

# Title 132D WAC

## COMMUNITY COLLEGES—SKAGIT VALLEY COLLEGE

### Chapters

<b>132D-104</b>	<b>Board of trustees.</b>
<b>132D-108</b>	<b>Practice and procedure.</b>
<b>132D-116</b>	<b>Parking and traffic regulations.</b>
<b>132D-120</b>	<b>Student rights and responsibilities.</b>
<b>132D-122</b>	<b>Withholding services for outstanding debts.</b>
<b>132D-125</b>	<b>Student education records.</b>
<b>132D-133</b>	<b>Organization.</b>
<b>132D-140</b>	<b>Policy on the use of college facilities.</b>
<b>132D-276</b>	<b>Access to public records.</b>
<b>132D-305</b>	<b>Sexual harassment policy.</b>
<b>132D-310</b>	<b>Antidiscrimination policy.</b>
<b>132D-315</b>	<b>Students with disabilities policy.</b>
<b>132D-325</b>	<b>State Environmental Policy Act rules.</b>
<b>132D-350</b>	<b>Restricted use of skateboards, roller skates, scooters, two-wheeled motor bikes and bicycles (recreational equipment).</b>
<b>132D-400</b>	<b>Loss of eligibility—Student athletic participation.</b>

### DISPOSITION OF CHAPTERS FORMERLY CODIFIED IN THIS TITLE

#### Chapter 132D-08 THE BOARD OF TRUSTEES

132D-08-010	The board of trustees. [Order 1, § 132D-08-010, filed 5/16/68.] Repealed by 89-11-023 (Order 89-05), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-08-015	Meetings of the board of trustees. [Order 1, § 132D-08-015, filed 5/16/68.] Repealed by 89-11-023 (Order 89-05), filed 5/11/89. Statutory Authority: RCW 28B.50-140.
132D-08-020	Communications to the board of trustees. [Order 1, § 132D-08-020, filed 5/16/68.] Repealed by 89-11-023 (Order 89-05), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-08-025	General information. [Order 1, § 132D-08-025, filed 5/16/68.] Repealed by 89-11-023 (Order 89-05), filed 5/11/89. Statutory Authority: RCW 28B.50.140.

#### Chapter 132D-10 UNIFORM PERSONNEL RULES FOR THE CLASSIFIED STAFF SERVICE OF SKAGIT VALLEY COLLEGE

132D-10-003	Purpose. [Order 3, § 132D-10-003, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-10-006	Positions covered by the rules. [Order 3, § 132D-10-006, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50-140.
132D-10-009	Adoption of rules. [Order 3, § 132D-10-009, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-10-012	Amendment of rules. [Order 3, § 132D-10-012, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-10-015	Definition of terms. [Order 3, § 132D-10-015, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-10-018	Organization. [Order 3, § 132D-10-018, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.

132D-10-021	Compensation. [Order 3, § 132D-10-021, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-10-024	Election of officers. [Order 3, § 132D-10-024, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-10-027	Meetings. [Order 3, § 132D-10-027, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-10-030	Powers and duties. [Order 3, § 132D-10-030, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-10-033	Appointment of personnel director. [Order 3, § 132D-10-033, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-10-036	Powers and duties of personnel director. [Order 3, § 132D-10-036, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-10-037	The appointing authority. [Order 3, § 132D-10-037, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-10-039	Classification plan—Content. [Order 3, § 132D-10-039, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-10-042	Amendment. [Order 3, § 132D-10-042, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-10-045	Allocation. [Order 3, § 132D-10-045, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-10-048	Interpretation of class specifications. [Order 3, § 132D-10-048, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-10-051	Use in allocation. [Order 3, § 132D-10-051, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-10-054	Use in examination. [Order 3, § 132D-10-054, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-10-057	Statements of general qualifications. [Order 3, § 132D-10-057, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-10-060	Authority. [Order 3, § 132D-10-060, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-10-063	Use of class titles. [Order 3, § 132D-10-063, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-10-066	Compensation plan—General policies. [Order 3, § 132D-10-066, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-10-069	Content. [Order 3, § 132D-10-069, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-10-072	Amendment. [Order 3, § 132D-10-072, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-10-075	Payroll certification. [Order 3, § 132D-10-075, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-10-078	Hours of work and leaves of absence. [Order 3, § 132D-10-078, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-10-084	Rest periods. [Order 3, § 132D-10-084, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.

**Title 132D****Title 132D WAC: Skagit Valley College**

132D-10-087	Holidays. [Order 3, § 132D-10-087, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.	132D-10-228	Unranked lists. [Order 3, § 132D-10-228, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-10-096	Annual leave. [Order 3, § 132D-10-096, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.	132D-10-231	Duration of eligible lists. [Order 3, § 132D-10-231, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-10-120	Sick leave. [Order 3, § 132D-10-120, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.	132D-10-261	Removal of names from eligible lists. [Order 3, § 132D-10-261, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-10-144	Military training leave with pay. [Order 3, § 132D-10-144, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50-140.	132D-10-264	Comparable lists. [Order 3, § 132D-10-264, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-10-147	Military leave without pay. [Order 3, § 132D-10-147, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.	132D-10-267	Availability of eligibles. [Order 3, § 132D-10-267, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-10-150	Leave for civil duty. [Order 3, § 132D-10-150, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.	132D-10-270	Request for employees. [Order 3, § 132D-10-270, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-10-153	Leave of absence without pay. [Order 3, § 132D-10-153, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50-140.	132D-10-273	Method of certification. [Order 3, § 132D-10-273, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-10-165	Absence without authorized leave. [Order 3, § 132D-10-165, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50-140.	132D-10-276	Ranked lists. [Order 3, § 132D-10-276, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-10-168	Selection by examination. [Order 3, § 132D-10-168, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.	132D-10-279	Related lists. [Order 3, § 132D-10-279, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-10-171	Content of announcements of examinations. [Order 3, § 132D-10-171, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.	132D-10-281	Selection. [Order 3, § 132D-10-281, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-10-175	Distribution of announcements. [Order 3, § 132D-10-175, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50-140.	132D-10-284	Probationary appointments. [Order 3, § 132D-10-284, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-10-177	Open competitive examinations. [Order 3, § 132D-10-177, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50-140.	132D-10-287	Provisional appointments. [Order 3, § 132D-10-287, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-10-180	Promotional examinations. [Order 3, § 132D-10-180, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.	132D-10-290	Transfer. [Order 3, § 132D-10-290, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-10-183	Forms of applications. [Order 3, § 132D-10-183, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.	132D-10-293	Demotion. [Order 3, § 132D-10-293, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-10-186	Freedom from bias. [Order 3, § 132D-10-186, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.	132D-10-296	Probationary period—Purpose. [Order 3, § 132D-10-296, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50-140.
132D-10-189	Admission to examination. [Order 3, § 132D-10-189, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.	132D-10-299	Duration. [Order 3, § 132D-10-299, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-10-192	Disqualification of applicants. [Order 3, § 132D-10-192, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.	132D-10-302	Removal during probational period. [Order 3, § 132D-10-302, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-10-195	Original examinations. [Order 3, § 132D-10-195, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.	132D-10-305	Demotion during probationary period. [Order 3, § 132D-10-305, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-10-198	Promotional examinations. [Order 3, § 132D-10-198, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.	132D-10-308	Separation. [Order 3, § 132D-10-308, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-10-201	Noncompetitive examinations. [Order 3, § 132D-10-201, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50-140.	132D-10-311	Resignation. [Order 3, § 132D-10-311, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-10-204	Open-continuous examinations. [Order 3, § 132D-10-204, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50-140.	132D-10-314	Reduction in force—Layoff. [Order 3, § 132D-10-314, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-10-207	Conduct of examinations. [Order 3, § 132D-10-207, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.	132D-10-317	Dismissal. [Order 3, § 132D-10-317, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-10-210	Anonymity of applicants. [Order 3, § 132D-10-210, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.	132D-10-320	Abandonment of position. [Order 3, § 132D-10-320, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-10-212	Merit lists. [Order 3, § 132D-10-212, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.	132D-10-323	Disciplinary action. [Order 3, § 132D-10-323, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-10-215	Layoff lists. [Order 3, § 132D-10-215, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.	132D-10-326	Suspension. [Order 3, § 132D-10-326, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
		132D-10-329	Demotion. [Order 3, § 132D-10-329, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
		132D-10-332	Who may appeal from disciplinary action. [Order 3, § 132D-10-332, filed 10/10/68.] Repealed by 89-11-022

	(Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.	132D-10-407	Outside employment. [Order 3, § 132D-10-407, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-10-335	Procedures for hearing appeals. [Order 3, § 132D-10-335, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50-140.	132D-10-408	Employment of more than one member of a family. [Order 3, § 132D-10-408, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-10-338	Agreements between agencies and employee organizations. [Order 3, § 132D-10-338, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.	132D-10-410	False statements—Fraud. [Order 3, § 132D-10-410, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-10-341	Notice of intent by bargaining unit. [Order 3, § 132D-10-341, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.	132D-10-413	Bribery. [Order 3, § 132D-10-413, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-10-344	Determination of bargaining unit. [Order 3, § 132D-10-344, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50-140.	132D-10-416	Interference by officials. [Order 3, § 132D-10-416, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-10-347	Bargaining factors. [Order 3, § 132D-10-347, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.	132D-10-419	Penalties. [Order 3, § 132D-10-419, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-10-350	Certification by director—Notice of petition. [Order 3, § 132D-10-350, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.	132D-10-422	Discrimination. [Order 3, § 132D-10-422, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-10-353	Election of representative organization—Notice. [Order 3, § 132D-10-353, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.	132D-10-425	Personnel records. [Order 3, § 132D-10-425, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-10-356	Election rules—Ballots. [Order 3, § 132D-10-356, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.	132D-10-428	Roster. [Order 3, § 132D-10-428, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-10-359	Majority of votes required. [Order 3, § 132D-10-359, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.	132D-10-431	Reports to the personnel director. [Order 3, § 132D-10-431, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50-140.
132D-10-362	Representation upon certification. [Order 3, § 132D-10-362, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50-140.	132D-10-434	Public records. [Order 3, § 132D-10-434, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-10-365	Decertification. [Order 3, § 132D-10-365, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.	<b>Chapter 132D-12 PETITION FOR PROMULGATION, AMENDMENT OR REPEAL OF RULE</b>	
132D-10-368	Personnel matters. [Order 3, § 132D-10-368, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.	132D-12-010	Interested persons may petition the board for promulgation, amendment or repeal of rule. [Order 2, § 132D-12-010, filed 5/16/68.] Repealed by 89-09-038 (Order 89-03), filed 4/14/89. Statutory Authority: RCW 28B.50-140.
132D-10-371	Grievance procedure. [Order 3, § 132D-10-371, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.	132D-12-015	Contents of petition. [Order 2, § 132D-12-015, filed 5/16/68.] Repealed by 89-09-038 (Order 89-03), filed 4/14/89. Statutory Authority: RCW 28B.50.140.
132D-10-374	Payroll deduction. [Order 3, § 132D-10-374, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.	132D-12-020	Consideration of petition. [Order 2, § 132D-12-020, filed 5/16/68.] Repealed by 89-09-038 (Order 89-03), filed 4/14/89. Statutory Authority: RCW 28B.50.140.
132D-10-377	One year duration. [Order 3, § 132D-10-377, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.	<b>Chapter 132D-14 RULES OF CONDUCT AND ENFORCEMENT PROCEDURES</b>	
132D-10-380	Filing—Conflict with Civil Service Act. [Order 3, § 132D-10-380, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.	132D-14-010	Purpose for adopting rules. [Order 1-70, § 132D-14-010, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
132D-10-383	Conferences on disputes. [Order 3, § 132D-10-383, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.	132D-14-020	Definitions. [Statutory Authority: RCW 28B.50.140 (13), 79-12-019 (Resolution No. 79-6), § 132D-14-020, filed 11/15/79; Order 1-70, § 132D-14-020, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
132D-10-386	Hearing on disputes. [Order 3, § 132D-10-386, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.	132D-14-030	Jurisdiction. [Order 1-70, § 132D-14-030, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
132D-10-389	Service ratings. [Order 3, § 132D-10-389, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.	132D-14-040	Academic dishonesty. [Order 1-70, § 132D-14-040, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
132D-10-392	Education and training. [Order 3, § 132D-10-392, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.	132D-14-050	Alcoholic beverages. [Order 1-70, § 132D-14-050, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
132D-10-395	Outside course work. [Order 3, § 132D-10-395, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.	132D-14-060	Campus traffic regulations. [Order 1-70, § 132D-14-060, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
132D-10-398	Classes during working hours—Compensation—Authorization. [Order 3, § 132D-10-398, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.	132D-14-070	Civil disturbances. [Order 1-70, § 132D-14-070, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
132D-10-401	Special training programs. [Order 3, § 132D-10-401, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.		
132D-10-404	Political activity. [Order 3, § 132D-10-404, filed 10/10/68.] Repealed by 89-11-022 (Order 89-06), filed 5/11/89. Statutory Authority: RCW 28B.50.140.		

132D-14-080	Classroom conduct. [Statutory Authority: RCW 28B.50.140(13). 79-12-019 (Resolution No. 79-6), § 132D-14-080, filed 11/15/79; Order 1-70, § 132D-14-080, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.		12-019 (Resolution No. 79-6), § 132D-14-240, filed 11/15/79; Order 1-70, § 132D-14-240, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.-140.
132D-14-090	Commercial activities. [Order 1-70, § 132D-14-090, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.	132D-14-250	Conduct of disciplinary hearings. [Order 1-70, § 132D-14-250, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
132D-14-100	Criminal violations. [Statutory Authority: RCW 28B.50.140(13). 79-12-019 (Resolution No. 79-6), § 132D-14-100, filed 11/15/79; Order 1-70, § 132D-14-100, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.	132D-14-260	Evidence admissible in hearings. [Order 1-70, § 132D-14-260, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
132D-14-110	Distribution of printed and other materials. [Statutory Authority: RCW 28B.50.140(13). 79-12-019 (Resolution No. 79-6), § 132D-14-110, filed 11/15/79; Order 1-70, § 132D-14-110, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.	132D-14-270	Decision by the college disciplinary court. [Order 1-70, § 132D-14-270, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
132D-14-120	Drugs and narcotics. [Order 1-70, § 132D-14-120, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.	132D-14-280	Final decision regarding disciplinary action. [Statutory Authority: RCW 28B.50.140(13). 79-12-019 (Resolution No. 79-6), § 132D-14-280, filed 11/15/79; Order 1-70, § 132D-14-280, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
132D-14-130	Property damage. [Order 1-70, § 132D-14-130, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.	132D-14-290	Disciplinary action. [Statutory Authority: RCW 28B.50.140(13). 79-12-019 (Resolution No. 79-6), § 132D-14-290, filed 11/15/79; Order 1-70, § 132D-14-290, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
132D-14-140	Right of assembly or demonstration. [Order 1-70, § 132D-14-140, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.	132D-14-300	Appeal of disciplinary action to the all-college judiciary committee. [Order 1-70, § 132D-14-300, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.-140.
132D-14-150	Speakers on campus. [Statutory Authority: RCW 28B.50.140(13). 79-12-019 (Resolution No. 79-6), § 132D-14-150, filed 11/15/79; Order 1-70, § 132D-14-150, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.	132D-14-310	Final appeal. [Order 1-70, § 132D-14-310, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
132D-14-160	Trespass. [Order 1-70, § 132D-14-160, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.-140.	132D-14-320	Civilian prosecution. [Order 1-70, § 132D-14-320, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
132D-14-170	Delegation of disciplinary authority. [Order 1-70, § 132D-14-170, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.	132D-14-330	Effective date of the rules of conduct. [Statutory Authority: RCW 28B.50.140(13). 79-12-019 (Resolution No. 79-6), § 132D-14-330, filed 11/15/79; Order 1-70, § 132D-14-330, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
132D-14-180	Right to demand identification. [Order 1-70, § 132D-14-180, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.	132D-14-340	Prior rules. [Order 1-70, § 132D-14-340, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.-140.
132D-14-190	Purpose of disciplinary action. [Order 1-70, § 132D-14-190, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.	132D-14-350	Severability. [Order 1-70, § 132D-14-350, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
132D-14-200	Summary suspension. [Statutory Authority: RCW 28B.50.140(13). 79-12-019 (Resolution No. 79-6), § 132D-14-200, filed 11/15/79; Order 1-70, § 132D-14-200, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.	<b>Chapter 132D-16 PARKING AND TRAFFIC REGULATIONS</b>	
132D-14-210	Initial disciplinary proceedings. [Statutory Authority: RCW 28B.50.140(13). 79-12-019 (Resolution No. 79-6), § 132D-14-210, filed 11/15/79; Order 1-70, § 132D-14-210, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.	132D-16-010	Purpose for adopting rules. [Order 2-70, § 132D-16-010, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140. Later promulgation, see chapter 132D-116 WAC.
132D-14-220	Appeal of disciplinary action taken by the assistant to the president for student affairs. [Statutory Authority: RCW 28B.50.140(13). 79-12-019 (Resolution No. 79-6), § 132D-14-220, filed 11/15/79; Order 1-70, § 132D-14-220, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.	132D-16-020	Definitions. [Statutory Authority: RCW 28B.50.140(13). 79-12-019 (Resolution No. 79-6), § 132D-16-020, filed 11/15/79; Order 2-70, § 132D-16-020, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
132D-14-230	Composition and structure of the college disciplinary court. [Statutory Authority: RCW 28B.50.140(13). 79-12-019 (Resolution No. 79-6), § 132D-14-230, filed 11/15/79; Order 1-70, § 132D-14-230, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.-140.	132D-16-030	Applicable traffic rules and regulations. [Order 2-70, § 132D-16-030, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
132D-14-240	Procedures for hearing before the college disciplinary court. [Statutory Authority: RCW 28B.50.140(13). 79-	132D-16-040	Permits required for vehicles on campus. [Order 2-70, § 132D-16-040, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
		132D-16-050	Authorization for issuance of permits. [Statutory Authority: RCW 28B.50.140(13). 79-12-019 (Resolution No. 79-6), § 132D-16-050, filed 11/15/79; Order 2-70, § 132D-16-050, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.

