site. The web site can be found by accessing the university's web site at: <http://www.wsu.edu/>.

(2009 Ed.)

[Statutory Authority: RCW 28B.30.150. 08-24-026, § 504-35-026, filed 11/24/08, effective 12/25/08.]

WAC 504-35-030 Limitations on use. The following limitations apply to all uses of any university facilities:

(1) University facilities may not be used in ways which obstruct vehicular, bicycle, pedestrian, or other traffic or otherwise interfere with ingress or egress to the university, any university building or facility, or that obstruct or disrupt educational activities or other lawful activities on university grounds, university controlled facilities, or at university sponsored events.

(2) University facilities may not be used in ways that interfere with educational, research, or public service activities inside or outside any university building or otherwise prevent the university from fulfilling its missions and achieving its primary purposes.

(3) University facilities may not be used for the purpose of campaigning regarding a ballot proposition or by, for, or against candidates who have filed for public office, except that:

(a) University departments, student government organizations, or registered student organizations may sponsor candidate forums as well as issue forums regarding ballot propositions;

(b) Candidates for office and proponents or opponents of ballot propositions may rent university facilities on a short-term basis for campaign purposes to the same extent and on the same basis as may other individuals or groups;

(c) Candidates for office and proponents or opponents of ballot propositions may use the limited public forum areas using the procedures of chapter 504-33 WAC to the same extent and on the same basis as may other individuals or groups; and

(d) A registered student organization may invite a candidate or another political speaker to one of the meetings of its membership on university property, if it has complied with the scheduling procedures of WAC 504-35-024.

(4) University facilities may not be used in ways that create safety hazards or pose unreasonable safety risks to students, employees, or invitees.

(5) University facilities may not be used for commercial purposes, including: Advertising, commercial solicitation, sales, or other activities to promote a product, except as allowed under WAC 504-35-050.

(6) University facilities may not be used in furtherance of or in connection with illegal activity.

(7) University facilities may not be used in such manner as to create a hazard or result in damage to university facilities.

(8) University facilities may not be used where such use would create undue stress on university resources (e.g., a request for a major event may be denied if another major event is already scheduled for the same time period, because of demands for parking, security coverage, etc.); except that the use of limited public forum areas for a first amendment activity may not be halted simply because the event may require additional university security or police costs.

(9) Advance permission by the approving authority is required to use audio amplifying equipment. Use of audio amplifying equipment is permitted only in locations and at

times that will not interfere with the normal conduct of university affairs.

(10) Alcoholic beverages may be served only as allowed under university policies. It is the responsibility of the event sponsor to obtain all necessary licenses from the Washington state liquor control board and adhere to their regulations, as well as all local ordinances, university rules, and regulations.

(11) No person may erect a tent or other shelter on university facilities or remain overnight on university facilities, including in a vehicle, trailer, tent, or other shelter, with the following exceptions:

(a) The use and occupancy of university housing in accordance with chapter 504-24 WAC;

(b) The use of facilities by a university employee or agent who remains overnight to fulfill the responsibilities of his or her position;

(c) The use of facilities by a university student who remains overnight to fulfill the responsibilities of his or her course of study;

(d) The use of facilities where overnight stays are specifically permitted in identified locations for attendees at special events designated by the university, such as staying in the RV lots during home football games, commencement, and special weekends.

(12) Signs and posters and visual displays may be placed only at those locations authorized under, and in accordance with the restrictions of WAC 504-34-140.

(13) Handbills, leaflets, pamphlets, flyers, and similar materials may be distributed only in accordance with WAC 504-34-140.

(14) Animals are not allowed in or on university facilities, except in accordance with WAC 504-36-020.

(15) Smoking is not allowed in or on university facilities, except in accordance with chapter 70.160 RCW.

(16) Mopeds, Segweys, skateboards, roller skates, roller blades, bicycles, and similar personal transportation devices may be used on campus only as allowed by WAC 504-14-250, 504-14-930, 504-15-250, 504-15-930, 504-19-250, and 504-19-930.

[Statutory Authority: RCW 28B.30.150. 08-24-026, § 504-35-030, filed 11/24/08, effective 12/25/08.]

WAC 504-35-050 Private or commercial enterprise or charitable use. (1) University facilities may not be used for private or commercial gain, including: Commercial advertising; solicitation and merchandising of any food, goods, wares, service, or merchandise of any nature whatsoever; or any other form of sales or promotional activity; except that commercial activity is allowable:

(a) If the campus use committee has determined that the commercial activity or use will serve an educational or public service purpose related to the university's mission;

(b) By special permission granted by the university president, or designee, if an agreement, lease, or other formal arrangement is entered into between the university and the person, corporation, or other entity desiring to engage in commercial activity;

(c) To the extent it represents the regular advertising, promotional, or sponsorship activities carried on, by, or in any university media, *The Daily Evergreen*, or at NCAA athletic events;

(d) In designated areas of each residence hall when related to the university's mission and approved by the university president, the vice-president for student affairs, or such other person as may be designated by the university president; and

(e) If the university purchasing department has authorized vendor representatives to solicit university departments, colleges, or business units, and where those representatives have appropriate university identification.

(2) University facilities may not be used by faculty or staff in connection with compensated outside service, with the following exceptions:

(a) Faculty or staff may use university facilities that are generally available to the public on the same basis, including payment of the same fees, as may other private citizens; and

(b) Faculty may make private use of facilities to encourage basic and applied research in accordance with the provisions of the university policy adopted pursuant to RCW 42.52.220.

(3) University facilities may not be used to benefit a charitable organization, with the following exceptions:

(a) Charities that are licensed in the state of Washington may use university facilities that are generally available to the public on the same basis, including payment of the same fees, as may private citizens;

(b) Charities that are licensed in the state of Washington may use facilities without charge by special permission granted by the university president, or designee, or the vice-president for business and finance where the university has determined that the charitable activity or use will serve an educational or public service purpose related to the university's mission and an agreement, lease, or other formal arrangement is entered into between the university and the person, corporation, or other entity desiring to engage in a charitable event; and

(c) Student government organizations, registered student organizations, and university units that have followed university policies and procedures to conduct fund-raising activities and have adhered to all scheduling requirements and other university policies.

[Statutory Authority: RCW 28B.30.150. 08-24-026, § 504-35-050, filed 11/24/08, effective 12/25/08.]

WAC 504-35-070 Outdoor dances, concerts, carnivals and fairs. Street dances, outdoor concerts, carnivals, or fairs may be held at approved locations when sponsored by student governments or registered student organizations on days and at times approved by the office delegated oversight responsibility for student government organizations and registered student organizations on each campus, following consultation with appropriate university departments.

[Statutory Authority: RCW 28B.30.150. 08-24-026, § 504-35-070, filed 11/24/08, effective 12/25/08.]

WAC 504-35-080 Parades. Permits for parades on university streets and roads on the Pullman campus may be obtained upon approval of the university chief of police. Permits for parades on university streets and roads at the Vancouver, Spokane, and Tri-Cities campuses may be obtained upon the approval of the person identified by the university, as set forth on the list of approving authorities available from

the office of business and finance at the Pullman campus or by going on-line to the campus use committee web site. The web site can be found by accessing the university's web site at: <http://www.wsu.edu/>.

Parades must be scheduled so as not to interfere with rush-hour traffic or with university events or activities.

