

WAC 132B-125-305 Definitions. As used in this document the following words and phrases shall mean:

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

(2) **"Board"** shall mean the board of trustees of Community College District No. 2, state of Washington.

(3) **"College"** shall mean Grays Harbor College or any additional community college hereafter established within Community College District No. 2, state of Washington.

(4) **"College community"** shall mean all employees and students of the college.

(5) **"College facilities"** shall mean and include any or all real property owned, rented, leased, controlled or operated by the college and shall include all buildings and appurtenances affixed thereon or attached thereto. College facilities extend to affiliated websites, distance learning classroom environments and agencies or institutions that have educational agreements with Grays Harbor College.

(6) **"College official"** shall mean any person employed by the college performing assigned duties.

(7) **"Day"** means a calendar day, except when a "business day" is specified. "Business day" means a weekday, excluding weekends and college holidays.

(8) **"Disciplinary action"** is the process by which discipline is imposed against a student for a violation of the student conduct code by the student conduct officer.

(9) **"Disciplinary appeal"** is the process by which an aggrieved student can appeal the discipline imposed by the student conduct officer as provided in WAC 132B-125-320 Appeal from disciplinary action. The student conduct committee hears disciplinary appeals from a suspension in excess of ten instructional days or a dismissal/expulsion. Appeals of all other appealable disciplinary action shall be reviewed through brief adjudicative proceedings.

(10) **"Employee"** shall mean any classified, faculty, administrator, exempt, student worker or volunteer person of the college or an affiliated institution.

(11) **"Faculty"** shall mean any person employed on a full- or part-time basis as a teacher, instructor, counselor, coach or librarian for the college or an affiliated institution. Includes faculty of other colleges (whether or not employed by Grays Harbor College (GHC)) that provide instruction to GHC students through distance education.

(12) **"Filing"** is the process by which a document is officially delivered to a school official responsible for facilitating a disciplinary review or a presiding officer. Unless expressly specified otherwise, filing shall be accomplished by:

(a) Hand delivery of the document to the school official or school official's assistant; or

(b) By sending the document by email and/or first-class mail to the recipient's college email and office address. Papers required to be filed shall be deemed filed upon actual receipt during office hours at the office of the specified official or presiding officer.

(13) **"President"** is the president of the college appointed by the board of trustees. The president is authorized to delegate any of their responsibilities as set forth in this chapter as they deem appropriate.

(14) **"RCW"** shall mean the Revised Code of Washington.

(15) **"Respondent"** is the student against whom disciplinary action is initiated.

(16) **"Service"** is the process by which a document is officially delivered to a party. Unless expressly specified otherwise, service upon a party shall be accomplished by:

(a) Hand delivery of the document to the party; or

(b) By sending the document by email and/or by certified mail or first-class mail to the party's last known address. Service is deemed complete upon hand delivery of the document or upon the date the document is emailed and deposited into the mail.

(17) **"Student"** shall mean and include any person who is enrolled in courses at or through the college, whether on a full-time or part-time basis, and whether such courses are credit courses, noncredit courses, online courses, or otherwise. Persons who withdraw after allegedly violating the code, who are not officially enrolled for a particular term but who have a continuing relationship with the college, or who have been notified of their acceptance for admission are considered "students."

(18) **"Student conduct officer"** is a college administrator designated by the president to be responsible for implementing and enforcing the student conduct code. The student conduct officer is authorized to delegate any and all of their responsibilities as set forth in this chapter as may be reasonably necessary.

(19) **"Vice president for student services"** is the administrator responsible for implementing and enforcing the student conduct code. The vice president is authorized to delegate any and all of their responsibilities as set forth in this chapter as may be reasonably necessary.

[Statutory Authority: RCW 28B.50.140(13). WSR 21-12-008, § 132B-125-305, filed 5/19/21, effective 6/19/21.]