132D-16-060	Valid permit. [Statutory Authority: RCW 28B.50-140(13). 79-12-019 (Resolution No. 79-6), § 132D-16-060, filed 11/15/79; Order 2-70, § 132D-16-060, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.	132D-16-230	Exceptions from traffic and parking restrictions. [Order 2-70, § 132D-16-230, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
132D-16-070	Display of permit. [Order 2-70, § 132D-16-070, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.	132D-16-240	Enforcement. [Statutory Authority: RCW 28B.50.140(13). 79-12-019 (Resolution No. 79-6), § 132D-16-240, filed 11/15/79; Order 2-70, § 132D-16-240, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
132D-16-080	Transfer of permits. [Order 2-70, § 132D-16-080, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.	132D-16-250	Issuance of traffic tickets. [Statutory Authority: RCW 28B.50.140(13). 79-12-019 (Resolution No. 79-6), § 132D-16-250, filed 11/15/79; Order 2-70, § 132D-16-250, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
132D-16-090	Permit revocation. [Statutory Authority: RCW 28B.50.140(13). 79-12-019 (Resolution No. 79-6), § 132D-16-090, filed 11/15/79; Order 2-70, § 132D-16-090, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.	132D-16-260	Fines and penalties. [Statutory Authority: RCW 28B.50.140(13). 79-12-019 (Resolution No. 79-6), § 132D-16-260, filed 11/15/79; Order 2-70, § 132D-16-260, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
132D-16-100	Right to refuse permit. [Order 2-70, § 132D-16-100, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.	132D-16-270	Appeal of fines and penalties. [Order 2-70, § 132D-16-270, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
132D-16-110	Right to appeal permit revocation or refusal to grant permit. [Statutory Authority: RCW 28B.50.140(13). 79-12-019 (Resolution No. 79-6), § 132D-16-110, filed 11/15/79; Order 2-70, § 132D-16-110, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.	132D-16-280	Liability of college. [Order 2-70, § 132D-16-280, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
132D-16-120	Responsibility of person to whom permit issued. [Order 2-70, § 132D-16-120, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.	132D-16-290	Delegation of authority. [Statutory Authority: RCW 28B.50.140(13). 79-12-019 (Resolution No. 79-6), § 132D-16-290, filed 11/15/79; Order 2-70, § 132D-16-290, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
132D-16-130	Designation of parking space. [Statutory Authority: RCW 28B.50.140(13). 79-12-019 (Resolution No. 79-6), § 132D-16-130, filed 11/15/79; Order 2-70, § 132D-16-130, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.	132D-16-300	Effective date. [Order 2-70, § 132D-16-300, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
132D-16-140	Parking within designated spaces. [Order 2-70, § 132D-16-140, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.	132D-16-310	Severability. [Order 2-70, § 132D-16-310, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.
132D-16-150	Day parking. [Order 2-70, § 132D-16-150, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.		
132D-16-160	Night parking. [Order 2-70, § 132D-16-160, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.	132D-18-010	Purpose. [Order, § 132D-18-010, filed 9/25/73.] Repealed by 89-11-024 (Order 89-07), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-16-170	Regulatory signs and directions. [Statutory Authority: RCW 28B.50.140(13). 79-12-019 (Resolution No. 79-6), § 132D-16-170, filed 11/15/79; Order 2-70, § 132D-16-170, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.	132D-18-020	Definitions. [Order, § 132D-18-020, filed 9/25/73.] Repealed by 89-11-024 (Order 89-07), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-16-180	Speed. [Order 2-70, § 132D-16-180, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.	132D-18-030	Description of organization. [Order, § 132D-18-030, filed 9/25/73.] Repealed by 89-11-024 (Order 89-07), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-16-190	Pedestrian's right of way. [Order 2-70, § 132D-16-190, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.	132D-18-040	Operations and procedures. [Order, § 132D-18-040, filed 9/25/73.] Repealed by 89-11-024 (Order 89-07), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-16-200	Special traffic and parking regulations and restrictions authorized. [Statutory Authority: RCW 28B.50.140(13). 79-12-019 (Resolution No. 79-6), § 132D-16-200, filed 11/15/79; Order 2-70, § 132D-16-200, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.	132D-18-050	Substantive rules and policies of general applicability. [Order, § 132D-18-050, filed 9/25/73.] Repealed by 89-11-024 (Order 89-07), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-16-210	Two-wheeled motor bikes or bicycles. [Statutory Authority: RCW 28B.50.140(13). 79-12-019 (Resolution No. 79-6), § 132D-16-210, filed 11/15/79; Order 2-70, § 132D-16-210, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.	132D-18-060	Public records available. [Order, § 132D-18-060, filed 9/25/73.] Repealed by 89-11-024 (Order 89-07), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-16-220	Report of accidents. [Statutory Authority: RCW 28B.50.140(13). 79-12-019 (Resolution No. 79-6), § 132D-16-220, filed 11/15/79; Order 2-70, § 132D-16-220, filed 6/29/70.] Repealed by 88-24-014 (Order 88-01), filed 12/1/88, effective 1/1/89. Statutory Authority: RCW 28B.50.140.	132D-18-070	Public records officer. [Order, § 132D-18-070, filed 9/25/73.] Repealed by 89-11-024 (Order 89-07), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
		132D-18-080	Office hours. [Order, § 132D-18-080, filed 9/25/73.] Repealed by 89-11-024 (Order 89-07), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
		132D-18-090	Requests for public records. [Order, § 132D-18-090, filed 9/25/73.] Repealed by 89-11-024 (Order 89-07), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
		132D-18-100	Copying. [Order, § 132D-18-100, filed 9/25/73.] Repealed by 89-11-024 (Order 89-07), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
		132D-18-110	Determination regarding exempt records. [Order, § 132D-18-110, filed 9/25/73.] Repealed by 89-11-024 (Order 89-07), filed 5/11/89. Statutory Authority: RCW 28B.50.140.

**Chapter 132D-18  
PUBLIC RECORDS**

132D-18-120	Review of denials of public record requests. [Order, § 132D-18-120, filed 9/25/73.] Repealed by 89-11-024 (Order 89-07), filed 5/11/89. Statutory Authority: RCW 28B.50.140.	132D-20-200	Employees present at polls entitled to vote—Ballot boxes sealed—Unused ballots. [Order, § 132D-20-200, filed 10/17/74.] Repealed by 89-11-025 (Order 89-08), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-18-130	Protection of public records. [Order, § 132D-18-130, filed 9/25/73.] Repealed by 89-11-024 (Order 89-07), filed 5/11/89. Statutory Authority: RCW 28B.50.140.	132D-20-210	Duties of election inspectors. [Order, § 132D-20-210, filed 10/17/74.] Repealed by 89-11-025 (Order 89-08), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-18-140	Records index. [Order, § 132D-18-140, filed 9/25/73.] Repealed by 89-11-024 (Order 89-07), filed 5/11/89. Statutory Authority: RCW 28B.50.140.	132D-20-220	Counting of ballots. [Order, § 132D-20-220, filed 10/17/74.] Repealed by 89-11-025 (Order 89-08), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-18-150	Adoption of form. [Order, § 132D-18-150, filed 9/25/73.] Repealed by 89-11-024 (Order 89-07), filed 5/11/89. Statutory Authority: RCW 28B.50.140.	132D-20-230	Challenged ballots—When counted. [Order, § 132D-20-230, filed 10/17/74.] Repealed by 89-11-025 (Order 89-08), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
<b>Chapter 132D-20</b>			
<b>NEGOTIATIONS BY ACADEMIC PERSONNEL</b>			
132D-20-010	Purpose. [Order, § 132D-20-010, filed 10/17/74.] Repealed by 89-11-025 (Order 89-08), filed 5/11/89. Statutory Authority: RCW 28B.50.140.	132D-20-240	Certification election—Lack of majority vote. [Order, § 132D-20-240, filed 10/17/74.] Repealed by 89-11-025 (Order 89-08), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-20-020	Definitions. [Order, § 132D-20-020, filed 10/17/74.] Repealed by 89-11-025 (Order 89-08), filed 5/11/89. Statutory Authority: RCW 28B.50.140.	132D-20-250	Certification of election results. [Order, § 132D-20-250, filed 10/17/74.] Repealed by 89-11-025 (Order 89-08), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-20-030	Certification election—Request. [Order, § 132D-20-030, filed 10/17/74.] Repealed by 89-11-025 (Order 89-08), filed 5/11/89. Statutory Authority: RCW 28B.50.140.	132D-20-260	Contest of election. [Order, § 132D-20-260, filed 10/17/74.] Repealed by 89-11-025 (Order 89-08), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-20-040	Election to determine scope of bargaining unit—Request. [Order, § 132D-20-040, filed 10/17/74.] Repealed by 89-11-025 (Order 89-08), filed 5/11/89. Statutory Authority: RCW 28B.50.140.	132D-20-270	Certification election—Certification of representative employee organization. [Order, § 132D-20-270, filed 10/17/74.] Repealed by 89-11-025 (Order 89-08), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-20-050	Designation of election officer. [Order, § 132D-20-050, filed 10/17/74.] Repealed by 89-11-025 (Order 89-08), filed 5/11/89. Statutory Authority: RCW 28B.50.140.	132D-20-280	Election to determine scope of bargaining unit—Certification of scope of bargaining unit. [Order, § 132D-20-280, filed 10/17/74.] Repealed by 89-11-025 (Order 89-08), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-20-060	Certification election—Notice of election. [Order, § 132D-20-060, filed 10/17/74.] Repealed by 89-11-025 (Order 89-08), filed 5/11/89. Statutory Authority: RCW 28B.50.140.	132D-20-290	Time lapse for new election. [Order, § 132D-20-290, filed 10/17/74.] Repealed by 89-11-025 (Order 89-08), filed 5/11/89. Statutory Authority: RCW 28B.50.140.
132D-20-070	Election to determine scope of bargaining unit—Notice of election. [Order, § 132D-20-070, filed 10/17/74.] Repealed by 89-11-025 (Order 89-08), filed 5/11/89. Statutory Authority: RCW 28B.50.140.	<b>Chapter 132D-36</b>	
132D-20-080	Certification election—Organizations to appear on ballot. [Order, § 132D-20-080, filed 10/17/74.] Repealed by 89-11-025 (Order 89-08), filed 5/11/89. Statutory Authority: RCW 28B.50.140.	<b>STATE ENVIRONMENTAL POLICY ACT RULES</b>	
132D-20-090	List of eligible voters. [Order, § 132D-20-090, filed 10/17/74.] Repealed by 89-11-025 (Order 89-08), filed 5/11/89. Statutory Authority: RCW 28B.50.140.	132D-36-010	Implementation of State Environmental Policy Act. [Order 76-3, § 132D-36-010, filed 12/22/76.] Repealed by 89-09-042 (Order 89-02), filed 4/14/89. Statutory Authority: RCW 28B.50.140.
132D-20-100	Certification election—Preparation of ballot. [Order, § 132D-20-100, filed 10/17/74.] Repealed by 89-11-025 (Order 89-08), filed 5/11/89. Statutory Authority: RCW 28B.50.140.	<b>Chapter 132D-130</b>	
132D-20-110	Election to determine scope of bargaining unit—Preparation of ballot. [Order, § 132D-20-110, filed 10/17/74.] Repealed by 89-11-025 (Order 89-08), filed 5/11/89. Statutory Authority: RCW 28B.50.140.	<b>STUDENT RECORDS</b>	
132D-20-120	Voter registration. [Order, § 132D-20-120, filed 10/17/74.] Repealed by 89-11-025 (Order 89-08), filed 5/11/89. Statutory Authority: RCW 28B.50.140.	132D-130-010	Purpose. [Statutory Authority: RCW 28B.50.140, chapters 34.05 and 69.41 RCW and 26 U.S.C. 1232g. 90-05-045, § 132D-130-010, filed 2/16/90, effective 3/19/90.] Repealed by 94-01-028, filed 12/6/93, effective 1/6/94. Statutory Authority: RCW 28B.50.140.
132D-20-130	Voting in person or by absentee ballot. [Order, § 132D-20-130, filed 10/17/74.] Repealed by 89-11-025 (Order 89-08), filed 5/11/89. Statutory Authority: RCW 28B.50.140.	132D-130-020	Definitions. [Statutory Authority: RCW 28B.50.140, chapters 34.05 and 69.41 RCW and 26 U.S.C. 1232g. 90-05-045, § 132D-130-020, filed 2/16/90, effective 3/19/90.] Repealed by 94-01-028, filed 12/6/93, effective 1/6/94. Statutory Authority: RCW 28B.50.140.
132D-20-140	Protection of voter privacy. [Order, § 132D-20-140, filed 10/17/74.] Repealed by 89-11-025 (Order 89-08), filed 5/11/89. Statutory Authority: RCW 28B.50.140.	132D-130-030	Access to records. [Statutory Authority: RCW 28B.50.140, chapters 34.05 and 69.41 RCW and 26 U.S.C. 1232g. 90-05-045, § 132D-130-030, filed 2/16/90, effective 3/19/90.] Repealed by 94-01-028, filed 12/6/93, effective 1/6/94. Statutory Authority: RCW 28B.50.140.
132D-20-150	Election inspectors and observers. [Order, § 132D-20-150, filed 10/17/74.] Repealed by 89-11-025 (Order 89-08), filed 5/11/89. Statutory Authority: RCW 28B.50.140.	132D-130-035	Access to records—Limitations on access. [Statutory Authority: RCW 28B.50.140, chapters 34.05 and 69.41 RCW and 26 U.S.C. 1232g. 90-05-045, § 132D-130-035, filed 2/16/90, effective 3/19/90.] Repealed by 94-01-028, filed 12/6/93, effective 1/6/94. Statutory Authority: RCW 28B.50.140.
132D-20-160	Electioneering prohibited at polls. [Order, § 132D-20-160, filed 10/17/74.] Repealed by 89-11-025 (Order 89-08), filed 5/11/89. Statutory Authority: RCW 28B.50.140.	132D-130-040	Right to copy records. [Statutory Authority: RCW 28B.50.140, chapters 34.05 and 69.41 RCW and 26 U.S.C. 1232g. 90-05-045, § 132D-130-040, filed 2/16/90, effective 3/19/90.] Repealed by 94-01-028, filed 12/6/93, effective 1/6/94. Statutory Authority: RCW 28B.50.140.
132D-20-170	Incorrectly marked ballots. [Order, § 132D-20-170, filed 10/17/74.] Repealed by 89-11-025 (Order 89-08), filed 5/11/89. Statutory Authority: RCW 28B.50.140.	132D-130-045	Request for explanation or interpretation of record. [Statutory Authority: RCW 28B.50.140, chapters 34.05 and 69.41 RCW and 26 U.S.C. 1232g. 90-05-045, § 132D-130-045, filed 2/16/90, effective 3/19/90.] Repealed by 94-01-028, filed 12/6/93, effective 1/6/94. Statutory Authority: RCW 28B.50.140.
132D-20-180	Challenged ballots. [Order, § 132D-20-180, filed 10/17/74.] Repealed by 89-11-025 (Order 89-08), filed 5/11/89. Statutory Authority: RCW 28B.50.140.	132D-130-050	Challenges—To content of records—To release of records—Or to denial of access to records. [Statutory Authority: RCW 28B.50.140, chapters 34.05 and 69.41 RCW and 26 U.S.C. 1232g. 90-05-045, § 132D-130-
132D-20-190	Absentee ballots. [Order, § 132D-20-190, filed 10/17/74.] Repealed by 89-11-025 (Order 89-08), filed 5/11/89. Statutory Authority: RCW 28B.50.140.		