[Statutory Authority: RCW 28B.30.150. 08-24-026, § 504-35-080, filed 11/24/08, effective 12/25/08.]

WAC 504-35-150 Administrative control—Trespass.

Individuals who violate these regulations will be advised of the specific nature of violation. If they persist in the violation, they may be directed by a university official, university public safety or security officer, or any other public safety officer acting under the authority of a mutual aid agreement, to leave the university property. Such a direction withdraws the license or privilege to enter onto or remain upon an identified portion of, or all, university facilities by the individual told to leave. Persons who fail to heed the direction to leave university facilities, or who enter onto such facilities in violation of such direction, may be arrested under the provisions of chapter 9A.52 RCW. If the no trespass order is given for only one portion of campus for only a single day, the decision is not subject to appeal.

Individuals directed to leave university facilities for more than a single day may appeal that decision by submitting to the vice-president for business and finance, or such other person as the university president may designate, by certified mail, return receipt requested, a letter stating the reasons the person should not be barred from university facilities. The vice-president for business and finance, or the person who has been designated by the university president, shall respond in writing within fifteen calendar days with a final decision of the university. Persons will continue to be barred from university property while their appeal is pending.

University students, faculty, and staff may only be ejected pursuant to this protocol where the duration of the ejection is for no more than a single day or where the ejection applies to a portion of university property that the student or employee does not need to access to perform his or her studies or work (e.g., a student may be ejected, using this protocol, from Martin Stadium during a football game or from Beasley Coliseum during an event).

Students, faculty, and staff who do not comply with these regulations will be reported to the appropriate university office or agency for action in accordance with established university policies. Such action may include a decision to permanently bar them from entering onto, or remaining upon, all or a portion of the university facilities. The authority to bar students from all or a portion of campus under this section is separate from, and in addition to, the authority of student conduct officers or conduct boards to bar students as a disciplinary sanction.

[Statutory Authority: RCW 28B.30.150. 08-24-026, § 504-35-150, filed 11/24/08, effective 12/25/08.]

Chapter 504-36 WAC

HEALTH AND SAFETY REGULATIONS

WAC

504-36-020

Control of animals.

(2009 Ed.)

504-36-030

Spectator events—Safety rules.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

504-36-010

Smoking regulations for campus buildings. [Order 77-2, § 504-36-010, filed 8/3/77; Order 3, § 504-36-010, filed 8/5/71.] Repealed by 07-02-035, filed 12/26/06, effective 1/26/07. Statutory Authority: RCW 28B.30.150.

WAC 504-36-020 Control of animals. (1) Animals are not permitted in university buildings, except in facilities that are the site of university-authorized events, such as stock shows, horse shows, parades, or demonstrations at sporting events, where the animals are participants in said events, or as allowed by university housing policies.

(2) Livestock and horses are not permitted on university property, except as allowed in subsection (3)(e) of this section. Other animals are not permitted on university property unless under immediate control of their keeper, except as otherwise allowed under this rule. "Keeper" includes an owner, handler, trainer, or any person responsible for the control of an animal. "Under control" means the restraint of an animal by means of a leash or other device that physically restrains the animal to the keeper's immediate proximity. An animal which is otherwise securely confined while in or upon any motor vehicle, including a trailer, is deemed to be under control.

(3) The requirement that animals be under immediate control of their keeper does not apply to:

(a) A dog being exercised in any area designated by the university as leash optional;

(b) A dog undergoing training at a certified dog obedience class on the university campus and authorized by the dean of the college of veterinary medicine, the vice-president for business and finance, the president, or the president's designee;

(c) A dog while being exhibited in an organized dog show on university property;

(d) A dog trained to aid law enforcement officers while being used for law enforcement purposes or during demonstrations to illustrate the dog's capabilities; and

(e) An animal participating in a university-authorized event, such as a stock show, horse show, parade, extension or outreach event, or demonstrations at a sporting, teaching, or agricultural event.

(4) Any stray dog or other animal that is running loose on university property is subject to impound by local authorities in accordance with the municipal or county ordinances that apply to each campus.

(5) The keeper of any animal must remove for disposal any fecal matter deposited by the animal on university premises before the keeper leaves the area where the matter was deposited. This requirement does not apply to an individual who, by reason of disability, is unable to comply, or to individuals bringing animals to university-authorized events where arrangements have been made for the removal of fecal matter.

(6) This section does not apply to animals owned by the university or under its care, custody, and/or control.

(7) Subsection (1) of this section does not apply to trained guide dogs or service animals that are being used by persons with disability.

(8) The vice-president for business and finance, the president, the chancellor of a branch campus, or such other person as the president may designate, will waive subsection (1) of this section for guide dogs in training or service animals in training, provided that such animals are present on campus with trainers or handlers who have a demonstrated history of training such animals.

[Statutory Authority: RCW 28B.30.150. 08-24-026, § 504-36-020, filed 11/24/08, effective 12/25/08; Order 77-2, § 504-36-020, filed 8/3/77; Order 3, § 504-36-020, filed 8/5/71.]

WAC 504-36-030 Spectator events—Safety rules. (1)

Protection of the safety and general welfare of students, faculty and staff, performers and officials, and members of the general public attending or participating in spectator events on the campus is a primary concern of Washington State University.

(2) The following rules of conduct are applicable to all public events of Washington State University, including specifically, but not limited to, Martin Stadium and the Performing Arts Coliseum and to all public areas of the facility wherein the event is held (hereafter the "event site").

(a) Behavior which in the judgment of designated university officials constitutes a disruption of the event or safety hazard for other spectators or participants is prohibited.

(b) Possession and/or consumption of alcoholic beverages or illegal drugs is prohibited. Any such materials found shall be delivered to the custody of designated university officials or their representatives upon request. In addition, violators of this rule may be subject to university disciplinary action (if applicable) and/or legal proceedings, and to removal from the event site.

(c) Possession of glass or metal beverage containers, or devices used for carrying such beverage containers, is prohibited: Provided, That this rule shall not apply to personal canteens or thermos bottles one liter or less in size, containing beverages not in violation of this rule, And provided further, that this rule shall not apply to small soft-sided articles used to carry such permitted containers, as more fully described in subpart (d) of this rule below. All such items shall be subject to a visual inspection upon entry to the event site. Any containers or devices prohibited by this rule shall be removed by the possessor or delivered to the custody of designated university officials or their representatives upon request. This rule shall not apply to approved vendors.

(d) Knapsacks, duffel bags, backpacks, bags used to transport permitted beverage containers or other soft sided bags shall be small enough to fit completely under one seat, and shall be so kept at all times to maintain clear aisles, walkways and stairs. All such items are subject to a visual inspection upon entry into the event site. No hard sided bags, suitcases, coolers or other similar items shall be permitted into the event site.

(e) Aisles, walkways and stairs shall be kept clear of hazards and obstacles (including but not limited to those items discussed in subparts (c) and (d) of this rule) at all times, to ensure safe and easy passage for persons attending the event, university and security officials, and others at the event site.

(f) Possession of any fireworks, weapons, explosive devices or artificial noisemaking devices (such as airhorns) is prohibited in the event site. Any such items shall be surren-

dered to designated university officials upon request. In addition, possession of such items may subject violators of this rule to university disciplinary action (if applicable) and/or legal proceedings, and to removal from the event site.

(g) Smoking is prohibited in areas designated as "no smoking."

