

**Chapter 132Q-108 WAC  
RULES OF PRACTICE**

Last Update: 9/23/11

**WAC**

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

**WAC 132Q-108-010 Adoption of model rules of practice and procedure.** The model rules of procedure adopted by the chief administrative law judge pursuant to RCW 34.05.250, as now or hereafter amended, are hereby adopted for use at Community Colleges of Spokane. Those rules may be found in chapter 10-08 WAC. Other procedural rules adopted in this title are supplementary to the model rules of procedure. In the case of a conflict between the model rules of procedure and procedural rules adopted in this title, the procedural rules adopted by Community Colleges of Spokane shall govern. Rules adopted at CCS prior to July 1, 1989, remain in full force and effect unless specifically repealed or amended.

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

**WAC 132Q-108-020 Appointment of presiding officers.** The chancellor shall appoint a presiding officer for an adjudicative proceeding. The presiding officer shall be an administrative law judge, a member in good standing of the Washington State Bar Association, a panel of individuals, the chancellor or a designee of the chancellor, or any combination of the above. Where more than one individual is designated to be the presiding officer, one person shall be designated by the chancellor or the designee of the chancellor to make decisions concerning discovery, closure, means of recording adjudicative proceedings, and similar matters.

[Statutory Authority: RCW 28B.50.140. WSR 11-20-024, § 132Q-108-020, filed 9/23/11, effective 10/24/11; WSR 03-18-021, § 132Q-108-020, filed 8/25/03, effective 9/25/03; WSR 91-17-076, § 132Q-108-020, filed 8/21/91, effective 9/21/91.]

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

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

**WAC 132Q-108-040 Application for adjudicative proceeding.** An application for adjudicative proceeding shall be in writing. Applica-

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

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

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

- (1) Residency determinations made pursuant to RCW 28B.15.013, conducted by the admissions office;
- (2) Disputes concerning educational records;
- (3) Student conduct proceedings. The procedural rules in chapter 132Q-30 WAC apply to these procedures;
- (4) Parking violations. The procedural rules in chapter 132Q-20 WAC apply to these proceedings;
- (5) Outstanding debts owed by students or employees;
- (6) Loss of eligibility for participation in institution-sponsored athletic events.

[Statutory Authority: RCW 28B.50.140. WSR 11-20-024, § 132Q-108-050, filed 9/23/11, effective 10/24/11; WSR 03-18-021, § 132Q-108-050, filed 8/25/03, effective 9/25/03; WSR 92-14-039, § 132Q-108-050, filed 6/24/92, effective 7/25/92; WSR 91-17-076, § 132Q-108-050, filed 8/21/91, effective 9/21/91.]

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

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

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

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

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

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

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

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

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

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