- 050, filed 2/16/90, effective 3/19/90.] Repealed by 94-01-028, filed 12/6/93, effective 1/6/94. Statutory Authority: RCW 28B.50.140.
- 132D-130-055 Challenges—Informal proceedings. [Statutory Authority: RCW 28B.50.140, chapters 34.05 and 69.41 RCW and 26 U.S.C. 1232g, 90-05-045, § 132D-130-055, filed 2/16/90, effective 3/19/90.] Repealed by 94-01-028, filed 12/6/93, effective 1/6/94. Statutory Authority: RCW 28B.50.140.
- 132D-130-060 Challenges—Hearing before grievance review committee. [Statutory Authority: RCW 28B.50.140, chapters 34.05 and 69.41 RCW and 26 U.S.C. 1232g, 90-05-045, § 132D-130-060, filed 2/16/90, effective 3/19/90.] Repealed by 94-01-028, filed 12/6/93, effective 1/6/94. Statutory Authority: RCW 28B.50.140.
- 132D-130-070 Release of personally identifiable information or education records. [Statutory Authority: RCW 28B.50.140, chapters 34.05 and 69.41 RCW and 26 U.S.C. 1232g, 90-05-045, § 132D-130-070, filed 2/16/90, effective 3/19/90.] Repealed by 94-01-028, filed 12/6/93, effective 1/6/94. Statutory Authority: RCW 28B.50.140.
- 132D-130-075 Release of personally identifiable information or education records—Nature of consent required. [Statutory Authority: RCW 28B.50.140, chapters 34.05 and 69.41 RCW and 26 U.S.C. 1232g, 90-05-045, § 132D-130-075, filed 2/16/90, effective 3/19/90.] Repealed by 94-01-028, filed 12/6/93, effective 1/6/94. Statutory Authority: RCW 28B.50.140.
- 132D-130-080 Release of personally identifiable information or education records—Exceptions to consent requirement. [Statutory Authority: RCW 28B.50.140, chapters 34.05 and 69.41 RCW and 26 U.S.C. 1232g, 90-05-045, § 132D-130-080, filed 2/16/90, effective 3/19/90.] Repealed by 94-01-028, filed 12/6/93, effective 1/6/94. Statutory Authority: RCW 28B.50.140.
- 132D-130-085 Release of information in emergencies. [Statutory Authority: RCW 28B.50.140, chapters 34.05 and 69.41 RCW and 26 U.S.C. 1232g, 90-05-045, § 132D-130-085, filed 2/16/90, effective 3/19/90.] Repealed by 94-01-028, filed 12/6/93, effective 1/6/94. Statutory Authority: RCW 28B.50.140.
- 132D-130-090 Directory information. [Statutory Authority: RCW 28B.50.140, chapters 34.05 and 69.41 RCW and 26 U.S.C. 1232g, 90-05-045, § 132D-130-090, filed 2/16/90, effective 3/19/90.] Repealed by 94-01-028, filed 12/6/93, effective 1/6/94. Statutory Authority: RCW 28B.50.140.
- 132D-130-095 Destruction of student records. [Statutory Authority: RCW 28B.50.140, chapters 34.05 and 69.41 RCW and 26 U.S.C. 1232g, 90-05-045, § 132D-130-095, filed 2/16/90, effective 3/19/90.] Repealed by 94-01-028, filed 12/6/93, effective 1/6/94. Statutory Authority: RCW 28B.50.140.
- 132D-130-100 Notification of rights under this chapter. [Statutory Authority: RCW 28B.50.140, chapters 34.05 and 69.41 RCW and 26 U.S.C. 1232g, 90-05-045, § 132D-130-100, filed 2/16/90, effective 3/19/90.] Repealed by 94-01-028, filed 12/6/93, effective 1/6/94. Statutory Authority: RCW 28B.50.140.

**Chapter 132D-280**  
**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

- 132D-280-010 Confidentiality of student records. [Statutory Authority: RCW 28B.50.140, 89-11-044 (Order 89-09), § 132D-280-010, filed 5/16/89.] Repealed by 94-01-028, filed 12/6/93, effective 1/6/94. Statutory Authority: RCW 28B.50.140.
- 132D-280-020 Education records—Students' right to inspect. [Statutory Authority: RCW 28B.50.140, 89-11-044 (Order 89-09), § 132D-280-020, filed 5/16/89.] Repealed by 94-01-028, filed 12/6/93, effective 1/6/94. Statutory Authority: RCW 28B.50.140.
- 132D-280-025 Requests and appeal procedures. [Statutory Authority: RCW 28B.50.140, 89-11-044 (Order 89-09), § 132D-280-025, filed 5/16/89.] Repealed by 94-01-028, filed 12/6/93, effective 1/6/94. Statutory Authority: RCW 28B.50.140.
- 132D-280-030 Release of personally-identifiable records. [Statutory Authority: RCW 28B.50.140, 89-11-044 (Order 89-09), § 132D-280-030, filed 5/16/89.] Repealed by 94-01-028, filed 12/6/93, effective 1/6/94. Statutory Authority: RCW 28B.50.140.
- 132D-280-035 College records. [Statutory Authority: RCW 28B.50.140, 89-11-044 (Order 89-09), § 132D-280-035, filed

- 5/16/89.] Repealed by 94-01-028, filed 12/6/93, effective 1/6/94. Statutory Authority: RCW 28B.50.140.
- 132D-280-040 Review of records requests and requests to amend. [Statutory Authority: RCW 28B.50.140, 89-11-044 (Order 89-09), § 132D-280-040, filed 5/16/89.] Repealed by 94-01-028, filed 12/6/93, effective 1/6/94. Statutory Authority: RCW 28B.50.140.

**Chapter 132D-300**  
**GRIEVANCE PROCEDURE—SEXUAL HARASSMENT, SEX DISCRIMINATION, AND HANDICAPPED DISCRIMINATION**

- 132D-300-010 Statement of policy. [Statutory Authority: RCW 28B.50.140, 94-01-028, § 132D-300-010, filed 12/6/93, effective 1/6/94; 89-11-038 (Order 89-10), § 132D-300-010, filed 5/15/89.] Repealed by 96-01-077, filed 12/18/95, effective 1/18/96. Statutory Authority: RCW 28B.50.140.
- 132D-300-020 Jurisdiction. [Statutory Authority: RCW 28B.50.140, 94-01-028, § 132D-300-020, filed 12/6/93, effective 1/6/94; 89-11-038 (Order 89-10), § 132D-300-020, filed 5/15/89.] Repealed by 96-01-077, filed 12/18/95, effective 1/18/96. Statutory Authority: RCW 28B.50.140.
- 132D-300-030 Grievance procedure. [Statutory Authority: RCW 28B.50.140, 94-01-028, § 132D-300-030, filed 12/6/93, effective 1/6/94; 89-11-038 (Order 89-10), § 132D-300-030, filed 5/15/89.] Repealed by 96-01-077, filed 12/18/95, effective 1/18/96. Statutory Authority: RCW 28B.50.140.
- 132D-300-040 Definition—Sexual harassment. [Statutory Authority: RCW 28B.50.140, 94-01-028, § 132D-300-040, filed 12/6/93, effective 1/6/94.] Repealed by 96-01-077, filed 12/18/95, effective 1/18/96. Statutory Authority: RCW 28B.50.140.

**Chapter 132D-104 WAC**  
**BOARD OF TRUSTEES**

**WAC**

- 132D-104-010 The board of trustees.
- 132D-104-020 Meetings of the board of trustees.
- 132D-104-030 Communication to the board of trustees.
- 132D-104-040 General information.

**WAC 132D-104-010 The board of trustees.** The government of Community College District No. 4 (Skagit Valley College) is vested in a five-person board of trustees. The trustees are appointed by the governor, and serve five-year terms and/or until their successors are appointed. Annually at its June meeting, the board elects a chairperson and vice chairperson who serve for a term of one year and until their successors are elected from the membership of the board.

[Statutory Authority: RCW 28B.50.140, 89-11-023 (Order 89-05), § 132D-104-010, filed 5/11/89.]

**WAC 132D-104-020 Meetings of the board of trustees.** The board customarily holds monthly meetings on the second Tuesday of each month at such place as it may designate. Notices of the time and place of all regular and special meetings shall be governed by the requirements of the Open Public Meetings Act, chapter 42.30 RCW.

[Statutory Authority: RCW 28B.50.140, 89-11-023 (Order 89-05), § 132D-104-020, filed 5/11/89.]

**WAC 132D-104-030 Communication to the board of trustees.** Persons who wish to bring a matter to the attention of the board of trustees may do so by submitting written communications to the Executive Secretary of the Board of Trustees, President's Office, Skagit Valley College, 2405 College Way, Mount Vernon, Washington 98273.



[Statutory Authority: RCW 28B.50.140, 89-11-023 (Order 89-05), § 132D-104-030, filed 5/11/89.]

**WAC 132D-104-040 General information.** Information concerning admissions to the college may be obtained from the Office of Student Affairs, Skagit Valley College, 2405 College Way, Mount Vernon, Washington 98273.

Additional and detailed information concerning the various programs of the college may be obtained from the catalog, copies of which are available upon writing the registrar.

[Statutory Authority: RCW 28B.50.140, 89-11-023 (Order 89-05), § 132D-104-040, filed 5/11/89.]

## Chapter 132D-108 WAC PRACTICE AND PROCEDURE

### WAC

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

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

[Statutory Authority: RCW 28B.50.140, chapters 34.05 and 69.41 RCW and 26 U.S.C. 1232g, 90-05-045, § 132D-108-010, filed 2/16/90, effective 3/19/90.]

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

[Statutory Authority: RCW 28B.50.140, chapters 34.05 and 69.41 RCW and 26 U.S.C. 1232g, 90-05-045, § 132D-108-020, filed 2/16/90, effective 3/19/90.]

**WAC 132D-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.

[Title 132D WAC—p. 8]

[Statutory Authority: RCW 28B.50.140, chapters 34.05 and 69.41 RCW and 26 U.S.C. 1232g, 90-05-045, § 132D-108-030, filed 2/16/90, effective 3/19/90.]

**WAC 132D-108-040 Application for adjudicative proceeding.** An application for an adjudicative proceeding shall be in writing. Application forms are available at the following address:

President's Office  
2405 E. College Way  
Mount Vernon, WA 98273

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, chapters 34.05 and 69.41 RCW and 26 U.S.C. 1232g, 90-05-045, § 132D-108-040, filed 2/16/90, effective 3/19/90.]

**WAC 132D-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) Challenges to contents of education records;
- (3) Student conduct proceedings. The procedural rules in chapter 132D-120 WAC apply to these proceedings;
- (4) Parking violations. The procedural rules in chapter 132D-116 WAC apply to these proceedings;
- (5) Outstanding debts owed by students or employees;
- (6) Loss of eligibility for participation in institution-sponsored athletic events, pursuant to chapter 132D-400 WAC.

[Statutory Authority: RCW 28B.50.140, chapters 34.05 and 69.41 RCW and 26 U.S.C. 1232g, 90-05-045, § 132D-108-050, filed 2/16/90, effective 3/19/90.]

**WAC 132D-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, chapters 34.05 and 69.41 RCW and 26 U.S.C. 1232g, 90-05-045, § 132D-108-060, filed 2/16/90, effective 3/19/90.]

**WAC 132D-108-070 Procedure for closing parts of the hearings.** A party may apply for a protective order to close part of a hearing. The party making the request should 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 within ten days of the request 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 within twenty days of receiving the request.

(2009 Ed.)



[Statutory Authority: RCW 28B.50.140, chapters 34.05 and 69.41 RCW and 26 U.S.C. 1232g. 90-05-045, § 132D-108-070, filed 2/16/90, effective 3/19/90.]

**WAC 132D-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 132D-108-010, except for the method of official recording selected by the institution.

[Statutory Authority: RCW 28B.50.140, chapters 34.05 and 69.41 RCW and 26 U.S.C. 1232g. 90-05-045, § 132D-108-080, filed 2/16/90, effective 3/19/90.]

**WAC 132D-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, chapters 34.05 and 69.41 RCW and 26 U.S.C. 1232g. 90-05-045, § 132D-108-090, filed 2/16/90, effective 3/19/90.]

**Chapter 132D-116 WAC**  
**PARKING AND TRAFFIC REGULATIONS**  
 (Formerly chapter 132D-16 WAC)

**WAC**

132D-116-010	Authority.
132D-116-020	Purpose.
132D-116-030	Definitions.
132D-116-040	Applicable traffic rules and regulations.
132D-116-050	Parking and traffic responsibility.
132D-116-060	Permits required for motor vehicles on campus.
132D-116-070	Authorization for issuance of permits.
132D-116-080	Parking fees.
132D-116-090	Valid permits.
132D-116-100	Display of permit.
132D-116-110	Transfer of permits.
132D-116-120	Permit revocation.
132D-116-130	Right to appeal permit revocation.
132D-116-140	Responsibility of permit holder.
132D-116-150	Right to refuse permit.
132D-116-160	Allocation of parking spaces.
132D-116-170	Parking within designated spaces.
132D-116-180	Night parking.
132D-116-190	Regulatory signs and directions.
132D-116-200	Speed limit.
132D-116-210	Special traffic and parking regulations authorized.
132D-116-220	Two-wheeled motor bikes or bicycles.
132D-116-230	Report of accidents.
132D-116-240	Enforcement.
132D-116-250	Issuance of traffic citations.
132D-116-260	Fines and penalties.
132D-116-270	Appeal of fines and penalties.
132D-116-280	Liability of college.
132D-116-290	Effective date.
132D-116-300	Severability.

**WAC 132D-116-010 Authority.** Pursuant to the authority granted by RCW 28B.50.140(10), the board of trustees of Community College District No. 4 empowers the dean of administrative and student services to make rules and regulations for pedestrian and vehicular traffic on property owned, operated or maintained by the college district.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-116-010, filed 12/1/88, effective 1/1/89.]

**WAC 132D-116-020 Purpose.** The rules and regulations contained in this chapter are established for the following purposes:

(2009 Ed.)

(1) To protect and control pedestrian and vehicular traffic on property owned, operated and maintained by the college district.

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

(3) To minimize traffic disturbances.

(4) To facilitate the operation of the college by assuring access for vehicles.

(5) To regulate the use of parking spaces.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-116-020, filed 12/1/88, effective 1/1/89.]

**WAC 132D-116-030 Definitions.** For the purposes of this chapter, the following definitions and terms shall apply:

(1) **Board:** The board of trustees of Community College District No. 4, state of Washington.

(2) **Campus:** Any or all real property owned, operated, controlled or maintained by Community College District No. 4, state of Washington.

(3) **College:** Skagit Valley College and any other community college centers or facilities established within Community College District No. 4.

(4) **Faculty members:** Any employee of Community College District No. 4 who is certified to teach in a community college in the state of Washington.

(5) **College disciplinary court:** The court system established by chapter 132D-120 WAC.

(6) **Security officer:** An employee of the college accountable to the dean of administrative and student services and responsible for campus security, safety, and parking and traffic control.

(7) **Staff:** The administrative and classified members employed by the college.

(8) **Students:** Any person enrolled at the college.

(9) **Vehicle:** An automobile, truck or other such vehicle and two-wheeled vehicles powered by a motor.

(10) **Visitor:** Persons who come upon the campus as guests, and persons who lawfully visit the campus for purposes which are in keeping with the college's role as an institution of higher learning in the state of Washington.

(11) **Permanent permit:** A permit which is valid for a college quarter, year or a portion thereof.

(12) **Temporary permit:** A permit issued in lieu of a permanent permit for a period determined on the permit.

(13) **Handicapped permit:** A permit issued to a person with a physical, mental or sensory impairment.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-116-030, filed 12/1/88, effective 1/1/89.]

**WAC 132D-116-040 Applicable traffic rules and regulations.** The traffic rules and regulations which are applicable upon the campus are:

(1) The motor vehicle and traffic codes of the state of Washington.

(2) Local traffic ordinances of the respective college facilities established within Community College District No. 4.

(3) The traffic rules and regulations of federal, state or local agencies who rent, lease or otherwise provide facilities for the use of the college.

(4) The rules and regulations described in this chapter.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-116-040, filed 12/1/88, effective 1/1/89.]

**WAC 132D-116-050 Parking and traffic responsibility.** The responsibility for parking and traffic management on campus shall be vested in the dean of administrative and student services and his or her appointed security officer(s) or designee(s).

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-116-050, filed 12/1/88, effective 1/1/89.]

**WAC 132D-116-060 Permits required for motor vehicles on campus.** Students, faculty members, staff members, guests and visitors shall not stop, park or leave a vehicle whether attended or unattended upon the campus without a parking permit issued pursuant to this chapter; provided, the permit shall not be required of visitors who park in specifically marked visitor areas and the exemptions from traffic and parking restrictions set forth in this chapter.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-116-060, filed 12/1/88, effective 1/1/89.]

**WAC 132D-116-070 Authorization for issuance of permits.** Parking permits shall be issued to students, faculty members, staff members, guests and visitors of the college pursuant to the following regulations:

(1) The dean of administrative and student services is authorized to issue parking permits to students upon the registration of their vehicle with the college at the beginning of each academic period; provided, the academic period shall not include summer school.

(2) Faculty, staff, and employees may be issued parking permits if they register their vehicle upon employment with the college.

(3) Temporary visitor parking permits or special parking permits may be issued by the dean of administrative and student services or his or her designee(s) if issuance enhances the business or operation of the college.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-116-070, filed 12/1/88, effective 1/1/89.]