(h) An individual is entitled to occupy only the seat for which he or she has the proper ticket.

(i) Video taping equipment is not permitted into the event site without written permission from the WSU athletic department.

(j) Umbrellas may not be opened or raised in seating areas of any event site, in order to ensure that all persons attending the event have as clear and unobstructed a view of the event as possible. Personal sized umbrellas may be brought into the event site and stored as described in subparts (d) and (e) of this rule.

(3) Where there is reasonable cause to believe that persons are, or are attempting to, violate the requirements identified in WAC 504-36-030(2), such person or persons will be denied license or privilege to enter or remain in or upon the premises, and designated officials may take necessary action to deny entry or to remove such persons from the premises.

Failure to vacate the premises upon request of designated university officials may result in subsequent legal process under the laws of the state of Washington.

(4) For purposes of WAC 504-36-030 (1) and (2) designated officials include the president of the university, the vice president for business affairs, and the following officials:

(a) Director of athletics for athletic events;

(b) Director of the coliseum for coliseum events;

(c) Director of the Compton Union Building for events in the Compton Union Building;

(d) Director of the School of Music and Theatre Arts for events sponsored by that school;

(e) The WSU director of public safety;

(f) Officers of the WSU police department when (1) acting at the request of any of the above-named officials to enforce university regulations, or (2) enforcing state laws or local ordinances.

[Statutory Authority: RCW 28B.30.125 and [28B.30.]150(1). 97-20-019, § 504-36-030, filed 9/19/97, effective 9/19/97. Statutory Authority: RCW 28B.30.125 and 28B.30.150. 80-07-015 (Order 80-2, Resolution 6/80-15), § 504-36-030, filed 6/11/80; Order 77-2, § 504-36-030, filed 8/3/77.]

Chapter 504-40 WAC

LIBRARY POLICIES, RULES AND REGULATIONS

WAC

504-40-010	General policies.
504-40-020	Library patron identification.
504-40-030	Internal use of library materials, facilities, and services.
504-40-045	External use of library resources.
504-40-055	Loan time periods.
504-40-060	Fines and charges.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

504-40-040	External use of library resources. [Statutory Authority: RCW 28B.30.125 and 28B.30.150. 81-17-010 (Order 81-2, Resolution No. 7/81-11), § 504-40-040, filed 8/7/81; Order 74-1, § 504-40-040, filed 6/12/74; Order 73-1, § 504-40-040, filed 3/9/73, effective 6/1/73.] Repealed by 95-13-004, filed 6/8/95, effective 7/9/95.
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Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150.

504-40-050 Loan time periods. [Order 74-1, § 504-40-050, filed 6/12/74; Order 73-1, § 504-40-050, filed 3/9/73, effective 6/1/73.] Repealed by 95-13-004, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150.

504-40-070 Interlibrary loan. [Order 74-1, § 504-40-070, filed 6/12/74; Order 73-1, § 504-40-070, filed 3/9/73, effective 6/1/73.] Repealed by 81-07-006 (Order 81-1, Resolution No. 1/81-14), filed 3/6/81. Statutory Authority: RCW 28B.30.125 and 28B.30.150.

WAC 504-40-010 General policies. (1) The major functions of the Washington State University libraries are to provide access to the corpus of information and documents essential to the institution's teaching, research, and service programs, especially by acquiring and preserving material; to organize these materials; to store them; to retrieve them upon demand; and to adapt and to assist in adapting them for most effective use.

The WSU libraries' collections contain this information and knowledge in its physical forms—books, journals, manuscripts, microforms, films, recordings, maps, magnetic data files, and other resources including equipment significant to the teacher, the student, and the researcher.

(2) The WSU libraries' policies and regulations are based on the belief that the needs of the university community as a whole take precedence over individual convenience.

(3) Upon request and suitable justification by the library user, exceptions to the regulations may be made. To insure that exceptions are made with the full knowledge of the research and instructional needs of the university community, such exceptions may be made only by an appropriate library faculty or staff member as designated by the director of libraries or the campus librarian at a WSU branch campus.

(4) In the WSU libraries' buildings persons are expected to maintain appropriate public behavior and to adhere to such food and beverage policies as are established by the Director of Libraries. Smoking and other uses of tobacco are prohibited in the libraries.

(5) Violators of WSU libraries' regulations may be subject to appropriate disciplinary action by the university.

(6) Unless otherwise required by law, the WSU libraries will not release the name or address of the borrower who has or had an item checked out or who has placed a hold on an item.

(7) These policies and regulations will apply equally to all libraries operated by the WSU libraries.

(8) The board of regents reserves the right to add, delete, or modify portions of these regulations in accordance with its regulations and applicable laws.

[Statutory Authority: RCW 28B.30.095, 28B.30.125, 28B.30.150. 01-19-029, § 504-40-010, filed 9/13/01, effective 10/14/01; 95-13-004, § 504-40-010, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.125 and 28B.30.150. 81-17-010 (Order 81-2, Resolution No. 7/81-11), § 504-40-010, filed 8/7/81; Order 74-1, § 504-40-010, filed 6/12/74; Order 73-1, § 504-40-010, filed 3/9/73, effective 6/1/73.]

WAC 504-40-020 Library patron identification. (1) Under the regulation governing the use of varying types of resources by different groups of library patrons, the WSU libraries' resources, facilities, and services are available to the Washington State University community, citizens of the state, students, faculty and staff of other academic institu-

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tions, and special borrowers not otherwise identified who have been granted permission to borrow library materials.

(2) Borrower identification cards: In order to check out library materials, each borrower must present one of the following valid authorized library borrower cards:

(a) A WSU faculty or staff card;

(b) A WSU student ID card with current validation;

(c) An off-campus borrower card with current validation; or

(d) A proxy card with current validation.

(3) Borrower identification cards are uniformly issued to all members of the university community. Verification of the status of the borrower conferred by the card is the responsibility of the issuing authority and the status cannot be altered by the WSU libraries.

(4) Upon application and with proper identification, the WSU libraries will issue authorized borrower cards to persons (high school age or older) who are not members of the university community.

(5) A borrower card is authorized for use only by the person whose name appears on the card.

(6) Cards used in an unauthorized manner or cards reported as lost or stolen may be confiscated.

(7) Each borrower is responsible for keeping the appropriate university office informed of changes of address.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-004, § 504-40-020, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.125 and 28B.30.150. 81-17-010 (Order 81-2, Resolution No. 7/81-11), § 504-40-020, filed 8/7/81; Order 74-1, § 504-40-020, filed 6/12/74; Order 73-1, § 504-40-020, filed 3/9/73, effective 6/1/73.]

WAC 504-40-030 Internal use of library materials, facilities, and services. (1) Although the largest part of the collection is free to circulate outside the WSU libraries, certain kinds of materials are restricted to use within the WSU libraries. These may be consulted or read within the WSU libraries.

(a) Reference materials, abstracts and indexes, special reserve and noncirculating periodicals (bound and unbound) as determined by the appropriate unit of the WSU libraries. These selected materials, normally restricted to in-library use, may circulate in very unusual circumstances with special permission upon approval of an appropriate library faculty or staff member.