**WAC 132D-116-080 Parking fees.** Fees for parking in designated areas will be established by the board of trustees.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-116-080, filed 12/1/88, effective 1/1/89.]

**WAC 132D-116-090 Valid permits.** The following are valid parking permits, provided they are properly displayed and unexpired:

- (1) A permanent permit.
- (2) A temporary permit.
- (3) A handicapped permit.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-116-090, filed 12/1/88, effective 1/1/89.]

**WAC 132D-116-100 Display of permit.** (1) A permanent permit shall be displayed affixed to the inside of the rear window on the lower left corner directly behind the driver. If the vehicle is a convertible or has no rear window, the permit shall be affixed to the top center of the windshield.

[Title 132D WAC—p. 10]

(2) Permits for motorcycles shall be affixed in visible locations.

(3) A special or temporary parking permit shall be placed within the vehicle where it can be plainly observed.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-116-100, filed 12/1/88, effective 1/1/89.]

**WAC 132D-116-110 Transfer of permits.** Parking permits are not transferable.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-116-110, filed 12/1/88, effective 1/1/89.]

**WAC 132D-116-120 Permit revocation.** Parking permits are the property of the college and may be recalled by the dean of administrative and student services or his or her designee(s) for any of the following reasons:

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

(2) When a permit is used by an unregistered vehicle or by an unauthorized individual;

(3) Falsification on a parking permit application;

(4) Continued violations of parking regulations; or

(5) Counterfeiting or altering a parking permit.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-116-120, filed 12/1/88, effective 1/1/89.]

**WAC 132D-116-130 Right to appeal permit revocation.** When a parking permit has been recalled as provided by this chapter, such action may be appealed pursuant to WAC 132D-120-230 through 132D-120-290.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-116-130, filed 12/1/88, effective 1/1/89.]

**WAC 132D-116-140 Responsibility of permit holder.** The permit holder is responsible for the vehicle to which the permit is affixed. Therefore, he or she will be held responsible for any violations charged to that vehicle. However, an operator of a vehicle will not be relieved of responsibility for violating any rule of this chapter simply because he or she is not also the permit holder.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-116-140, filed 12/1/88, effective 1/1/89.]

**WAC 132D-116-150 Right to refuse permit.** The dean of administrative and student services may refuse to issue a parking permit when it is deemed in the best interests of the college to do so.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-116-150, filed 12/1/88, effective 1/1/89.]

**WAC 132D-116-160 Allocation of parking spaces.** The parking space available on campus shall be allocated by the dean of administrative and student services or his or her designee(s), in such a manner as will best effectuate the objectives [of] this chapter.

(1) Faculty and staff spaces will be so designated for their use; and

(2) Student spaces will be so designated for their use; provided, physically handicapped students may be granted

special permits to park in close proximity to the classrooms used by such students; and

(3) Parking space will be designated for use of visitors on campus.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-116-160, filed 12/1/88, effective 1/1/89.]

**WAC 132D-116-170 Parking within designated spaces.** (1) No vehicle shall be parked on the campus except in those areas set aside and designated pursuant to this chapter.

(2) Parking in designated areas will be strictly enforced between the hours of 7 a.m. and 4 p.m., Monday through Friday.

(3) All vehicles shall follow traffic arrows and other markings established for the purpose of directing traffic on campus.

(4) In areas marked for diagonal parking, vehicles shall be parked at a forty-five degree angle, facing in, with no part of the vehicle extending more than two feet beyond the yellow line or barrier.

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

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

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-116-170, filed 12/1/88, effective 1/1/89.]

**WAC 132D-116-180 Night parking.** Night students, faculty members, visitors and guests may park in any of the spaces or stalls designated in this chapter on a first-come, first-served basis between the hours of 4 p.m. and 7 p.m. Whidbey students are restricted to the student parking lots on the Whidbey Campus at all times.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-116-180, filed 12/1/88, effective 1/1/89.]

**WAC 132D-116-190 Regulatory signs and directions.** The dean of administrative and student services or his or her designee(s) is authorized to erect signs, barricades and other structures and to paint marks or other directions upon the entry ways and streets on campus and upon the various parking lots owned or operated by the college. Such signs, barricades, structures, markings and directions shall be so made and placed as (in the opinion of the dean of administrative and student services or his or her designee(s)) will best achieve the goals of this chapter.

(1) Drivers of vehicles shall obey the signs, barricades, structures, markings and directions erected pursuant to this section. Drivers shall also comply with the directions given them by a campus security officer controlling and regulating traffic.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-116-190, filed 12/1/88, effective 1/1/89.]

(2009 Ed.)

**WAC 132D-116-200 Speed limit.** No vehicle shall be operated on the campus at a speed in excess of ten miles per hour or in excess of the posted speed limit.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-116-200, filed 12/1/88, effective 1/1/89.]

**WAC 132D-116-210 Special traffic and parking regulations authorized.** Upon special occasions causing additional and/or heavy traffic and during emergencies, the dean of administrative and student services or his or her designee(s), is authorized to impose additional traffic and parking regulations to achieve the objectives of this chapter.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-116-210, filed 12/1/88, effective 1/1/89.]

**WAC 132D-116-220 Two-wheeled motor bikes or bicycles.** (1) All two-wheeled vehicles powered by a motor or foot shall park in spaces designated by the security officer.

(2) No vehicle shall be ridden on the sidewalks on campus at any time unless authorized by the dean of administrative and student services or his or her designee(s).

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-116-220, filed 12/1/88, effective 1/1/89.]

**WAC 132D-116-230 Report of accidents.** The operator of any vehicle involved in an accident on campus where injury or death of any person results, or where either or both vehicles is damaged in any amount, shall within twenty-four hours make a written report of the accident to the dean of administrative and student services. This report does not relieve any person so involved in an accident from his or her responsibility to file a state of Washington motor vehicle accident report.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-116-230, filed 12/1/88, effective 1/1/89.]

**WAC 132D-116-240 Enforcement.** (1) Enforcement of the parking rules and regulations will begin the first week of classes of fall quarter and will continue until the end of spring quarter. These rules and regulations will not be enforced during summer quarter, Saturdays, Sundays and official college holidays.

(2) The dean of administrative and student services or his or her designee(s), shall be responsible for the enforcement of the rules and regulations contained in this chapter. The dean of administrative and student services is authorized to delegate this responsibility to the campus security officer or other subordinates.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-116-240, filed 12/1/88, effective 1/1/89.]

**WAC 132D-116-250 Issuance of traffic citations.** The dean of administrative and student services, his or her appointed security officer, or his or her designee(s) may issue citations for any violations of these rules and regulations. Such citations shall include the date, approximate time, vehicle identification number, infraction, name of the issuing officer and schedule of fines. The traffic citations may be served in person, by mail, or by attaching a copy to a prominent place on the outside of the vehicle.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-116-250, filed 12/1/88, effective 1/1/89.]

**WAC 132D-116-260 Fines and penalties.** The dean of administrative and student services or his or her designee(s) is authorized to impose fines and penalties for the violation of rules and regulations contained in this chapter.

(1) The following \$5.00 citations will be issued for any of the following violations of the campus parking regulations. The fee will be reduced to \$2.00 if paid within 24 hours.

- (a) No valid parking permit displayed.
- (b) Parking out of designated parking space.
- (c) Overtime parking.
- (d) Occupying more than one parking space.
- (e) Blocking traffic.
- (f) Parking in a reserved or restricted area.
- (g) Parking in a driveway or walkway.
- (h) Parking on grass or landscaped area.
- (i) Failure to display handicapped permit.

(2) A \$10.00 fine will be issued for any of the following violations of the campus parking regulations:

- (a) Use of forged, stolen, or transferred parking permits.
- (b) Parking in a loading zone.

(3) A \$15.00 fine, also subject to being towed away at the owner's expense, will be issued for any of the following violations of the campus parking regulations:

(a) Parked in any space designated as handicapped parking where the parked vehicle does not have a handicapped permit.

(b) Parked at an area designated as a fire lane.

(4) The dean of administrative and student services or his or her designee(s), shall be authorized to impound vehicles parked on college property.

(a) Vehicles left abandoned on college property for an unreasonable duration are subject to impoundment by the college, pursuant to state law. An unreasonable duration is a period greater than five working days.

(b) Vehicles in violation of subsection (3) may be impounded.

(c) Vehicles involved in more than two violations of these regulations within a twelve-month period are subject to impoundment.

(d) Impoundment and storage expenses shall be borne by the owner of the impounded vehicle.

(e) The college shall not be liable for loss or damage of any kind resulting from such impoundment and storage.

(f) Impoundment of a vehicle does not remove the obligation for any fines associated with the citation.

(5) An accumulation of traffic violations by a student will be cause for disciplinary action, and the dean of administrative and student services shall initiate disciplinary proceedings against such student pursuant to chapter 132D-120 WAC.

(6) Fines will be paid in the front office at the registration window.

(7) Unpaid fines will be referred to the registration office for notation. When fines are unpaid, transcripts, quarterly grade reports, or permission to reregister may be withheld.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-116-260, filed 12/1/88, effective 1/1/89.]

**WAC 132D-116-270 Appeal of fines and penalties.**

Any fines and penalties levied against a violator of the rules and regulations in this chapter may be appealed pursuant to the provisions of chapter 132D-120 WAC.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-116-270, filed 12/1/88, effective 1/1/89.]

**WAC 132D-116-280 Liability of college.** Except for the college owned and/or operated vehicles, the college assumes no liability under any circumstances for vehicles on campus.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-116-280, filed 12/1/88, effective 1/1/89.]

**WAC 132D-116-290 Effective date.** These regulations shall be effective on the date of filing with the code reviser.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-116-290, filed 12/1/88, effective 1/1/89.]

**WAC 132D-116-300 Severability.** If any provision of this chapter is adjudged by a court to be unconstitutional, the remaining provisions shall continue in effect.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-116-300, filed 12/1/88, effective 1/1/89.]

**Chapter 132D-120 WAC**

**STUDENT RIGHTS AND RESPONSIBILITIES**

**WAC**

132D-120-010	Title.
132D-120-020	Definitions.
132D-120-030	Jurisdiction of the college.
132D-120-040	Disciplinary authority.
132D-120-050	Violations.
132D-120-060	Violation of law and college discipline.
132D-120-070	Disciplinary proceedings.
132D-120-080	Sanctions.
132D-120-090	Interim sanctions.
132D-120-100	Appeals.
132D-120-110	Student rights.
132D-120-120	Interpretation and revision.
132D-120-230	Student grievances.
132D-120-240	Grievances excluded from this section.
132D-120-250	Grievance.
132D-120-260	Grievance procedure.
132D-120-270	Grievance procedure—Sex and disability discrimination.
132D-120-280	Grievance review committee procedures.
132D-120-290	Final decision regarding the appeal procedure—Extra-institutional appeals.
132D-120-300	Nature of grievance proceedings.
132D-120-310	Withdrawal of grievance.
132D-120-320	Administrative, faculty and staff grievances.
132D-120-330	Prior rules.
132D-120-340	Severability.
132D-120-350	Effective date of the rules of conduct.

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

132D-120-055	Antihazing. [Statutory Authority: RCW 28B.50.140. 97-01-049, § 132D-120-055, filed 12/12/96, effective 1/12/97.] Repealed by 02-24-062, filed 12/3/02, effective 1/3/03. Statutory Authority: RCW 28B.50.140, WSR 88-24-014.
132D-120-130	Evidence admissible in hearings. [Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-120-130, filed 12/1/88, effective 1/1/89.] Repealed by 02-24-062, filed 12/3/02, effective 1/3/03. Statutory Authority: RCW 28B.50.140, WSR 88-24-014.
132D-120-140	Decision by the college disciplinary court. [Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01),

- § 132D-120-140, filed 12/1/88, effective 1/1/89.] Repealed by 02-24-062, filed 12/3/02, effective 1/3/03. Statutory Authority: RCW 28B.50.140, WSR 88-24-014.
- 132D-120-150 Final appeal. [Statutory Authority: RCW 28B.50.140, 88-24-014 (Order 88-01), § 132D-120-150, filed 12/1/88, effective 1/1/89.] Repealed by 02-24-062, filed 12/3/02, effective 1/3/03. Statutory Authority: RCW 28B.50.140, WSR 88-24-014.
- 132D-120-160 Summary suspension proceedings. [Statutory Authority: RCW 28B.50.140, 88-24-014 (Order 88-01), § 132D-120-160, filed 12/1/88, effective 1/1/89.] Repealed by 02-24-062, filed 12/3/02, effective 1/3/03. Statutory Authority: RCW 28B.50.140, WSR 88-24-014.
- 132D-120-170 Procedures of summary suspension hearing. [Statutory Authority: RCW 28B.50.140, 88-24-014 (Order 88-01), § 132D-120-170, filed 12/1/88, effective 1/1/89.] Repealed by 02-24-062, filed 12/3/02, effective 1/3/03. Statutory Authority: RCW 28B.50.140, WSR 88-24-014.
- 132D-120-180 Decision by the dean of administrative and student services. [Statutory Authority: RCW 28B.50.140, 88-24-014 (Order 88-01), § 132D-120-180, filed 12/1/88, effective 1/1/89.] Repealed by 02-24-062, filed 12/3/02, effective 1/3/03. Statutory Authority: RCW 28B.50.140, WSR 88-24-014.
- 132D-120-190 Notice of suspension. [Statutory Authority: RCW 28B.50.140, 88-24-014 (Order 88-01), § 132D-120-190, filed 12/1/88, effective 1/1/89.] Repealed by 02-24-062, filed 12/3/02, effective 1/3/03. Statutory Authority: RCW 28B.50.140, WSR 88-24-014.
- 132D-120-200 Suspension for failure to appear. [Statutory Authority: RCW 28B.50.140, 88-24-014 (Order 88-01), § 132D-120-200, filed 12/1/88, effective 1/1/89.] Repealed by 02-24-062, filed 12/3/02, effective 1/3/03. Statutory Authority: RCW 28B.50.140, WSR 88-24-014.
- 132D-120-210 Appeals from summary suspension hearing. [Statutory Authority: RCW 28B.50.140, 88-24-014 (Order 88-01), § 132D-120-210, filed 12/1/88, effective 1/1/89.] Repealed by 02-24-062, filed 12/3/02, effective 1/3/03. Statutory Authority: RCW 28B.50.140, WSR 88-24-014.
- 132D-120-220 Final decision. [Statutory Authority: RCW 28B.50.140, 88-24-014 (Order 88-01), § 132D-120-220, filed 12/1/88, effective 1/1/89.] Repealed by 02-24-062, filed 12/3/02, effective 1/3/03. Statutory Authority: RCW 28B.50.140, WSR 88-24-014.

**WAC 132D-120-010 Title.** This chapter shall be known as the code of student conduct of Skagit Valley College.

[Statutory Authority: RCW 28B.50.140, WSR 88-24-014, 02-24-062, § 132D-120-010, filed 12/3/02, effective 1/3/03. Statutory Authority: RCW 28B.50.140, 88-24-014 (Order 88-01), § 132D-120-010, filed 12/1/88, effective 1/1/89.]

**WAC 132D-120-020 Definitions.** As used in this chapter, the following words and phrases shall be defined as follows:

- (1) "Academic dishonesty" means cheating, plagiarism and other dishonesty relating to academic work.
- (2) "Alcoholic beverages" are beer, wine and hard liquor as defined in RCW 66.04.010(15) as now law or hereafter amended.
- (3) The term "cheating" includes, but is not limited to:
  - (a) Use of any unauthorized assistance in taking quizzes, tests or examinations;
  - (b) Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or
  - (c) The acquisition, without permission, of a test or other academic material belonging to a member of the college faculty or staff.

(4) "College" means Skagit Valley College, and any other community college centers or facilities established within Community College District No. 4.

(5) The term "college official" includes any person employed by the college or any member of the college board of trustees, performing administrative or professional responsibilities.

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

(7) "Controlled substance" includes any illegal drug or substance as defined in chapter 69.50 RCW as now law or hereafter amended.

(8) "Demonstrations" shall mean any overt activity engaged in by one 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.

(9) The director of student life is that person designated by the college president to be responsible for the administration of the code of conduct.

(10) "Faculty" includes any full-time or part-time academic employee of the district whose assignment is one of a combination of instruction, counseling or library services.

(11) A "judicial advisor" is a college official authorized on a case-by-case basis to impose sanctions upon students found to have violated this code of conduct. The director of student life will serve as the judicial advisor or may appoint another trained college official to perform that function if he/she perceives that it would be in the best interest of any of the parties involved in a case. A judicial advisor may serve as the sole member, or one of the members, of a judicial body. Nothing shall prevent the director of student life from authorizing the same judicial advisor to impose sanctions in all cases.

(12) The term "judicial body" means any person or persons authorized to determine whether a student has violated the code of conduct and to recommend imposition of sanctions. Judicial bodies will be selected annually through the college's authorized committee selection process.

(13) The term "may" is used in the permissive sense.

(14) The term "member of the college community" includes any person who is a student, faculty member, college official, or any other person employed by the college. A person's status in a particular situation shall be determined by a judicial advisor.

(15) The term "organization" means any number of persons who have complied with the formal requirements for college recognition.

(16) 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 such as term papers or other academic material prepared by a person other than the submitting student.

(17) The term "respondent" means any student accused of violating this code of conduct.

(18) The term "sexual harassment" includes, but is not limited to, unwanted sexual advances; requests for sexual favors; and other verbal and physical conduct which inter-

feres with learning, or creates a hostile or offensive environment for one of the parties.

(19) The term "shall" is used in the imperative sense.

(20) "Student," unless otherwise qualified, shall mean and include any person who is registered for classes at the college. Persons who are not officially enrolled for a particular term, but who have a continuing relationship with the college, are considered "students."

[Statutory Authority: RCW 28B.50.140, WSR 88-24-014. 02-24-062, § 132D-120-020, filed 12/3/02, effective 1/3/03. Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-120-020, filed 12/1/88, effective 1/1/89.]

**WAC 132D-120-030 Jurisdiction of the college.** (1)

Scope. This code shall apply to every student whenever the student is present upon or in any college premises and whenever the student is present at or engaged in any college-sponsored activity held on or in noncollege facilities.

(2) Remedies not exclusive. The remedies provided for in this code are not exclusive. Seeking or obtaining any remedies under this code is not intended to bar the college, the complainant, or any other person or entity from seeking or obtaining such other remedies as may be available under other college policies, or in any other forum under applicable civil or criminal law.

(3) Trespass. The director of student life or his or her designee(s) shall have the authority and power to prohibit the entry or withdraw the license or privilege of any person or group of persons to enter into or remain in any college property or facility. Such power and authority may be exercised to halt an event which is deemed to be unreasonably disruptive of order or impedes the movement of persons or vehicles or which disrupts or threatens to disrupt the ingress and/or egress of persons from facilities owned and/or operated by the college. Any individual who disobeys a lawful order given by the director of student life, or his or her designee(s), shall be subject to disciplinary action and/or charges of criminal trespass.

[Statutory Authority: RCW 28B.50.140, WSR 88-24-014. 02-24-062, § 132D-120-030, filed 12/3/02, effective 1/3/03. Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-120-030, filed 12/1/88, effective 1/1/89.]

**WAC 132D-120-040 Disciplinary authority.** (1)

Judicial bodies shall be selected annually via the standing committee selection process and approved by the college president. The director of student life shall determine which judicial body or judicial advisor shall be authorized to hear each case.

(2) The director of student life may develop policies and procedures for the administration of the judicial program and for the conduct of hearings which are consistent with the provisions of the Skagit Valley College code of student conduct. Each complainant and respondent shall be given a copy of any written procedural rules prior to any judicial hearing.

(3) Decisions made by a judicial body and/or judicial advisor shall be final, pending the appeal process provided within this code.

[Statutory Authority: RCW 28B.50.140, WSR 88-24-014. 02-24-062, § 132D-120-040, filed 12/3/02, effective 1/3/03. Statutory Authority: RCW 28B.50.140. 94-01-028, § 132D-120-040, filed 12/6/93, effective 1/6/94; 88-24-014 (Order 88-01), § 132D-120-040, filed 12/1/88, effective 1/1/89.]

**WAC 132D-120-050 Violations.** Any student found to have committed, or aided or abetted others to commit, any of the following violations is subject to the disciplinary sanctions outlined in this chapter:

(1) Assault, reckless endangerment, physical abuse, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.

(2) Disorderly, lewd, indecent or other behavior which breaches the peace, interferes with the rights of others or which obstructs or disrupts teaching, research, administrative functions or other college-authorized activities.

(3) Failure to comply with orders or directions of college officials or law enforcement officers acting in performance of their duties, and/or failure to identify oneself to these persons when requested to do so.

(4) Participation in a campus demonstration or other activity which disrupts the normal operations of the college and infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus or at college-sponsored activities.

(5) Acts of dishonesty including, but not limited to, the following:

(a) Cheating, plagiarism, or other forms of academic dishonesty.

(b) Furnishing false information to any college official, faculty member or office.

(c) Forgery, alteration or misuse of any college document, record or instrument of identification.

(d) Tampering with the election of any college-recognized student organization.

(6) Attempted or actual theft of, and/or damage to, property of the college or property of a member of the college community or other personal or public property.

(7) Failure to follow the reasonable instructions of faculty members, thereby infringing upon the rights and privileges of other members of the college community.

(8) Possession or unauthorized use of college equipment and supplies including, but not limited to, converting college equipment or supplies for personal gain or use without proper authority.

(9) Abuse of the judicial system including, but not limited to:

(a) Failure to obey the summons of a judicial body or college official.

(b) Falsification, distortion, or misrepresentation of information before a judicial body.

(c) Disruption of, or interference with, the orderly conduct of a judicial proceeding.

(d) Knowingly initiating a judicial proceeding without cause (i.e., filing a false report).

(e) Attempting to discourage an individual's proper participation in, or use of, the judicial system.

(f) Attempting to improperly influence the impartiality of a member of a judicial body prior to, and/or during, the course of a judicial proceeding.

(g) Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, or after the course of a judicial proceeding.

(h) Failure to comply with the sanction(s) imposed under the code of conduct.

(i) Influencing or attempting to influence another person to abuse the judicial system.

(10) Falsely setting off, or otherwise tampering with, any emergency safety equipment, alarm, or other device established for the safety of individuals and/or college facilities.

(11) Unlawful discrimination based on, but not limited to, race, ethnicity, national origin, ancestry, creed, color, gender (including sexual harassment), marital/parental status, sexual orientation, age, religion, and sensory, mental, or physical disability.

(12) Refusal to provide positive identification (e.g., valid driver's license or state identification card) in appropriate circumstances to any college employee in the lawful discharge of that employee's duties.

(13) Entering any administrative or other employee office or any locked or otherwise closed college facility in any manner, at any time, without authority or permission of the college employee or agent in charge thereof.

(14) Smoking in college vehicles or on college premises outside of designated smoking areas.

(15) Use, possession, distribution or being demonstrably under the influence of narcotics or other controlled substances, except as expressly permitted by law.

(16) Use, possession, distribution or being under the influence of alcoholic beverages, except as expressly permitted by law and college regulations.

(17) Possession of firearms, explosives, other weapons, or dangerous chemicals on college premises or at college-sponsored or supervised activities, unless approved by the president of the college or his/her designee.

(18) Theft or other abuse of computer time including, but not limited to:

(a) Unauthorized entry into a file to use, read, or change contents, or for any other purpose.

(b) Unauthorized transfer of a file.

(c) Unauthorized use of another individual's identification and/or passwords.

(d) Use of computing facilities to interfere with the work of another student or college official.

(e) Use of computing facilities to send obscene or abusive messages.

(f) Use of computing facilities that interferes with normal operation of the college computing system including, but not limited to, unsolicited e-mail.

(19) Violation of other published college policies, rules or regulations.

(20) Violation of federal, state or local law on college premises or at college-sponsored or supervised activities.

[Statutory Authority: RCW 28B.50.140, WSR 88-24-014, 02-24-062, § 132D-120-050, filed 12/3/02, effective 1/3/03. Statutory Authority: RCW 28B.50.140, 88-24-014 (Order 88-01), § 132D-120-050, filed 12/1/88, effective 1/1/89.]

**WAC 132D-120-060 Violation of law and college discipline.** (1) College disciplinary proceedings may be initiated against a student charged with violation of a law that is also a violation of the code of student conduct. This would apply if both violations result from the same factual situation, without regard to pending civil litigation in court, or criminal arrest

(2009 Ed.)

and prosecution. Proceedings under the code of conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings.

(2) When a student is charged by federal, state or local authorities with a violation of law, the college may advise off-campus authorities of the existence of the code of student conduct and of how such matters will be handled internally within the college community. The college will cooperate fully 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. Individual students and staff members acting in their personal capacities remain free to interact with governmental representatives as they deem appropriate.

[Statutory Authority: RCW 28B.50.140, WSR 88-24-014, 02-24-062, § 132D-120-060, filed 12/3/02, effective 1/3/03. Statutory Authority: RCW 28B.50.140, 88-24-014 (Order 88-01), § 132D-120-060, filed 12/1/88, effective 1/1/89.]

**WAC 132D-120-070 Disciplinary proceedings. (1) Complaints.** Any member of the college community may file a complaint against any student for misconduct. Complaints shall be submitted within ninety days after the incident. Complaints shall be prepared in writing and directed to the office of the judicial advisor.

(2) **Notice to accused student.** When a complaint is filed against a student, the judicial advisor will, within five school days, serve written notice on the accused student, including a copy of the code of student conduct advising the student of the charges against him or her.

(3) **Informal process.** The judicial advisor may, but is not required to, conduct an investigation to determine the merit of the complaint and if it can be disposed of informally by mutual consent of the parties involved. For adverse parties who agree to settle the complaint informally, the judicial advisor will facilitate communication between the complainant(s) and the student(s) accused (respondent(s)). The judicial advisor will determine the best means of conducting the informal process, the purpose of which is to reach an agreement that is mutually satisfactory to the parties, if possible. Interim sanctions may be imposed at any time during the informal process with good reason (see interim sanctions section). If it is determined that the matter cannot be resolved by mutual consent, a summary disciplinary conference will be initiated by the judicial advisor.

(4) **Summary proceedings.**

(a) **Disposition.** After considering the evidence in the case and interviewing the respondent in a summary hearing (if the respondent has appeared at the scheduled conference), the judicial advisor may:

(i) Terminate the proceeding exonerating the student(s);

(ii) Dismiss the case after whatever counseling and advice the judicial advisor deems appropriate; or

(iii) Impose any of the sanctions listed in this code.

The decision shall be in writing and shall be served on both the respondent and the complainant.

(b) **Request for formal hearing.** After the judicial advisor's decision, the respondent and/or the complainant may request a formal hearing to challenge a decision reached, or a sanction imposed, by the judicial advisor pursuant to the informal disciplinary hearing. Such requests shall be in writ-



ing and shall be delivered to the director of student life or designated judicial advisor within five school days of the judicial advisor's decision. A time shall be set for a formal hearing not less than five, nor more than fifteen, calendar days after the request for a formal hearing. If there is good reason and the complainant(s) and the respondent(s) agree, time limits for scheduling a hearing may be extended at the discretion of the judicial advisor.

(5) **Formal hearings.** Formal hearings shall be convened by the judicial advisor and conducted by a judicial body according to the following guidelines:

(a) Hearings shall be conducted in private. Hearings will be chaired by the judicial advisor.

(b) The complainant(s) and the respondent(s) shall be expected to attend the formal hearing. Admission of any person to the hearing shall be at the discretion of the judicial advisor.

(c) In hearings involving more than one accused student, the judicial advisor, at his or her discretion, may permit separate hearings for each respondent.

(d) The complainant and the respondent have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney, but advisors are not permitted to speak or participate directly in any hearing before a judicial body, except as permitted by the judicial advisor. If the student chooses to be advised by a licensed attorney in the state of Washington, he/she must notify the judicial advisor at least five working days prior to the hearing.

(e) The complainant, the respondent and the judicial body shall have the right of presenting witnesses and evidence, subject to the right of questioning by the judicial body, the complainant or the respondent. The judicial advisor may limit the scope and number of questions to witnesses.

(f) Pertinent records, exhibits and written statements may be accepted for consideration as evidence prior to, or during, a hearing by a judicial body at the discretion of the judicial advisor.

(g) All procedural questions are subject to the final decision of the judicial advisor.

(h) After the hearing, the judicial body shall determine whether the student has violated the code of conduct as charged.

(i) The judicial body's determination shall be made on the basis of whether it is more likely than not that the respondent violated the code of conduct.

(j) If the judicial body determines that a student has violated the code of conduct, the body will determine whether the sanction(s) imposed pursuant to the informal disciplinary conference were appropriate for the violation of the code of conduct which the student was found to have committed.

(k) A judicial body may reduce or increase the sanctions imposed by the judicial advisor pursuant to the informal disciplinary conference or remand the case to a judicial advisor.

(6) There shall be a single verbatim record, such as a tape recording, of all hearings before a judicial body. The record shall be the property of the college and shall be preserved until the decision is final after the time for appeals has passed.

[Statutory Authority: RCW 28B.50.140, WSR 88-24-014, 02-24-062, § 132D-120-070, filed 12/3/02, effective 1/3/03. Statutory Authority: RCW 28B.50.140, 88-24-014 (Order 88-01), § 132D-120-070, filed 12/1/88, effective 1/1/89.]

**WAC 132D-120-080 Sanctions.** (1) The following sanctions may be imposed by the judicial advisor upon any student, group or organization found to have violated the code of conduct:

(a) **Warning**—A notice in writing to the student that the student has violated this code and that further violation may result in additional disciplinary proceedings and sanctions.

(b) **Probation**—A written reprimand placing conditions upon the student's continued attendance. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating the code during the probationary period. Notice will be made in writing and shall specify the period of probation and the conditions, such as limiting the student's participation in extracurricular activities.

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

(d) **Fines**—Fines may be imposed.

(e) **Restitution**—Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

(f) **Discretionary sanctions**—Work assignments, service to the college or other related discretionary assignments.

(g) **Deactivation**—(Applies to student groups or organizations). Loss of all privileges, including college recognition, for a specified period of time.

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

(i) **College expulsion**—Permanent separation of the student from the college. There shall be no refund of fees for the quarter in which the action is taken but fees paid in advance for a subsequent quarter will be refunded.

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

(3) Disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential record. Upon graduation and application to the judicial advisor, the student's confidential record may be expunged of disciplinary actions other than college suspension or expulsion consistent with the college's schedule of record disposition.

(4) In each case in which a judicial body determines that a student has violated the code of conduct, the sanction(s) shall be determined by the judicial advisor. In cases in which persons other than, or in addition to, the judicial advisor have been authorized to serve as the judicial body, the recommendation of all members of the judicial body shall be considered by the judicial advisor in determining and imposing sanctions. The judicial advisor is not limited to sanctions recommended by members of the judicial body. Following the hearing, the judicial body and the judicial advisor shall advise the respondent in writing of its determination and any sanction(s) imposed.

[Statutory Authority: RCW 28B.50.140, WSR 88-24-014, 02-24-062, § 132D-120-080, filed 12/3/02, effective 1/3/03. Statutory Authority: RCW 28B.50.140, 88-24-014 (Order 88-01), § 132D-120-080, filed 12/1/88, effective 1/1/89.]

**WAC 132D-120-090 Interim sanctions.** In certain circumstances, the director of student activities and auxiliary services, or designated judicial advisor, may impose any of the above sanctions pending a hearing before, or decision by, a judicial body.

(1) Interim sanctions may be imposed only:

(a) To ensure the safety and well-being of members of the college community or the preservation of college property;

(b) To ensure the student's own physical or emotional safety and well-being; or

(c) If the student poses a threat of disruption to, or interference with, the educational process or other normal operations of the college.

(2) Notice of interim sanctions will be made in writing and will state:

(a) The charges against the student, including reference to the provisions of this code that were allegedly violated; and

(b) That the student charged has the right to an informal hearing before the judicial advisor to challenge the interim sanctions.

(3) If such a hearing is requested, it shall be held as soon as practicable after the interim sanctions have been imposed. The judicial advisor will decide whether there is probable cause to believe that continuation of the sanctions is necessary, and/or whether some other disciplinary action is appropriate.

(4) The judicial advisor may continue to enforce the interim sanctions if, following the informal hearing, he or she finds that there is probable cause to believe that interim sanctioning of that student is necessary for the safety of the student, other students, or persons on college facilities, the educational process of the institution, or to restore order to the campus. The result of the informal hearing will be given to the student in writing.

(5) If sanctions are continued, the written notice shall stipulate the duration of the sanctions and conditions under which they may be terminated.

[Statutory Authority: RCW 28B.50.140, WSR 88-24-014, 02-24-062, § 132D-120-090, filed 12/3/02, effective 1/3/03. Statutory Authority: RCW 28B.50.140, 88-24-014 (Order 88-01), § 132D-120-090, filed 12/1/88, effective 1/1/89.]

**WAC 132D-120-100 Appeals.** (1) Following a formal hearing, a decision reached by a judicial body, or a sanction imposed by the judicial advisor, may be appealed by the respondent or complainant to the vice-president of student services and student success within ten school days of the date of the written decision. Such appeals shall be in writing and shall be delivered to the director of student life or designated judicial advisor. The notice of appeal is deemed delivered on the date it is postmarked or the date it is hand-delivered to the office of the director.

(2) Appeals shall be limited to review of the record of the formal hearing (see disciplinary proceedings section) and supporting documents, except as required to explain the basis of new evidence, for any of the following:

(a) To determine whether the formal hearing was conducted fairly in light of the charges and evidence presented and in conformity with the prescribed procedures, giving the

complaining party a reasonable opportunity to prepare and present evidence that the student code of conduct was violated, and giving the respondent a reasonable opportunity to prepare and to present a rebuttal of those allegations.

(b) To determine whether the decision reached regarding the respondent was based on substantial evidence; that is, whether the facts in the case were sufficient to establish the fact that a violation of the student code of conduct had occurred.