(b) Manuscripts, archives, and special collections: These rare, often irreplaceable, and sometimes unique materials may be used only within the manuscripts, archives, and special collections unit. Each user must register with the attendant, must take extreme care in handling the materials, must keep intact their exact order and arrangement, and must make all notes in pencil, or with a typewriter, microcomputer, or similar device.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-004, § 504-40-030, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.125 and 28B.30.150. 81-17-010 (Order 81-2, Resolution No. 7/81-11), § 504-40-030, filed 8/7/81; Order 74-1, § 504-40-030, filed 6/12/74; Order 73-1, § 504-40-030, filed 3/9/73, effective 6/1/73.]

WAC 504-40-045 External use of library resources.

(1) Borrowing of library materials:

(a) Borrowers are expected to check out library material personally or by official proxy.

(b) WSU faculty may appoint not more than two proxies to borrow on their behalf, but each proxy must hold his or her own valid authorized borrower card. Information about proxy identification cards may be obtained from the circulation desk of any library.

(c) Borrowers are responsible for material checked out in their names until the material is returned. Faculty utilizing proxy borrowers assume the responsibility for all materials borrowed in their name by their proxies.

(d) WSU faculty, staff, and students stationed at locations away from the Pullman campus may borrow library materials through extended campus library services or inter-library loans.

(2) Due dates for library materials: Material is due on the date and hour specified at the time checked out or as adjusted by recall. Material loaned on an hourly basis is due at the library unit from which it was borrowed by the date and hour specified.

(3) Return of library materials:

(a) Reserve materials, periodicals, and special loans must be returned directly to the library unit from which they were borrowed. If they are returned to another library unit, they will be considered returned at the date and time they are received at the unit from which they were borrowed.

(b) Other material is considered returned on the date it is checked in at any unit of the library system. This does not apply to departmental libraries not operated by the WSU libraries.

(c) Materials returned to "book return" receptacles during closed hours are considered to have been returned at closing time of the previous open day.

(4) Holds:

(a) All borrowers may place holds on nonreserve material which is checked out.

(b) Borrowers may not place a hold on material checked out to themselves.

(c) Library units may place holds on any nonreserve material.

(d) Material on which a hold has been placed may not be renewed.

(e) Material which has one or more holds may be checked out for a maximum of two weeks.

(f) When material on which a hold has been placed is returned, it is held and the requester is informed of its availability.

(g) The following order of priority of holds is observed:

(i) Reserve units.

(ii) Campus borrowers, in order by day of hold.

(iii) Off-campus borrowers, in order by day of hold.

(iv) Other library units.

(h) The order of priority of holds may be adjusted by the unit head or designee.

(5) Recalls and searches:

(a) Recalls:

(i) Material on which a hold has been placed will be recalled if the adjusted date due is earlier than the original date due.

(ii) For holds placed by borrowers, the adjusted date due is two weeks from the date checked out or seven days from the date of the hold, whichever is later.

(b) Searches:

(i) All borrowers and library units may place searches for material which cannot be located.

(ii) If the material on which a search has been placed is located, it is held and the requester is informed of its availability.

(6) Renewal of library material:

(a) Renewals of loaned material are permitted unless material has restricted status or has been requested by another borrower. (See also WAC 504-40-055 (2)(g).)

(b) Renewals may be requested by providing borrower identification number and material identification numbers if necessary.

(c) All material may be renewed indefinitely unless requested by means of a hold.

(d) Overdue material may be renewed subject to same conditions as similar material not overdue. Fines accrue and will be assessed for the overdue period. However, overdue material on which a replacement charge has been assessed must be brought back to the circulation desk of the library from which it was borrowed for renewal.

(7) There is no limit to the number of items which may be borrowed at one time by WSU faculty, students, and staff, except for reserve materials as outlined in WAC 504-40-055 (2)(g)(i). All other borrowers are limited to twenty-five items at one time.

(8) In accordance with general policy, and upon request and suitable justification by the library user, exceptions to these regulations may be made. To insure that exceptions are made with the full knowledge of the research and instructional needs of the university community, such exceptions may be made only by an appropriate library faculty or staff member as designated by the director of libraries or the campus librarian at a WSU branch campus.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-004, § 504-40-045, filed 6/8/95, effective 7/9/95.]

WAC 504-40-055 Loan time periods. (1) Basis of loan time periods: The WSU libraries have established loan time periods based on anticipated demand for the various forms of material by the several classes of users.

(2) Loan time periods:

(a) Noncirculating materials may not be checked out except, in very unusual circumstances, by special permission.

(b) Circulating materials (bound and unbound) may be checked out for two hours, or one, three, seven, fourteen, or thirty days as designated.

(c) The normal loan period for all users is thirty days, subject to recall of material after fourteen days if requested by another borrower.

(d) Books borrowed for the normal loan period by Washington State University faculty and graduate students, if not recalled, may be retained without penalty to the end of the semester. At that time the material must be returned or renewed.

(e) An item may be recalled at any time after it has been borrowed if it is needed for reserve or other restricted status.

(f) Reserve materials:

(i) Only two reserve items may be checked out by one borrower at a time.

(ii) Reserve materials may be renewed only if no one else has requested the item.

(iii) Reserve materials are not subject to recall or to holds.

(iv) Faculty members (and others) who have placed materials from their personal collections on reserve may request return of such personal possessions at any time.

(g) Special collections and categories: Certain material is maintained in special collections or has been defined as belonging to special categories. Borrowers should consult a member of the special collections staff concerning condition of use for these materials.

(h) Exceptions: Upon request and suitable justification by the borrower, exceptions to these regulations may be made. To insure that exceptions are made with the full knowledge of the research and instructional needs of the university community, such exceptions may be made only by an appropriate library faculty or staff member as designated by the director of libraries or the campus librarian at a WSU branch campus.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-004, § 504-40-055, filed 6/8/95, effective 7/9/95.]

WAC 504-40-060 Fines and charges. (1) System-wide applicability of fines and charges:

All borrowers are subject to a uniform system of fines and charges for late return of library materials and for replacement costs when required.

(2) Notice of due dates and overdue materials:

(a) Overdue notices are sent subsequent to the date due for all materials checked out through the on-line circulation system.

(b) For two-hour, and one-, three-, and seven-day materials and special category materials, overdue notices may be phoned if possible, or borrowers may be notified by mail.

(c) Failure to receive a notice or invoice does not exempt the borrower from charges.

(d) Failure to inform the university of changes of address does not exempt the borrower from charges.

(3) Fines and charges:

(a) Fines and/or replacement charges are assessed when library material is not returned by the due date specified for the material.

(b) Approved fine rates, maximum fines for specific types of materials, and basic replacement fees are available in each of the libraries.

(c) Specific fine rates and basic charges for replacement, rebinding, etc., are established for each biennium.

(d) Fine rates and charges for replacement, rebinding, etc., will be reviewed prior to the beginning of each biennium for possible adjustment by appropriate WSU libraries personnel. Proposed adjustments to established fine rates will be submitted through the WSU faculty senate library committee to the WSU faculty senate for approval.

(e) The most recently approved fine schedule is incorporated into these rules by reference. Copies are available at all circulation desks.

(f) All fines accrue from the time material becomes overdue.

(g) Fines do not accrue when the library from which the material was borrowed is closed.

(h) If a loan period has been extended by special permission, the overdue fine is assessed according to the original

loan category of the material. For materials circulated by special permission or normally categorized as noncirculating, the fine rate will be assessed on an hourly basis.