(c) To determine whether the sanction(s) imposed were appropriate for the violation committed.

(d) To consider new evidence, sufficient to alter a decision or other relevant facts not brought out in the formal hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.

(3) The vice-president of student services and student success may, upon review of the case, reduce or increase the sanctions imposed by the judicial advisor or remand the case to the judicial body and judicial advisor.

(4) **Final appeal.** Following an appeal to the vice-president of student services and student success, a decision reached by the vice-president may be appealed by the respondent or complainant to the college president within ten school days of the date of the written decision. Such appeals shall be in writing and shall be delivered to the director of student life or designated judicial advisor. Appeals to the college president will be conducted in the same manner as those made to the vice-president of student services and student success. The notice of appeal is deemed delivered on the date it is postmarked or the date it is hand-delivered to the office of the director.

(5) The college president's decision shall be final.

[Statutory Authority: RCW 28B.50.140, WSR 88-24-014, 02-24-062, § 132D-120-100, filed 12/3/02, effective 1/3/03. Statutory Authority: RCW 28B.50.140, 88-24-014 (Order 88-01), § 132D-120-100, filed 12/1/88, effective 1/1/89.]

**WAC 132D-120-110 Student rights.** The following enumerated rights are guaranteed to each student within the limitations of statutory law and college policy, which are deemed necessary to achieve the educational goals of the college:

(1) Academic freedom:

(a) Students are guaranteed the rights of free inquiry, expression, and assembly upon and within college facilities that are generally open and available to the public.

(b) Students are free to pursue appropriate educational objectives from among the college's curricula, programs and services, subject to the limitations of RCW 28B.50.090 (3)(b).

(c) Students shall be protected from academic evaluation that is arbitrary, prejudiced, or capricious, but are responsible for meeting the standards of academic performance established by each of their instructors.

(d) Students have the right to a learning environment that is free from unlawful discrimination, inappropriate and disrespectful conduct, and any and all harassment, including sexual harassment.

## (2) Due process:

(a) The rights of students to be secure in their persons, quarters, papers and effects against unreasonable searches and seizures is guaranteed.

(b) No disciplinary sanction may be imposed on any student without notice to the accused of the nature of the charges.

(c) A student accused of violating this code of student rights and responsibilities is entitled, upon request, to procedural due process as set forth in this chapter.

(3) Distribution and posting: Students may distribute or post printed or published material subject to official procedures printed and available in the office of student programs and activities.

(4) Off-campus speakers: Recognized student organizations shall have the right to invite outside speakers to speak on campus subject to the availability of campus facilities, funding, and compliance with the college procedures available in the office of student life.

[Statutory Authority: RCW 28B.50.140, WSR 88-24-014, 02-24-062, § 132D-120-110, filed 12/3/02, effective 1/3/03. Statutory Authority: RCW 28B.50.140, 88-24-014 (Order 88-01), § 132D-120-110, filed 12/1/88, effective 1/1/89.]

**WAC 132D-120-120 Interpretation and revision.** (1) **Code interpretation.** Any question of interpretation regarding the code of conduct shall be referred to the director of student life or designee for final interpretation.

(2) **Code revision.** The code of conduct shall be reviewed at least every five years under the direction of the director of student life.

[Statutory Authority: RCW 28B.50.140, WSR 88-24-014, 02-24-062, § 132D-120-120, filed 12/3/02, effective 1/3/03. Statutory Authority: RCW 28B.50.140, 88-24-014 (Order 88-01), § 132D-120-120, filed 12/1/88, effective 1/1/89.]

**WAC 132D-120-230 Student grievances.** The purpose of this section is to protect each student's freedom of expression in the classroom; to protect each student against improper disclosure of the students' views, beliefs and political associations; to protect each student from improper, arbitrary or capricious academic evaluation as evidenced by the student's course grade; and to afford each student reasonable protection against arbitrary or capricious actions taken outside the classroom by other members of the college community.

Skagit Valley College is committed to protecting the rights and dignity of each individual in the campus community. Therefore, the college will not tolerate discrimination of any kind, at any level.

Students may follow the college policy on sexual harassment and/or may file complaints with outside agencies, as referenced in WAC 132D-300-040(9). Students should determine the time deadlines that apply to the filing of complaints with such outside agencies, as the college's internal processing of student complaints may not recognize such time periods.

[Statutory Authority: RCW 28B.50.140, 05-24-059, § 132D-120-230, filed 12/2/05, effective 1/2/06; 94-01-028, § 132D-120-230, filed 12/6/93, effective 1/6/94; 88-24-014 (Order 88-01), § 132D-120-230, filed 12/1/88, effective 1/1/89.]

**WAC 132D-120-240 Grievances excluded from this section.** (1) A student may not use the provisions of this section as the basis for filing a grievance based on the outcome of summary or other disciplinary proceedings described in sections of the code of student conduct.

(2) Federal and state laws, rules and regulations, in addition to policies, regulations and procedures adopted by the state board for community and technical colleges or the board of trustees of Community College District No. 4 shall not be grievable matters. College personnel actions are considered confidential. Results may not be made available for review.

[Statutory Authority: RCW 28B.50.140, 05-24-059, § 132D-120-240, filed 12/2/05, effective 1/2/06; 88-24-014 (Order 88-01), § 132D-120-240, filed 12/1/88, effective 1/1/89.]

**WAC 132D-120-250 Grievance.** If a student believes he or she has been unfairly treated by an officer of the college, faculty member or a member of the college staff, the student may follow the grievance procedures in the order outlined below. The student must initiate proceedings with the college within thirty working days of the occurrence that gave rise to the grievance. The college may choose to take appropriate corrective action at any time based on a student report whether or not the student chooses to pursue the grievance process.

[Statutory Authority: RCW 28B.50.140, 05-24-059, § 132D-120-250, filed 12/2/05, effective 1/2/06; 88-24-014 (Order 88-01), § 132D-120-250, filed 12/1/88, effective 1/1/89.]

**WAC 132D-120-260 Grievance procedure.** (1) The grievance procedures set forth in this section concern only those grievances that do not involve violation of Title IX of the Education Amendments of 1972 (sex discrimination) or section 504 of the Rehabilitation Act of 1973 (disability discrimination).

(2) A student wishing to pursue a resolution to his or her concern may contact the office where counseling services are provided. That office will serve as a source of information and direction for grievants.

(3) A student shall contact the faculty or staff member with whom he or she has a concern and attempt to resolve the matter through direct discussion. A student may ask a support person to accompany him or her in this discussion.

(4) If direct discussion does not resolve the concern to the student's satisfaction, the student shall take the matter to the faculty/staff member's immediate supervisor. The supervisor shall attempt to resolve the matter promptly and fairly.

(5) If the issue is not resolved, the supervisor shall forward the complaint to the appropriate administrator who shall meet with the student and, within three working days, write a letter to the student involved, copied to the faculty or staff member involved that details the resolution proposed.

(6) The procedure outlined in steps one through four shall be completed in twenty working days unless all parties agree to more time.

(7) The student shall be notified of this decision and shall also be informed of his or her right to file a petition to have the grievance heard before the grievance review committee. The student must submit this request to the office of the registrar within five days of his/her receipt of the administrator's letter. Any student alleging a violation of Title IX of the

1972 Education Amendments concerning sexual harassment may avail himself or herself of the college's sexual harassment policy.

[Statutory Authority: RCW 28B.50.140. 05-24-059, § 132D-120-260, filed 12/2/05, effective 1/2/06; 94-01-028, § 132D-120-260, filed 12/6/93, effective 1/6/94; 88-24-014 (Order 88-01), § 132D-120-260, filed 12/1/88, effective 1/1/89.]

**WAC 132D-120-270 Grievance procedure—Sex and disability discrimination.** (1) Any student alleging a violation of Title IX of the Education Amendments of 1972 (sex discrimination) or section 504 of the Rehabilitation Act of 1973 (disability discrimination) shall, as a first step in the grievance procedure, contact the Title IX officer or disabled student services coordinator. The student may contact the office where counseling services are provided for the name and location of the Title IX officer or disabled student services coordinator. Any student alleging a violation of Title IX of the 1972 Education Amendments concerning sexual harassment by a college faculty or staff member may avail himself or herself of the college's sexual harassment complaint procedures.

(2) The Title IX officer or disabled student services coordinator shall:

(a) Provide information about informal and formal options within and outside the college.

(b) Intervene, if requested by either party, in order to resolve the problem to the satisfaction of all.

(3) If the Title IX officer or disabled student services coordinator is unable to resolve the grievance, the student may request a hearing before the grievance review committee and is entitled to all appeals beyond that committee.

(4) Consultations with the Title IX officer and the disabled student services coordinator shall be strictly confidential.

[Statutory Authority: RCW 28B.50.140. 05-24-059, § 132D-120-270, filed 12/2/05, effective 1/2/06; 94-01-028, § 132D-120-270, filed 12/6/93, effective 1/6/94; 88-24-014 (Order 88-01), § 132D-120-270, filed 12/1/88, effective 1/1/89.]

**WAC 132D-120-280 Grievance review committee procedures.** (1) Any grievance not resolved by an administrator or the Title IX officer or disabled student services coordinator may be appealed to the grievance review committee for a hearing. The grievant or respondent shall petition the committee by obtaining an official grievance form from the office where counseling services are provided. That petition shall be made within five working days of the notice of decision in the previous proceedings.

(2) When a petition for review is filed, the student shall either:

(a) Be assigned a process advisor by the college or choose an advisor of his/her own; or

(b) Waive his or her right to an advisor; or

(c) Notify the college of his or her retention of an attorney at least one week prior to a scheduled grievance hearing. Where the student is accompanied by an attorney, the college may be represented by an assistant attorney general.

(3) The student's completed official grievance form shall be distributed to all members of the grievance review committee.

(2009 Ed.)

(4) The registrar shall chair the grievance review committee and its members shall be chosen as follows:

(a) Two faculty members appointed by the vice-president of educational services; and

(b) Two students appointed by the president of the associated students of Skagit Valley College; and

(c) Two classified staff members appointed by the classified staff designated leadership.

(5) The grievance review committee may call any witnesses and hear any testimony needed to reach a prompt, fair resolution of the grievance. The proceedings before the committee shall not be considered a formal trial-type hearing.

(6) Within three working days of the conclusion of the hearing, the committee shall issue a written recommendation. All parties shall receive a copy of this recommendation.

(7) In the case of instructional grievances, the committee's recommendations shall be sent to the vice-president of educational services. In all other cases, the committee's recommendations shall be forwarded to the vice-president responsible for the area in which the faculty or staff member is employed. The appropriate vice-president shall, within five working days, accept, modify, or reject the recommendations of the grievance review committee and notify all parties.

[Statutory Authority: RCW 28B.50.140. 05-24-059, § 132D-120-280, filed 12/2/05, effective 1/2/06; 88-24-014 (Order 88-01), § 132D-120-280, filed 12/1/88, effective 1/1/89.]

**WAC 132D-120-290 Final decision regarding the appeal procedure—Extra-institutional appeals.** (1) Where the student is not satisfied by the vice-president's decision, he or she may appeal that decision to the president of the college provided that such appeal is made within five working days of the student's receipt of notice of the decision.

(2) The president will review the record of the case prepared by the committee together with any appeal statement and will deliver a written acceptance of the vice-president's decision or directions as to what other course of action shall be taken, within ten instructional days after receiving the appeal.

(3) This decision shall constitute final agency action by the college.

(4) A student who feels aggrieved by the institution's final decision, may petition for judicial review of that decision according to the provisions of RCW 28B.19.150.

(5) For further review in sexual or disability discrimination cases, the grievant may send appeals or inquiries to:

(a) U.S. Department of Education  
Office for Civil Rights Region X  
915 Second Avenue, Room 3310  
Seattle, WA 98174  
206-220-7900

(b) Washington State Human Rights Commission  
Third Avenue  
Seattle, Washington 98101  
206-464-6500

(c) Department of Justice Civil Rights Division  
1424 New York Avenue, Room 5041  
Washington, D.C. 20005  
202-307-0818 (TTD), or 800-514-0383 (voice)

[Statutory Authority: RCW 28B.50.140. 05-24-059, § 132D-120-290, filed 12/2/05, effective 1/2/06; 88-24-014 (Order 88-01), § 132D-120-290, filed 12/1/88, effective 1/1/89.]

**WAC 132D-120-300 Nature of grievance proceedings.** All hearings growing out of a student-initiated grievance, including appeals to the office of the president, shall remain closed unless all parties to the grievance agree on an open hearing.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-120-300, filed 12/1/88, effective 1/1/89.]

**WAC 132D-120-310 Withdrawal of grievance.** (1) At any time during the grievance procedure, the grievant may officially withdraw the grievance in writing.

(2) In the event the grievant or appellant fails to appear for any scheduled hearing without prior notification or evidence of extenuating circumstances, this shall be considered to constitute withdrawal of the grievance or appeal.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-120-310, filed 12/1/88, effective 1/1/89.]

**WAC 132D-120-320 Administrative, faculty and staff grievances.** Any administrator, faculty member or staff member who is the subject of a student's grievance and who is dissatisfied with the results of any level of the student grievance proceedings may file a grievance under the appropriate grievance procedure established by Skagit Valley College.

[Statutory Authority: RCW 28B.50.140. 05-24-059, § 132D-120-320, filed 12/2/05, effective 1/2/06; 88-24-014 (Order 88-01), § 132D-120-320, filed 12/1/88, effective 1/1/89.]

**WAC 132D-120-330 Prior rules.** The rules contained within this chapter supersede all former rules relating to student grievances.

[Statutory Authority: RCW 28B.50.140. 05-24-059, § 132D-120-330, filed 12/2/05, effective 1/2/06; 88-24-014 (Order 88-01), § 132D-120-330, filed 12/1/88, effective 1/1/89.]

**WAC 132D-120-340 Severability.** If any provision of this chapter is adjudged by a court to be unconstitutional, the remaining provisions shall continue in effect.

[Statutory Authority: RCW 28B.50.140. 88-24-014 (Order 88-01), § 132D-120-340, filed 12/1/88, effective 1/1/89.]

**WAC 132D-120-350 Effective date of the rules of conduct.** The rules contained within this chapter shall become effective July 1, 2005.

[Statutory Authority: RCW 28B.50.140. 05-24-059, § 132D-120-350, filed 12/2/05, effective 1/2/06; 88-24-014 (Order 88-01), § 132D-120-350, filed 12/1/88, effective 1/1/89.]

## Chapter 132D-122 WAC

### WITHHOLDING SERVICES FOR OUTSTANDING DEBTS

#### WAC

132D-122-010	Policy.
132D-122-020	Notification.
132D-122-030	Procedure for brief adjudicative proceeding.

[Title 132D WAC—p. 20]

**WAC 132D-122-010 Policy.** If any person, including faculty, staff, student or former student, is indebted to the institution for an outstanding overdue debt, the institution need not provide any further services of any kind to such individual, including but not limited to transmitting files, records, transcripts or other services which have been requested by such person.

[Statutory Authority: RCW 28B.50.140. 89-09-039 (Order 89-04), § 132D-122-010, filed 4/14/89.]

**WAC 132D-122-020 Notification.** (1) Upon receiving a request for services where there is an outstanding debt due the institution from the requesting person, the institution shall notify the person by first-class mail that the services will not be provided since there is an outstanding debt due. The person shall be told that until the debt is satisfied, no such services as are requested will be provided.

(2) The letter of notification shall also state that the person has a right to a brief adjudicative proceeding before a person designated by the president of the institution. The proceeding must be requested within twenty days of the date of mailing notification of refusal to provide services.

[Statutory Authority: RCW 28B.50.140. 89-09-039 (Order 89-04), § 132D-122-020, filed 4/14/89.]

**WAC 132D-122-030 Procedure for brief adjudicative proceeding.** Upon receipt of a timely request for a hearing, the person designated by the president shall have the records and files of the institution available for review and shall hold an informal hearing concerning whether the individual in fact owes or owed any outstanding debts to the institution. The hearing must be conducted within ten days of the request for a hearing. After the informal hearing, a decision shall be rendered by the president's designee indicating whether in fact the institution is correct in withholding services for the outstanding debt. If the outstanding debt is owed by the individual involved, no further services shall be provided. Notification of this decision shall be sent to the individual within five days after the hearing. This hearing shall constitute a brief adjudicative proceeding established by the Administrative Procedure Act at RCW 34.05.482-34.05.494.

[Statutory Authority: RCW 28B.50.140. 89-09-039 (Order 89-04), § 132D-122-030, filed 4/14/89.]

## Chapter 132D-125 WAC

### STUDENT EDUCATION RECORDS

#### WAC

132D-125-010	Purpose.
132D-125-020	Definitions.
132D-125-025	Direction to college offices retaining student education records.
132D-125-030	Access to education records.
132D-125-035	Access to education records—Limitations on access.
132D-125-040	Right to copy education records.
132D-125-045	Request for explanation or interpretation of record.
132D-125-050	Challenges—To content of education records—To release of education records—Or to denial of access to education records.
132D-125-055	Challenges—Informal proceedings.
132D-125-060	Challenges—Hearing before grievance review committee.
132D-125-070	Release of personally identifiable information or education records.