(i) The libraries have the right to reduce or forgive fines and charges for patrons with bona fide reasons for not returning materials when due.

(4) Payment of fines and charges:

(a) Fines and charges are paid through WSU accounts receivable. Payment may be made by cash, check, or money order. Departmental purchase orders or interdepartmental requisitions and invoices are not acceptable as payment because fines may not be paid by departmental, grant, or any other funds controlled by the university.

(b) Failure to pay fines and charges will result in the total amount assessed being referred for collection. The controller may, if other collection methods fail, withhold outstanding fines from damage deposits or other funds held for any students. Where collection efforts are unsuccessful, the controller may notify the registrar to refrain from issuing copies of student transcripts or to withhold permission to reenroll for an ensuing term until outstanding fines are paid.

(c) Failure to pay fines and charges may also result in revocation of borrowing privileges by the director of libraries.

(5) Replacement charges:

(a) If library material or equipment is lost, or not returned by the time the maximum fine has accumulated, a replacement charge will be assessed.

This replacement charge includes the estimated replacement cost of the material plus a nonrefundable service charge to cover the costs of searching, correspondence, cataloguing, etc. The replacement charge and service charge are added to the maximum fine, and the delinquent borrower is charged this total sum.

(b) If material upon which a replacement charge has been assessed is found and returned within six months of the assessment date, the replacement cost of the material will be refunded. The service charge and overdue fine are not refundable.

(c) Library patrons who mutilate library materials or return mutilated materials that have been checked out to them will be charged a library administrative fee plus replacement costs for each item involved.

(d) All library materials, regardless of fines and fees paid, remain state property.

(e) In accordance with general policy, and upon request and suitable justification by the library user, exceptions to these regulations may be made.

[Statutory Authority: RCW 28B.30.095, 28B.30.125 and 28B.30.150. 95-13-004, § 504-40-060, filed 6/8/95, effective 7/9/95. Statutory Authority: RCW 28B.30.125 and 28B.30.150. 81-17-010 (Order 81-2, Resolution No. 7/81-11), § 504-40-060, filed 8/7/81; Order 74-1, § 504-40-060, filed 6/12/74; Order 73-1, § 504-40-060, filed 3/9/73, effective 6/1/73.]

**Chapter 504-43 WAC
COURSE MATERIALS**

WAC

504-43-010
504-43-020
504-43-030

Purpose.

Definitions.

Providing cost savings to students for course materials.

WAC 504-43-010 Purpose. The purpose of this chapter is to give students more choices for purchasing educational materials and to encourage faculty and staff to work closely with bookstores and publishers to implement the least costly option without sacrificing educational content.

[Statutory Authority: RCW 28B.30.150. 08-24-027, § 504-43-010, filed 11/24/08, effective 12/25/08.]

WAC 504-43-020 Definitions. For the purposes of this chapter, the following words and phrases mean:

"Course materials." Any supplies or texts required or recommended by faculty or staff for a given course. Course materials may include, but are not limited to, texts, workbooks, study guides, CD-ROMs, art supplies, and other ancillary materials.

"Bundle." A group of course materials joined together by packaging or required to be purchased as an indivisible unit.

[Statutory Authority: RCW 28B.30.150. 08-24-027, § 504-43-020, filed 11/24/08, effective 12/25/08.]

WAC 504-43-030 Providing cost savings to students for course materials. (1) The affiliated bookstores for Washington State University (WSU) are incorporated as the students book corporation. The students book corporation is responsible for the following:

(a) Providing students the option of purchasing course materials that are unbundled whenever possible;

(b) Disclosing to faculty and students the retail costs of textbooks on a per book and per course basis and making such information publicly available;

(c) Disclosing publicly, when such information is available, how new editions vary from previous editions; and

(d) Actively promoting and publicizing book buy-back programs.

(2) To provide cost savings to students for course materials, WSU faculty and staff members are encouraged to:

(a) Consider adopting the least expensive edition of course materials available when educational content is comparable;

(b) Work closely with publishers and the students book corporation to create bundles and packages if they provide a cost savings to students.

[Statutory Authority: RCW 28B.30.150. 08-24-027, § 504-43-030, filed 11/24/08, effective 12/25/08.]

Chapter 504-45 WAC PUBLIC RECORDS

WAC

504-45-010	Authority and purpose.
504-45-020	Agency description—Contact information—Public records officer.
504-45-030	Availability of public records.
504-45-040	Processing of public records requests—General.
504-45-050	Reserved.
504-45-060	Exemptions.
504-45-070	Costs of providing copies of public records.
504-45-080	Review of denials of public records.

WAC 504-45-010 Authority and purpose. (1) RCW 42.56.070(1) requires each agency to make available for inspection and copying nonexempt "public records" in accordance with published rules. The act defines "public record" to

include 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 the agency. RCW 42.56.070(2) requires each agency to set forth "for informational purposes" every law, in addition to the Public Records Act, that exempts or prohibits the disclosure of public records held by that agency.

(2) The purpose of these rules is to establish the procedures Washington State University will follow in order to provide full access to public records. Washington State University shall hereinafter be referred to as the "university." Where appropriate, the term university also refers to the staff and employees of Washington State University. These rules provide information to persons wishing to request access to public records of the university and establish processes for both requestors and university staff that are designed to best assist members of the public in obtaining such access.

(3) The purpose of the act is to provide the public full access to information concerning the conduct of government, mindful of individuals' privacy rights and the desirability of the efficient administration of government. The act and these rules will be interpreted in favor of disclosure. In carrying out its responsibilities under the act, the university will be guided by the provisions of the act describing its purposes and interpretation.

[Statutory Authority: RCW 28B.30.150. 07-04-027, § 504-45-010, filed 1/29/07, effective 3/1/07.]

WAC 504-45-020 Agency description—Contact information—Public records officer. (1) Washington State University is an institution of higher education, authority for which is located in chapter 28B.30 RCW. The administrative offices of the university are located at the university's main campus at Pullman, Washington. Regional campuses are located in Spokane, Tri-Cities, and Vancouver, Washington. Agricultural research centers are located at Mt. Vernon, Prosser, Puyallup, Vancouver and Wenatchee, Washington. Cooperative extension offices are maintained in the county seats of all counties in the state. The Intercollegiate College of Nursing is located in Spokane, Washington. Learning Centers are located in Longview, Aberdeen, Goldendale, Wenatchee, Port Hadlock, Tacoma, Mt. Vernon, Yakima and Walla Walla, Washington. The university also has operations offices in Seattle and Olympia, Washington.

(2) Any person wishing to request access to public records of the university, or seeking assistance in making such a request should contact the university's public records officer located at the Pullman administrative offices. Current contact information and additional information regarding release of public records can be found on the university web site at <http://www.wsu.edu>.

(3) The public records officer will oversee compliance with the act but another university staff member may process the request. Therefore, these rules will refer to the public records officer or "designee." The public records officer or designee and the university will provide the "fullest assistance" to requestors; ensure that public records are protected from damage or disorganization; and prevent fulfilling public records requests from causing excessive interference with essential functions of the university.

[Statutory Authority: RCW 28B.30.150. 07-04-027, § 504-45-020, filed 1/29/07, effective 3/1/07.]

WAC 504-45-030 Availability of public records. (1)

Hours for inspection of records. Public records are available for inspection and copying during normal business hours of the university. For the purposes of this chapter, the normal business hours for the public records office shall be from 8:00 a.m. to noon and from 1:00 p.m. to 5:00 p.m., Monday through Friday, excluding the university's holidays. Records must be inspected at the offices of the university.

(2) Index of records. An index of final orders, declaratory orders, interpretive statements, and policy statements entered after June 30, 1990, is available at the office of the university's rules coordinator at the Pullman campus. The university will post links to many of these records on its web site at <http://www.wsu.edu>.

(3) Organization of records. The university will maintain its records in a reasonably organized manner. The university will take reasonable actions to protect records from damage and disorganization. A requestor shall not take university records from university offices without the permission of the public records officer or designee. Certain records are available on the university web site at www.wsu.edu. Requestors are encouraged to view the documents available on the web site prior to submitting a records request.

(4) Making a request for public records.

(a) Any person wishing to inspect or copy public records of the university should make the request in writing on the university's request form, or by letter, fax, or e-mail addressed to the public records officer and including the following information:

(i) Name of requestor;

(ii) Address of requestor;

(iii) Other contact information, including telephone number and any e-mail address;

(iv) Identification of the public records adequate for the public records officer to locate the records; and

(v) The date of the request.

(b) If the requestor wishes to have copies of the records made instead of simply inspecting them, he or she should so indicate and make arrangements to pay for copies of the records or a deposit. Pursuant to RCW 42.56.120, standard photocopies will be provided at a rate of no more than fifteen cents per page.

(c) A form is available for use by requestors at the office of the public records officer and on the university's web site at <http://www.wsu.edu>.

(d) The public records officer or designee may accept requests for public records that contain the above information by telephone or in person. If the public records officer or designee accepts such a request, he or she will confirm receipt of the information and the substance of the request in writing.

[Statutory Authority: RCW 28B.30.150. 07-04-027, § 504-45-030, filed 1/29/07, effective 3/1/07.]

WAC 504-45-040 Processing of public records requests—General. (1) Providing "fullest assistance." The university is charged by statute with adopting rules which provide for how it will "provide full access to public records," "protect records from damage or disorganization," "prevent

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excessive interference with the essential functions of the agency," provide "fullest assistance" to requestors, and provide the "most timely possible action" on public records requests. The public records officer or designee will process requests in the order allowing the most requests to be processed in the most efficient manner.

(2) Acknowledging receipt of request. Within five business days of receipt of the request, the public records officer will do one or more of the following:

(a) Make the records available for inspection or copying;

(b) If copies are requested and payment for the copies, if any, is made or terms of payment are agreed upon, send the copies to the requestor;

(c) Provide a reasonable estimate of when records will be available;

(d) If the request is unclear or does not sufficiently identify the requested records, request clarification from the requestor. Such clarification may be requested and provided by telephone, e-mail or mail. Based upon that clarification, the public records officer or designee may revise the estimate of when records will be available; or

(e) Deny the request.

(3) Consequences of failure to respond. If the university does not respond in writing within five business days of receipt of the request for disclosure, the requestor should consider contacting the public records officer to determine the reason for the failure to respond.

(4) Protecting rights of others. In the event that the requested records contain information that may affect rights of others and may be exempt from disclosure, the public records officer may, prior to providing the records, give notice to such others whose rights may be affected by the disclosure. Such notice should be given so as to make it possible for those other persons to contact the requestor and ask him or her to revise the request, or, if necessary, seek an order from a court to prevent or limit the disclosure. The notice to the affected persons will include a copy of the request.

(5) Records exempt from disclosure. Some records are exempt from disclosure, in whole or in part. If the university believes that a record is exempt from disclosure and should be withheld, the public records officer will state the specific exemption and provide a brief explanation of why the record or a portion of the record is being withheld. If only a portion of a record is exempt from disclosure, but the remainder is not exempt, the public records officer will redact the exempt portions, provide the nonexempt portions, and indicate to the requestor why portions of the record are being redacted.

(6) Inspection of records.

(a) Consistent with other demands, the university shall promptly provide space to inspect public records. No member of the public may remove a document from the viewing area or disassemble or alter any document. The requestor shall indicate which documents he or she wishes the university to copy.

(b) The requestor must claim or review the assembled records within thirty days of the university's notification to him or her that the records are available for inspection or copying. The university will notify the requestor in writing of this requirement and inform the requestor that he or she should contact the university to make arrangements to claim or review the records. If the requestor or a representative of

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the requestor fails to claim or review the records within the thirty-day period or make other arrangements, the university may close the request. Other public records requests can be processed ahead of a subsequent request by the same person for the same or almost identical records, which can be processed as a new request.

(7) Providing copies of records. After inspection is complete, the public records officer or designee shall make any copies of records requested by the requestor or arrange for copying.

(8) Providing records in installments. When the request is for a large number of records, the public records officer or designee will provide access for inspection and copying in installments, if he or she reasonably determines that it would be practical to provide the records in that way. If, within thirty days, the requestor fails to inspect the entire set of records or one or more of the installments, the public records officer or designee may stop searching for the remaining records and close the request.

(9) Completion of inspection. When the inspection of the requested records is complete and all requested copies are provided, the public records officer or designee will indicate that the university has completed a diligent search for the requested records and made any located nonexempt records available for inspection.

(10) Closing withdrawn or abandoned request. When the requestor either withdraws the request or fails to fulfill his or her obligations to inspect the records or pay the deposit or final payment for the requested copies, the public records officer will close the request and indicate to the requestor that the university has closed the request.

(11) Later discovered documents. If, after the university has informed the requestor that it has provided all available records, the university becomes aware of additional responsible documents existing at the time of the request, it will promptly inform the requestor of the additional documents and will make them available for inspection or provide copies upon payment on an expedited basis.

[Statutory Authority: RCW 28B.30.150. 07-04-027, § 504-45-040, filed 1/29/07, effective 3/1/07.]

WAC 504-45-050 Reserved.

[Statutory Authority: RCW 28B.30.150. 07-04-027, § 504-45-050, filed 1/29/07, effective 3/1/07.]

WAC 504-45-060 Exemptions. (1) The Public Records Act provides that a number of types of documents are exempt from public inspection and copying. In addition, documents are exempt from disclosure if any "other statute" exempts or prohibits disclosure. Requestors should be aware of the following exemptions, outside the Public Records Act, that restrict the availability of some documents held by the university for inspection and copying. This is not an exhaustive list as numerous exemptions exist outside the act. The university's failure to list an exemption here shall not affect the efficacy of any exemption.

(a) RCW 5.60.060—Privileged communications;

(b) 20 U.S.C. 1232g—Family Education Rights and Privacy Act (FERPA);

(c) 42 U.S.C. 405 (c)(2)(vii)(1)—Social Security numbers;

(d) 45 CFR 16-0164—HIPAA Privacy Rule;

(e) Chapter 19.108 RCW and RCW 4.24.601—Uniform Trade Secrets Act; and

(f) RCW 10.97—Regarding criminal history information.

(2) The university is prohibited by statute from providing lists of individuals for commercial purposes.

[Statutory Authority: RCW 28B.30.150. 07-04-027, § 504-45-060, filed 1/29/07, effective 3/1/07.]

WAC 504-45-070 Costs of providing copies of public records.