(2009 Ed.)

132D-125-075	Release of personally identifiable information or education records—Nature of consent required.
132D-125-080	Release of personally identifiable information or education records—Exceptions to consent requirement.
132D-125-085	Release of information in emergencies.
132D-125-090	Directory information.
132D-125-095	Destruction of student records.
132D-125-100	Notification of rights under this chapter.

**WAC 132D-125-010 Purpose.** The purpose of this student records policy is to establish rules and procedures that appropriately implement the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. §1232g). Skagit Valley College is committed to safeguarding appropriate access to student educational records as well as to maintaining individual student privacy. This chapter replaces chapters 132D-130 (Student records) and 132D-280 (Family Educational Rights and Privacy Act) WAC.

(1) Generally, students have the right to review and copy their education records. Students also have the right to challenge the content of, the release of, or denial of access to their education records.

(2) The college normally will not permit access to or release of the student's education records to the public without authorization by the student, though some exceptions exist. Please see below for a complete description of the policy.

(3) The college may release directory information concerning a student unless the student requests in writing that directory information not be released.

[Statutory Authority: RCW 28B.50.140. 94-01-028, § 132D-125-010, filed 12/6/93, effective 1/6/94.]

**WAC 132D-125-020 Definitions.** For purposes of this chapter, the following terms shall have the indicated meanings:

(1) "Student" shall mean any person who is or has been officially registered at and attending Skagit Valley College and with respect to whom the college maintains education records or personally identifiable information.

(2) "Education records" shall refer:

(a) To those records, files, documents, and other materials maintained by Skagit Valley College or by a person acting for Skagit Valley College which contain information directly related to a student;

(b) To records relating to an individual in attendance at the college who is employed as a result of his or her status as a student.

However, records made and maintained by the college in the normal course of business which relate exclusively to a person's capacity as an employee are not education records.

(3) The term "education records" does not include the following:

(a) Records of instructional, supervisory, or 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;

(b) Records of the college's department of safety and security, maintained solely for law enforcement purposes, disclosed only to law enforcement officials, and maintained separately from education records in subsection (2) of this

(2009 Ed.)

section, but only if said law enforcement personnel do not have access to the records under WAC 132D-125-080; or

(c) Records concerning a student which are created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her 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, except that such records may be personally reviewed by a physician or other appropriate professional of the student's choice.

(4) "Personally identifiable information" shall refer to data or information which includes either:

(a) The name of a student, the student's parent, or other family member;

(b) The address of the student;

(c) The address of the student's family;

(d) A personal identifier, such as the student's Social Security number or student number;

(e) A list of personal characteristics which would make it possible to identify the student with reasonable certainty; or

(f) Other information which would make it possible to identify the student with reasonable certainty.

(5) "Dean of administrative and student services" shall refer to the dean of administrative and student services or his or her designee.

[Statutory Authority: RCW 28B.50.140. 94-01-028, § 132D-125-020, filed 12/6/93, effective 1/6/94.]

**WAC 132D-125-025 Direction to college offices retaining student education records.** All college individuals or offices having custody of education records will develop procedures in accordance with WAC 132D-125-030 through 132D-125-100. Any supplementary regulations found necessary by departments will be filed with the college's records committee, which will be responsible for periodic review of policy and procedures.

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

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

[Statutory Authority: RCW 28B.50.140. 94-01-028, § 132D-125-025, filed 12/6/93, effective 1/6/94.]

**WAC 132D-125-030 Access to education records.** (1) Except as provided in WAC 132D-125-035, each student at Skagit Valley College shall have access to his or her education records. The right of access shall include the right to inspect, review, and obtain copies of education records.

(2) The dean of administrative and student services shall prepare and maintain a list of the types of student education records which are maintained by Skagit Valley College.

(3) A student wishing access to his or her education records shall submit a written request for access to the dean

of administrative and student services. A request for access shall be acted upon by the dean of administrative and student services within a reasonable period of time, not to exceed ten days.

(4) The dean of administrative and student services shall provide students for the college with an opportunity for reasonable access to education records, provided that the dean of administrative and student services shall be responsible for taking appropriate measures to safeguard and ensure the security and privacy of the institution's records while being inspected by students.

(5) The dean of administrative and student services will inform in writing a student who has requested access to his or her education records of the nature of any records which are being withheld from the student on the basis of the exceptions set forth in WAC 132D-125-080 and 132D-125-085. A student may challenge a decision by the dean of administrative and student services to withhold certain of the student's records by filing an appeal with the grievance review committee, WAC 132D-125-060.

(6) 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 student.

(7) Students have the right to obtain copies of their education records. Charges for the copies shall not exceed the cost normally charged by the college (except in cases where charges have previously been board of trustee action for certain specified services), such as transcripts and grade sheets.

(8) The section shall not prohibit the college registrar from providing a student with a copy of the student's academic transcript without prior clearance from the dean of administrative and student services.

[Statutory Authority: RCW 28B.50.140. 94-01-028, § 132D-125-030, filed 12/6/93, effective 1/6/94.]

**WAC 132D-125-035 Access to education records—Limitations on access.** (1) Skagit Valley College shall not make available to a student the following types of materials:

(a) The financial records of the student's parents or any information contained therein.

(b) Letters or statements of recommendation, evaluation, or comment which were provided to the college in confidence, either expressed or implied, prior to January 1, 1975, provided that such letters or statements shall not be used for purposes other than those for which they were originally intended.

(c) If a student has signed a waiver of the student's right of access in accordance with subsection (2) of this section, confidential records relating to the following:

- (i) Admission to any educational agency or institution;
- (ii) An application for employment; or
- (iii) The receipt of an honor or honorary recognition.

(2) A student, or a person applying for admission to the college, may waive his or her right of access to the type of confidential records referred to in subsection (1)(c) of this section, provided that such waiver shall apply only if the student is, upon request, notified of the names of all persons making confidential recommendations, and such recommendations are used solely for the specific purpose for which the waiver has been granted. The college is not allowed to

require such waivers as a condition for admission to, receipt of financial aid from, or receipt of other services or benefits from the college.

(3) If any material or document in the education record of a student includes information concerning more than one student, the student shall only have the right either to inspect and review that portion of the material or document which relates to the student or to be informed of the specific information contained in that portion of the material or document.

[Statutory Authority: RCW 28B.50.140. 94-01-028, § 132D-125-035, filed 12/6/93, effective 1/6/94.]

**WAC 132D-125-040 Right to copy education records.** (1) The dean of administrative and student services shall, at the request of a student, provide the student with copies of the student's education records. The fees for providing such copies shall not exceed the actual cost to the university of providing the copies.

(2) Official copies of transcripts from other educational institutions, such as high school or other college transcripts, will not be provided to students by the college.

[Statutory Authority: RCW 28B.50.140. 94-01-028, § 132D-125-040, filed 12/6/93, effective 1/6/94.]

**WAC 132D-125-045 Request for explanation or interpretation of record.** The dean of administrative and student services shall respond to reasonable requests for explanations or interpretations of the contents of student education records.

[Statutory Authority: RCW 28B.50.140. 94-01-028, § 132D-125-045, filed 12/6/93, effective 1/6/94.]

**WAC 132D-125-050 Challenges—To content of education records—To release of education records—Or to denial of access to education records.** (1) Any student who believes that inaccurate, misleading, or otherwise inappropriate data is contained within his or her education records shall be permitted to have included within the record a written explanation by the student concerning the content of the records.

(2) A student shall have the right, in accordance with the procedures set forth in WAC 132D-125-055 and 132D-125-060, to:

(a) Challenge the content of education records in order to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the students;

(b) Have the opportunity to correct or delete inaccurate, misleading, or otherwise inappropriate data contained within education records;

(c) Challenge the release of education records to specific persons as contrary to the provisions of this chapter; and

(d) Challenge a decision by the college to deny the student access to particular types of records.

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

[Statutory Authority: RCW 28B.50.140. 94-01-028, § 132D-125-050, filed 12/6/93, effective 1/6/94.]



**WAC 132D-125-055 Challenges—Informal proceedings.** A student wishing to exercise the rights set forth in WAC 132D-125-050(2) shall first discuss with the dean of administrative and student services the nature of the corrective action sought by the student. Failing resolution, the student may seek formal corrective action under WAC 132D-125-030(5).

[Statutory Authority: RCW 28B.50.140. 94-01-028, § 132D-125-055, filed 12/6/93, effective 1/6/94.]

**WAC 132D-125-060 Challenges—Hearing before grievance review committee.** (1) If informal proceedings fail to resolve the complaint of a student, the student may file with the dean of administrative and student services a written request for a hearing before the grievance review committee of the college.

(2) Within a reasonable time after submission of a request for hearing, the student rights and responsibilities committee shall conduct a hearing concerning the student's request for corrective action.

The student and the college shall be given a full opportunity to present relevant evidence at the hearing before the student rights and responsibilities committee.

(3) If a student demonstrates that the student's education records are inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, the student rights and responsibilities committee shall have authority to order the correction or deletion of inaccurate, misleading, or otherwise inappropriate data contained in the records.

(4) If a student demonstrates that the release of the student's education records would be improper under this chapter, the student rights and responsibilities committee shall have authority to order that the records not be released.

(5) If a student demonstrates that the student is entitled to access to particular documents under this chapter, the student rights and responsibilities committee shall have authority to order that the student be permitted access to the records.

(6) The decision of the student rights and responsibilities committee shall be rendered in writing within a reasonable period of time after the conclusion of the hearing.

[Statutory Authority: RCW 28B.50.140. 94-01-028, § 132D-125-060, filed 12/6/93, effective 1/6/94.]

**WAC 132D-125-070 Release of personally identifiable information or education records.** The college shall not permit access to or the release of a student's education records or personally identifiable information contained therein to any person without the written consent of the student, except as provided in WAC 132D-125-080, 132D-125-085, or 132D-125-090.

[Statutory Authority: RCW 28B.50.140. 94-01-028, § 132D-125-070, filed 12/6/93, effective 1/6/94.]

**WAC 132D-125-075 Release of personally identifiable information or education records—Nature of consent required.** Where the consent of a student is required under WAC 132D-125-070 for the release of education records or personally identifiable materials contained therein, the student's consent shall be in writing, shall be signed and dated by the student, and shall include a specification of the

(2009 Ed.)

records to be released, the reasons for such release, and the names of the parties to whom the records may be released.

[Statutory Authority: RCW 28B.50.140. 94-01-028, § 132D-125-075, filed 12/6/93, effective 1/6/94.]

**WAC 132D-125-080 Release of personally identifiable information or education records—Exceptions to consent requirement.** (1) The college may permit the access to or release of a student's education records or personally identifiable information contained therein without the written consent of the student to the following parties:

(a) College officials, including faculty members, when the information is required for a legitimate educational purpose within the scope of the recipient's official responsibilities with the college and will be used only in connection with the performance of those responsibilities;

(b) Federal or state officials requiring access to education records in connection with the audit or evaluation of federally or state-supported educational programs or in connection with the enforcement of federal or state legal requirements relating to such programs. In such cases, the information required shall be protected by the federal or state officials in a manner which shall not permit the personal identification of students or their parents to other than those officials, and such personally identifiable data shall be destroyed when no longer needed for the purposes for which was provided;

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

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

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

(f) Any person or entity authorized by judicial order or lawfully issued subpoena to receive such records or information, upon condition that the student is notified of all such orders or subpoenas in advance of compliance therewith by the college. Any college employee or official receiving a subpoena or judicial order for education records or personally identifiable information contained therein shall immediately notify the assistant attorney general representing the college; or

(g) An alleged victim of any crime of violence (as defined in 18 U.S.C. §16), so long as the information disclosed is the result of a disciplinary proceeding for the crime conducted by the college against the alleged perpetrator.

(2) Education records of a student or personally identifiable information contained therein which are released to third parties, with or without the consent of the student involved, shall be conditioned upon a written agreement indicating that the information cannot subsequently be released in a personally identifiable form to any other party without the written consent of the student involved.

[Title 132D WAC—p. 23]

(3) The college shall maintain a record, kept with the education records of each student, indicating all parties, other than those parties specified in subsection (1)(a) of this section, which have requested or obtained access to the student's education records, and indicating the legitimate interest that each such party has in obtaining the records or information contained therein. This record of access shall be available only to the student, to the employees of the college responsible for maintaining the records, and to the parties identified under subsection (1)(a) and (c) of this section.

[Statutory Authority: RCW 28B.50.140. 94-01-028, § 132D-125-080, filed 12/6/93, effective 1/6/94.]

**WAC 132D-125-085 Release of information in emergencies.** (1) The dean of administrative and student services or his or her designee may, without the consent of a student, release the student's education records or personally identifiable information contained therein to appropriate parties in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

(2) The following factors should be taken into consideration in determining whether records may be released under this section:

- (a) The seriousness of the threat to the health or safety of the student or other persons;
- (b) The need for personally identifiable information concerning the student to meet the emergency;
- (c) Whether the parties to whom the records or information are released are in a position to deal with the emergency; and
- (d) The extent to which time is of the essence in dealing with the emergency.

(3) If the college, pursuant to subsection (1) of this section, releases personally identifiable information concerning a student without the student's consent, the college shall notify the student as soon as possible of the identity of the parties and to whom the records or information have been released and of the reasons for the release.

[Statutory Authority: RCW 28B.50.140. 94-01-028, § 132D-125-085, filed 12/6/93, effective 1/6/94.]

**WAC 132D-125-090 Directory information.** (1) The college may release "directory information" concerning a student to the public unless the student requests in writing of the dean of administrative and student services that the student's directory information not be released except as provided in WAC 132D-125-070, 132D-125-080, or 132D-125-085.

(2) The term "directory information" shall include information relating to the student's name; local and home telephone number; local and home address; date and place of birth; major field of study, dates of attendance, and degrees and awards received; participation in officially recognized sports and activities; weight and height if a member of an athletic team; and the most recent previous educational institution attended.

[Statutory Authority: RCW 28B.50.140. 94-01-028, § 132D-125-090, filed 12/6/93, effective 1/6/94.]

[Title 132D WAC—p. 24]

**WAC 132D-125-095 Destruction of student records.**

Except as otherwise provided by law, the college shall not be prevented under this chapter from destroying all or any portion of a student's education records in accordance with established records retention schedules, provided that no education record to which a student has requested access shall be removed or destroyed by the college prior to providing the student with the requested access.

[Statutory Authority: RCW 28B.50.140. 94-01-028, § 132D-125-095, filed 12/6/93, effective 1/6/94.]

**WAC 132D-125-100 Notification of rights under this chapter.** The college shall annually notify students currently in attendance of their rights under this chapter and the Family Educational Rights and Privacy Act.

The notice shall include a statement of the following student rights:

- (1) Inspect and review his or her education records;
- (2) Request an amendment of the education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
- (3) Allow or deny disclosures of personally identifiable information contained in the student's education records, except to the extent that these regulations and the regulations promulgated pursuant to the Family Educational Rights and Privacy Act allow;
- (4) File a complaint with the United States Department of Education under 34 C.F.R. 99.64 concerning alleged failures by the college to comply with the requirements of the act;
- (5) Access information concerning the cost to be charged for reproducing copies of the student's records; and
- (6) Access a copy of the regulations in this chapter.

The notice shall indicate the places where copies of these regulations are located.

[Statutory Authority: RCW 28B.50.140. 94-01-028, § 132D-125-100, filed 12/6/93, effective 1/6/94.]

**Chapter 132D-133 WAC  
ORGANIZATION**

**WAC**

132D-133-020 Organization—Operation—Information.

**WAC 132D-133-020 Organization—Operation—Information.** (1) Organization. Skagit Valley College, Community College District No. 4, is established in Title 28B RCW as a public institution of higher education. The institution is governed by a five-member board of trustees, appointed by the governor. The board employs a president, who acts as the chief executive officer of the institution. The president establishes the structure of the administration.

(2) Operation. The administrative office is located at the following address:

2405 E. College Way  
Mount Vernon, WA 98273

The office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, except legal holidays. Educational operations are also located at the following addresses:

Whidbey Campus  
1201 E. Pioneer Way  
Oak Harbor, WA 98277

South Whidbey Campus  
5611 S. Bayview Road  
Langley, WA 98260

San Juan Center  
P. O. Box 1432  
Friday Harbor, WA 98250

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

2405 E. College Way  
Mount Vernon, WA 98273

[Statutory Authority: RCW 28B.50.140, chapters 34.05 and 69.41 RCW and 26 U.S.C. 1232g, 90-05-045, § 132D-133-020, filed 2/16/90, effective 3/19/90.]

### Chapter 132D-140 WAC

#### POLICY ON THE USE OF COLLEGE FACILITIES

##### WAC

132D-140-010	Use of college facilities.
132D-140-020	Limitation of use to school activities.
132D-140-030	Statement of intentions.
132D-140-040	General policies limiting use.
132D-140-050	Administrative control.
132D-140-060	Trespass.
132D-140-070	Prohibited conduct at college facilities.
132D-140-080	Control of pets in college facilities.
132D-140-090	Smoking on campus.