(1) Costs for paper copies. There is no fee for inspecting public records. A requestor may obtain standard black and white photocopies for fifteen cents per page. Before beginning to make the copies, the public records officer or designee may require a deposit of up to ten percent of the estimated costs of copying all the records selected by the requestor. The public records officer or designee may also require the payment of the remainder of the copying costs before providing all the records, or the payment of the costs of copying an installment before providing that installment. The university will not charge sales tax when it makes copies of public records. The university may charge actual costs for special arrangements necessary for providing copies of records when required by the requestor, e.g., costs of color copying.

(2) Costs of mailing. The university may also charge actual costs of mailing, including the cost of the shipping container.

(3) Payment. Payment may be made by cash, check or money order to the university.

[Statutory Authority: RCW 28B.30.150. 07-04-027, § 504-45-070, filed 1/29/07, effective 3/1/07.]

WAC 504-45-080 Review of denials of public records.

(1) Petition for internal administrative review of denial of access. Any person who objects to the initial denial or partial denial of a records request may petition in writing (including e-mail) to the public records officer for a review of that decision. The petition shall include a copy of or reasonably identify the written statement by the public records officer or designee denying the request.

(2) Consideration of petition for review. The public records officer will immediately consider the petition and either affirm or reverse such denial within two business days following the university's receipt of the petition, or within such other time as the university and the requestor mutually agree to.

(3) Review by the attorney general's office. Pursuant to RCW 42.56.530, if the university denies a requestor access to public records because it claims the record is exempt in whole or in part from disclosure, the requestor may request the attorney general's office to review the matter. The attorney general has adopted rules on such requests in WAC 44-06-160.

(4) Judicial review. Any person may obtain court review of denials of public records requests pursuant to RCW 42.56.550 at the conclusion of two business days after the initial denial regardless of any internal administrative appeal.

[Statutory Authority: RCW 28B.30.150, 08-08-055, § 504-45-080, filed 3/27/08, effective 4/27/08; 07-04-027, § 504-45-080, filed 1/29/07, effective 3/1/07.]

Chapter 504-48 WAC

STATE ENVIRONMENTAL POLICY ACT RULES

WAC

504-48-005	Authority.
504-48-015	Adoption by reference.
504-48-020	Required methods of public notice.
504-48-030	University compliance with flexible thresholds.
504-48-040	Emergencies.
504-48-050	Designation of responsible official.
504-48-060	Procedures on consulted agencies.
504-48-070	Severability.

WAC 504-48-005 Authority. Washington State University adopts these procedures under the State Environmental Policy Act (SEPA), RCW 43.21C.120, and the SEPA rules, WAC 197-11-904.

[Statutory Authority: RCW 43.21C.120, 34.05.350, 28B.30.095 and WAC 197-11-904, 90-21-093 (Order 90-3), § 504-48-005, filed 10/19/90, effective 11/19/90.]

WAC 504-48-015 Adoption by reference. The university hereby adopts by reference the 1984 SEPA rules, chapter 197-11 of the Washington Administrative Code, and any amendments thereto, except as follows:

WAC

197-11-010	Authority.
197-11-020	Purpose.
197-11-030	Policy.
197-11-810	Exemptions and nonexemptions applicable to specific state agencies.
197-11-820	Department of licensing.
197-11-825	Department of labor and industries.
197-11-830	Department of natural resources.
197-11-835	Department of fisheries.
197-11-840	Department of game.
197-11-845	Department of social and health services.
197-11-850	Department of agriculture.
197-11-855	Department of ecology.
197-11-860	Department of transportation.
197-11-865	Utilities and transportation commission.
197-11-870	Department of commerce and economic development.
197-11-875	Other agencies.
197-11-906	Content and consistency of agency procedures.
197-11-908	Environmentally sensitive areas.
197-11-910	Designation of responsible official.
197-11-912	Procedures on consulted agencies.
197-11-917	Relationship to chapter 197-10 WAC.
197-11-950	Severability.
197-11-955	Effective date.

[Statutory Authority: RCW 43.21C.120, 34.05.350, 28B.30.095 and WAC 197-11-904, 90-21-093 (Order 90-3), § 504-48-015, filed 10/19/90, effective 11/19/90.]

WAC 504-48-020 Required methods of public notice. When these rules require notice to be given under WAC 197-11-510, the university shall:

(1) Provide notice in such form as a press release or advertisement in WSU Week, Washington State University

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Daily Evergreen, and a newspaper of general circulation in the county, city or general area that the proposal is located; and

(2) In the case of site-specific project proposals, post a notice on the proposed site.

[Statutory Authority: RCW 43.21C.120, 34.05.350, 28B.30.095 and WAC 197-11-904, 90-21-093 (Order 90-3), § 504-48-020, filed 10/19/90, effective 11/19/90.]

WAC 504-48-030 University compliance with flexible thresholds. The university will use the flexible thresholds established by the particular jurisdiction in which a university project is located.

[Statutory Authority: RCW 43.21C.120, 34.05.350, 28B.30.095 and WAC 197-11-904, 90-21-093 (Order 90-3), § 504-48-030, filed 10/19/90, effective 11/19/90.]

WAC 504-48-040 Emergencies. Actions that must be undertaken immediately or within a time too short to allow full compliance with these rules, to avoid an imminent threat to public health or safety, to prevent an imminent danger to public or private property, or to prevent an imminent threat of serious environmental degradation, shall be exempt from the procedural requirements of this chapter. Such actions include, but are not limited to, the following:

(1) Emergency pollution control actions responding to accidental discharges, leaks or spills into the air, state waters, or on land.

(2) Implementation of a change in waste disposal procedures caused by unanticipated changes in waste sources which are in compliance with federal and state regulations and standards.

[Statutory Authority: RCW 43.21C.120, 34.05.350, 28B.30.095 and WAC 197-11-904, 90-21-093 (Order 90-3), § 504-48-040, filed 10/19/90, effective 11/19/90.]

WAC 504-48-050 Designation of responsible official. For the purposes of SEPA, the responsible agency official is:

Director of Facilities Planning
122 French Administration Building
Washington State University
Pullman, WA 99164-1010

[Statutory Authority: RCW 43.21C.120, 34.05.350, 28B.30.095 and WAC 197-11-904, 90-21-093 (Order 90-3), § 504-48-050, filed 10/19/90, effective 11/19/90.]

WAC 504-48-060 Procedures on consulted agencies. The responsible officer designated in WAC 504-48-050 shall be responsible for coordinating, receiving, and reviewing comments and requests for information from agencies regarding threshold determinations, scoping, EIS's, and supplemental EIS's.

[Statutory Authority: RCW 43.21C.120, 34.05.350, 28B.30.095 and WAC 197-11-904, 90-21-093 (Order 90-3), § 504-48-060, filed 10/19/90, effective 11/19/90.]

WAC 504-48-070 Severability. If any provision of this chapter or its application to any person or circumstance is held invalid, the remainder of this chapter, or the application of the provision to other persons or circumstances, shall not be affected.

[Statutory Authority: RCW 43.21C.120, 34.05.350, 28B.30.095 and WAC 197-11-904, 90-21-093 (Order 90-3), § 504-48-070, filed 10/19/90, effective 11/19/90.]

Chapter 504-50 WAC SMALL WORKS ROSTER

WAC

504-50-010	Purpose and authority.
504-50-020	Project construction cost.
504-50-030	Creation of small works roster or rosters.
504-50-040	Notice of small works rosters and solicitation of contractors.
504-50-050	Contractors application form—Information required.
504-50-060	Qualification requirements.
504-50-070	Denial or removal of contractors from small works roster—Reasons.
504-50-080	Procedures for use.

WAC 504-50-010 Purpose and authority. This chapter of the Washington Administrative Code is adopted pursuant to RCW 39.04.155, authorizing Washington State University to adopt procedures to award contracts for construction, building, renovation, remodeling, alteration, repair, or improvement of real property in lieu of other procedures for such work with an estimated cost of two hundred thousand dollars (\$200,000) or less. The University, in establishing a small works roster, shall use the procedures set forth in this chapter.

[Statutory Authority: RCW 39.04.155, 01-13-103, § 504-50-010, filed 6/20/01, effective 7/21/01.]

WAC 504-50-020 Project construction cost. Whenever the estimated cost of any construction... or improvement of real property does not exceed two hundred thousand dollars (\$200,000), the University is authorized to use the small works roster in lieu of public advertisement for bids. In the event that the legislature further increases the small works roster limit, the University is authorized to use the small works roster for any projects up to the legislatively authorized limit. No project shall be broken into units or phases for the purpose of avoiding the maximum dollar amount of a contract that may be met using the small works roster.

[Statutory Authority: RCW 39.04.155, 01-13-103, § 504-50-020, filed 6/20/01, effective 7/21/01.]

WAC 504-50-030 Creation of small works roster or rosters. The University may create a single general small works roster, or it may create a small works roster for different specialties or categories of anticipated work. The rosters may make distinctions between contractors based upon different geographic areas served by the contractors.

[Statutory Authority: RCW 39.04.155, 01-13-103, § 504-50-030, filed 6/20/01, effective 7/21/01.]

WAC 504-50-040 Notice of small works rosters and solicitation of contractors. At least once per year, the University shall publish, in a newspaper of general circulation within the counties where small works are expected to be performed, a notice of the existence of any rosters, and shall solicit the names of contractors for such roster or rosters.

[Statutory Authority: RCW 39.04.155, 01-13-103, § 504-50-040, filed 6/20/01, effective 7/21/01.]

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WAC 504-50-050 Contractors application form—Information required. In response to the notifications above, or at any time, contractors desiring to be included on a small works roster established by Washington State University, may submit a completed application in a format prescribed by the director, department of facilities operations. Copies of the form may be obtained from the department of facilities operations and will contain the following information:

- (1) Name of contracting firm, including designation as corporation, partnership, sole proprietorship, or otherwise;
- (2) Address of contracting firm;
- (3) Telephone number;
- (4) Fax number;
- (5) E-mail address;
- (6) State contractor's license number;
- (7) Name of the owner or chief operating officer;
- (8) State of Washington department of revenue tax number;
- (9) Indication of type of construction firm by categories enumerated on the form;
- (10) An indication of those counties, enumerated on the form, in which the contractor is interested in being considered for projects;
- (11) Indication of whether contractor is certified as a minority or women's business enterprise;
- (12) Three references of satisfactorily completed contracts of a value of not less than twenty-five thousand dollars within the past two years.

Upon receipt of the application, the University shall evaluate the qualifications of the firm for inclusion on the small works roster, in accordance with WAC 504-XX-050, enter the information set forth therein into its small works roster, and send a copy of the information which is entered to the applicant contractor. Contractors should not consider themselves to be enrolled in a small works roster until they have received this verification.

[Statutory Authority: RCW 39.04.155, 01-13-103, § 504-50-050, filed 6/20/01, effective 7/21/01.]

WAC 504-50-060 Qualification requirements. To qualify for placement on the Washington State University small works roster, contractors must demonstrate the following in experience and qualifications:

- (1) Be a licensed contractor in the state of Washington;
- (2) Have successfully completed at least three projects, each with a value of not less than twenty-five thousand dollars within the past two years;
- (3) Have some experience in public works contracts;
- (4) Have two years experience in the area of expertise for which listing is sought.

[Statutory Authority: RCW 39.04.155, 01-13-103, § 504-50-060, filed 6/20/01, effective 7/21/01.]

WAC 504-50-070 Denial or removal of contractors from small works roster—Reasons. A contractor may be denied placement on or, after such placement, may be removed from a small works roster for any of the following reasons:

- (1) The information set forth in the contractor's application is not accurate;

(2) The contractor fails to notify the University of any changes in the information set forth in its original application for placement on the small works roster within thirty days of the effective date of such change;

(3) The contractor has failed to respond to three consecutive solicitations for bids on jobs offered through the small works roster;

(4) The contractor's past performance has demonstrated the firm not to be a responsible bidder as defined in RCW 43.19.1911;

(5) The contractor fails to complete and return to the University any periodic update submitted by the University to determine the contractor's ongoing interest in maintaining its placement on the small works roster.

[Statutory Authority: RCW 39.04.155. 01-13-103, § 504-50-070, filed 6/20/01, effective 7/21/01.]

WAC 504-50-080 Procedures for use. When using a Small Works Roster, the University shall obtain telephone, written or electronic quotations for public works contracts from contractors on the appropriate small works roster to assure that a competitive price is established and to award contracts to the lowest responsible bidder, as defined in RCW 43.19.1911, as follows:

(1) A contract awarded from a small works roster need not be advertised. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation. This paragraph does not eliminate other requirements for architectural or engineering approvals as to quality and compliance with building codes. Quotations may be invited from all appropriate contractors on the appropriate small works roster. As an alternative, quotations may be invited from at least five contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that will equitably distribute the opportunity among the contractors on the appropriate roster. In those cases where there are fewer than five contractors on the appropriate small works roster, quotations will be invited from all contractors on the roster.

(2) If the estimated cost of the work is from one hundred thousand dollars to two hundred thousand dollars, the University may choose to solicit bids from less than all the appropriate contractors on the appropriate small works roster but must also notify the remaining contractors on the appropriate small works roster that quotations on the work are being sought. The University has the sole option of determining whether this notice to the remaining contractors is made by:

- (a) Publishing notice in a legal newspaper in general circulation in the area where the work is to be done;
- (b) Mailing a notice to these contractors; or
- (c) Sending a notice to these contractors by facsimile or other electronic means.

(3) For purposes of this resolution, "equitably distribute" means that the University may not favor certain contractors on the appropriate small works roster over other contractors on the appropriate small works roster who perform similar services. At the time bids are solicited, the University representative shall not inform a contractor of the terms or amount of any other contractor's bid for the same project.

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(4) A written record shall be made by the University representative of each contractor's bid on the project and of any conditions imposed on the bid. Immediately after an award is made, the bid quotations obtained shall be recorded, open to public inspection, and available by telephone inquiry.

(5) The University shall award the contract for the public works project to the lowest responsible bidder provided that, whenever there is a reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the University may call for new bids. In addition to price, the University shall take into account the following:

- (a) The ability, capacity, and skill of the bidder to perform the contract;
- (b) The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
- (c) Whether the bidder can perform the contract within the time specified by the University;
- (d) The quality of the bidder's performance of previous contracts or services;
- (e) The previous and existing compliance by the bidder with laws relating to the contract or services;
- (f) Such other information as may be secured having a bearing on the decision to award the contract.

[Statutory Authority: RCW 39.04.155. 01-13-103, § 504-50-080, filed 6/20/01, effective 7/21/01.]