**WAC 132D-140-010 Use of college facilities.** Community College District No. 4 serves Skagit, Island and San Juan counties by providing continued educational opportunity for its citizens. In keeping with this general purpose, the college believes that facilities should be available for a variety of uses which are of benefit to the general public; provided, that such general uses do not interfere with the educational mission of the college. However, a state agency is under no obligation to make its public facilities available to the community for private purposes.

[Statutory Authority: RCW 28B.50.140, 89-06-012 (Order 89-01), § 132D-140-010, filed 2/22/89.]

**WAC 132D-140-020 Limitation of use to school activities.** When allocating use of college facilities, top priority shall always be given to activities specifically related to the college's mission. No arrangements shall be made that may interfere with or operate to the detriment of, the college's own teaching, research, or public service programs. In particular, the college buildings, properties, and facilities, including those assigned to student programs, shall be used primarily for:

(1) The regularly established teaching, research, or public service activities of the college and its departments or related agencies.

(2) Cultural, educational, or recreational activities of the students, faculty or staff.

(2009 Ed.)

(3) Short courses, conferences, seminars, or similar events, conducted either in the public service or for the advancement of specific departmental professional interests, when arranged under the sponsorship of the college or its departments.

(4) Public events of a cultural or professional nature brought to the campus at the request of college departments or committees and presented with their active sponsorship and active participation.

(5) Activities or programs sponsored by educational institutions, by state or federal agencies, by charitable agencies or civic or community organizations whose activities are of widespread public service and of a character appropriate to the college.

(6) College facilities shall be assigned to student organizations for regular business meetings, social functions and for programs open to the public. Any recognized campus student organization may invite speakers from outside the college community. In conformance with state guidelines, the appearance of an invited speaker on campus does not represent an endorsement by the college, its students, faculty, administration, or the board of trustees, whether implicit or explicit, of the speaker's views.

(7) Reasonable conditions may be imposed to regulate the timeliness of requests, to determine the appropriateness of space assigned, time of use, and to insure the proper maintenance of the facilities. Subject to the same limitations, college facilities shall be made available for assignment to individuals or groups within the college community. Arrangements by both organizations and individuals must be made through the designated administrative officer. Allocation of space shall be made in accordance with college regulations and on the basis of time, space, priority of request and the demonstrated needs of the applicant.

(8) The college may restrict an individual's or a group's use of college facilities if that person or group has, in the past, physically abused college facilities. Charges may be imposed for damage or for any unusual costs for the use of facilities. The individual, group or organization requesting space will be required to state in advance the general purpose of any meeting.

[Statutory Authority: RCW 28B.50.140, 89-06-012 (Order 89-01), § 132D-140-020, filed 2/22/89.]

**WAC 132D-140-030 Statement of intentions.** The college neither intends nor desires to compete with any local agency or private enterprise in making its facilities available to the community. Privately operated facilities exist which are well qualified to best meet many community needs. The college encourages the community to patronize local businesses or agencies. With this approach, the college hopes to work cooperatively with local private enterprise to the mutual benefit of all concerned.

[Statutory Authority: RCW 28B.50.140, 89-06-012 (Order 89-01), § 132D-140-030, filed 2/22/89.]

**WAC 132D-140-040 General policies limiting use.** (1) College facilities may not be used for purposes of political campaigning by or for candidates who have filed for public office except for student-sponsored activities or forums.

[Title 132D WAC—p. 25]

(2) Religious groups shall not, under any circumstances, use the college facilities as a permanent meeting place. Use shall be intermittent only.

(3) The college reserves the right to prohibit the use of college facilities by groups which restrict membership or participation in a manner inconsistent with the college's commitment to nondiscrimination as set forth in its written policies and commitments.

(4) Activities of a political or commercial nature will not be approved if they involve the use of promotional signs or posters on buildings, trees, walls, or bulletin boards, or the distribution of samples outside the rooms or facilities to which access has been granted.

(5) These general policies shall apply to recognized student groups using college facilities.

(6) Handbills, leaflets, and similar materials except those which are commercial, obscene, or unlawful may be distributed only in designated areas on the campus where, and at times when, such distribution shall not interfere with the orderly administration of the college affairs or the free flow of traffic. Any distribution of materials as authorized by the designated administrative officer and regulated by established guidelines shall not be construed as support or approval of the content by the college community or the board of trustees.

(7) Use of audio amplifying equipment is permitted only in locations and at times that will not interfere with the normal conduct of college affairs as determined by the appropriate administrative officer.

(8) No person or group may use or enter onto college facilities having in their possession firearms, even if licensed to do so, except commissioned police officers as prescribed by law.

(9) The right of peaceful dissent within the college community shall be preserved. The college retains the right to insure the safety of individuals, the continuity of the educational process, and the protection of property. While peaceful dissent is acceptable, violence or disruptive behavior is an illegitimate means of dissent. Should any person, group or organization attempt to resolve differences by means of violence, the college and its officials need not negotiate while such methods are employed.

(10) Orderly picketing and other forms of peaceful dissent are protected activities on and about the college premises. However, interference with free passage through areas where members of the college community have a right to be, interference with ingress and egress to college facilities, interruption of classes, injury to persons, or damage to property exceeds permissible limits.

(11) Where college space is used for an authorized function (such as a class or a public or private meeting under approved sponsorship, administrative functions or service related activities), groups must obey or comply with directions of the designated administrative officer or individual in charge of the meeting.

(12) If a college facility abuts a public area or street, and if student activity, although on public property, unreasonably interferes with ingress and egress to college buildings, the college may choose to impose its own sanctions although remedies might be available through local law enforcement agencies.

[Statutory Authority: RCW 28B.50.140. 89-06-012 (Order 89-01), § 132D-140-040, filed 2/22/89.]

**WAC 132D-140-050 Administrative control.** The board hereby delegates to the president authority to set up administrative procedures for proper review of the use of college facilities; to establish, within the framework of these policies, regulations governing such use; and to establish rental schedules where appropriate.

[Statutory Authority: RCW 28B.50.140. 89-06-012 (Order 89-01), § 132D-140-050, filed 2/22/89.]

**WAC 132D-140-060 Trespass.** (1) Individuals who are not students or members of the faculty or staff and who violate these regulations will be advised of the specific nature of the violation, and if they persist in the violation, they will be requested by the president, or his or her designee, to leave the college property. Such a request prohibits the entry of and withdraws the license or privilege to enter onto or remain upon any portion of the college facilities by the person or group of persons requested to leave. Such persons shall be subject to arrest under the provisions of chapter 9A.52 RCW.

(2) Members of the college community (students, faculty, and staff) who do not comply with these regulations will be reported to the appropriate college office or agency for action in accord with established college policies.

(3) Persons who violate a district policy may have their license or privilege to be on district property revoked and be ordered to withdraw from and refrain from entering upon any district property. Remaining on or reentering district property after one's license or privilege to be on that property has been revoked shall constitute trespass and such individual shall be subject to arrest for criminal trespass.

[Statutory Authority: RCW 28B.50.140. 89-06-012 (Order 89-01), § 132D-140-060, filed 2/22/89.]

**WAC 132D-140-070 Prohibited conduct at college facilities.** (1) State law relative to public institutions governs the use or possession of intoxicants on campus or at college functions. The use or possession of unlawful drugs or narcotics, not medically prescribed, on college property or at college functions, is prohibited. Students obviously under the influence of intoxicants, unlawful drugs or narcotics while in college facilities shall be subject to disciplinary action.

(2) The use of tobacco is restricted in accordance with published policy.

(3) Destruction of property is also prohibited by state law in reference to public institutions.

[Statutory Authority: RCW 28B.50.140. 89-06-012 (Order 89-01), § 132D-140-070, filed 2/22/89.]

**WAC 132D-140-080 Control of pets in college facilities.** Pets are not permitted in campus buildings or on the grounds except guide or service dogs for the visually or hearing impaired as provided in chapter 70.84 RCW.

[Statutory Authority: RCW 28B.50.140. 89-06-012 (Order 89-01), § 132D-140-080, filed 2/22/89.]

**WAC 132D-140-090 Smoking on campus.** Skagit Valley College desires to provide a healthful environment for its

students, staff, and guests. Smoking shall not be permitted in college buildings or vehicles.

[Statutory Authority: RCW 28B.50.140. 94-01-028, § 132D-140-090, filed 12/6/93, effective 1/6/94.]

## Chapter 132D-276 WAC ACCESS TO PUBLIC RECORDS

### WAC

132D-276-010	Purpose.
132D-276-020	Definitions.
132D-276-030	Description of central and field organization of Community College District No. 4.
132D-276-040	Operations and procedures.
132D-276-050	Public records available.
132D-276-060	Public records officer.
132D-276-070	Office hours.
132D-276-080	Requests for public records.
132D-276-090	Copying.
132D-276-100	Determination regarding exempt records.
132D-276-110	Review of denials of public records requests.
132D-276-120	Protection of public records.
132D-276-130	Records index.
132D-276-140	Adoption of form.

**WAC 132D-276-010 Purpose.** The purpose of this chapter is to ensure that Community College District No. 4 complies with the provisions of chapter 42.17 RCW, Disclosure—Campaign finances—Lobbying—Records; and in particular with sections 250 through 340 of that chapter, dealing with public records.

[Statutory Authority: RCW 28B.50.140. 89-11-024 (Order 89-07), § 132D-276-010, filed 5/11/89.]

**WAC 132D-276-020 Definitions.** (1) Public records. "Public record" includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics: Provided, however, that the personal and other records cited in RCW 42.17.310 are exempt from definition of public record.

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

(3) Community College District No. 4. "Community College District No. 4 (Skagit Valley College)" is an agency organized by statute pursuant to RCW 28B.50.040. Community College District No. 4 shall hereafter be referred to as the "district." Where appropriate, the term "district" also refers to the staff and employees of the district.

[Statutory Authority: RCW 28B.50.140. 89-11-024 (Order 89-07), § 132D-276-020, filed 5/11/89.]

**WAC 132D-276-030 Description of central and field organization of Community College District No. 4.** (1) Community College District No. 4 is a state agency established and organized under the authority of chapter 28B.50 RCW for the purpose of implementing the educational goals established by the legislature in RCW 28B.50.020. The

(2009 Ed.)

administrative office of the district is located on the Skagit Valley campus within the city of Mount Vernon, Washington. The Mount Vernon campus likewise comprises the central headquarters for all operations of the district. Field activities for the Whidbey Branch of the district are administered by personnel located at the Whidbey Branch in Oak Harbor, Washington; all other field activities of the district are directed and administered by personnel located on the campus at Mount Vernon.

(2) The district is operated under the supervision and control of a board of trustees. The board of trustees consists of five members appointed by the governor. The board of trustees normally meets at least once each month, as provided in WAC 132D-104-020. The board of trustees employs a president, an administrative staff, members of the faculty and other employees. The board of trustees takes such actions and promulgates such rules, regulations, and policies in harmony with the rules and regulations established by the state board for community college education, as are necessary to the administration and operation of the district.

(3) The president of the district is responsible to the board of trustees for the operation and administration of the district. A detailed description of the administrative organization of the district is contained within the Policies and Procedures Manual for Community College District No. 4, a current copy of which is available for inspection at the administrative office of the district.

[Statutory Authority: RCW 28B.50.140. 89-11-024 (Order 89-07), § 132D-276-030, filed 5/11/89.]

**WAC 132D-276-040 Operations and procedures.** (1) Formal decision-making procedures are established by the board of trustees through rules promulgated in accordance with the requirements of chapter 28B.19 RCW, the Higher Education Administration Procedure Act (HEAPA), and chapter 34.05 RCW, the Administrative Procedure Act.

(2) Informal decision-making procedures at the college, as established by the board of trustees, are set forth in the Policies and Procedures Manual of Community College District No. 4, a current copy of which is available for inspection at the administrative office of the district.

[Statutory Authority: RCW 28B.50.140. 89-11-024 (Order 89-07), § 132D-276-040, filed 5/11/89.]

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

[Statutory Authority: RCW 28B.50.140. 89-11-024 (Order 89-07), § 132D-276-050, filed 5/11/89.]

**WAC 132D-276-060 Public records officer.** The district's public records shall be in the charge of the public records officer designated by the chief administrative officer of the district. The person so designated shall be located in the district administrative office. The public records officer shall be responsible for the following: Implementation of the district's rules and regulations regarding release of public records, coordinating the district employees in this regard,

[Title 132D WAC—p. 27]

and generally ensuring compliance by district employees with the public records disclosure requirements in chapter 42.17 RCW.

[Statutory Authority: RCW 28B.50.140. 89-11-024 (Order 89-07), § 132D-276-060, filed 5/11/89.]

**WAC 132D-276-070 Office hours.** Public records shall be available for inspection and copying during the customary office hours of the district. For purposes of this chapter, the customary office hours shall be from 9:00 a.m. to noon and from 1:00 p.m. to 4:00 p.m., Monday through Friday, excluding legal holidays and holidays established by the college calendar.

[Statutory Authority: RCW 28B.50.140. 89-11-024 (Order 89-07), § 132D-276-070, filed 5/11/89.]

**WAC 132D-276-080 Requests for public records.** In accordance with the requirements of RCW 42.17.290 that agencies prevent unreasonable invasions of privacy, protect public records from damage or disorganization, and prevent excessive interference with essential functions of the agency, public records are only obtainable by members of the public when those members of the public comply with the following procedures:

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

- (a) The name of the person requesting the record;
- (b) The time of day and calendar date on which the request was made;
- (c) The nature of the request;
- (d) If the matter requested is referenced within the current index maintained by the public records officer, a reference to the requested record as it is described in such current index;
- (e) If the requested matter is not identifiable by reference to the current index, an appropriate description of the record requested.

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

[Statutory Authority: RCW 28B.50.140. 89-11-024 (Order 89-07), § 132D-276-080, filed 5/11/89.]

**WAC 132D-276-090 Copying.** No fee shall be charged for the inspection of public records. The district may impose a reasonable charge for providing copies of public records and for the use by any person of agency equipment to copy public records; such charges shall not exceed the amount necessary to reimburse the district for its actual costs incident to such copying. No person shall be released a record so copied until and unless the person requesting the copied public record has tendered payment for such copying to the appro-

priate district official. All charges must be paid by money order, cashier's check, or cash in advance.

[Statutory Authority: RCW 28B.50.140. 89-11-024 (Order 89-07), § 132D-276-090, filed 5/11/89.]

**WAC 132D-276-100 Determination regarding exempt records.** (1) The district reserves the right to determine that a public record requested in accordance with the procedures outlined in WAC 132D-276-080 is exempt pursuant to the provisions set forth in RCW 42.17.310 and 42.17.315. Such determination may be made in consultation with the public records officer, president of the college district, or an assistant attorney general assigned to the district.

(2) Pursuant to RCW 42.17.260, the district reserves the right to delete identifying details when it makes available or publishes any public record when there is reason to believe that disclosure of such details would be an unreasonable invasion of personal privacy; Provided, however, in each case, the justification for the deletion shall be explained fully in writing.

(3) Response to requests for a public record must be made promptly. For the purposes of this section, a prompt response occurs if the person requesting the public record is notified within two business days as to whether his request for a public record will be honored.

(4) All denials of request for public records must be accompanied by a written statement, signed by the public records officer or his/her designee, specifying the reason for the denial, a statement of the specific exemption authorizing the withholding of the record and a brief explanation of how the exemption applies to the public record withheld.

[Statutory Authority: RCW 28B.50.140. 89-11-024 (Order 89-07), § 132D-276-100, filed 5/11/89.]

**WAC 132D-276-110 Review of denials of public records requests.** (1) Any person who objects to the denial of a request for a public record may petition for prompt review of such decision by tendering a written request for review. The written request shall specifically refer to the written statement which constituted or accompanied the denial.

(2) The written request by a person demanding prompt review of a decision denying a public record shall be submitted to the president of the district, or his or her designee.

(3) Within two business days after receiving the written request by a person petitioning for a prompt review of a decision denying a public record, the president of the district, or his or her designee, shall complete such review.

(4) During the course of the review the president or his or her designee shall consider the obligations of the district fully to comply with the intent of chapter 42.17 RCW insofar as it requires providing full public access to official records, but shall also consider both the exemptions provided in RCW 42.17.310 through 42.17.315, and the provisions of the statute which require the district to protect public records from damage or disorganization, prevent excessive interference with essential functions of the agency, and prevent any unreasonable invasion of personal privacy by deleting identifying details.

[Statutory Authority: RCW 28B.50.140. 89-11-024 (Order 89-07), § 132D-276-110, filed 5/11/89.]

WAC 132D-276-120 Protection of public records.

Requests for public records shall be made at the administrative office of the district in Mount Vernon, Washington. Public records and a facility for their inspection will be provided by the public records officer. Such records shall not be removed from the place designated. Copies of such records may be arranged according to the provisions of WAC 132D-276-090.

[Statutory Authority: RCW 28B.50.140. 89-11-024 (Order 89-07), § 132D-276-120, filed 5/11/89.]

WAC 132D-276-130 Records index. (1) The district

has available for the use of all persons a current index which provides identifying information as to the following records issued, adopted, or promulgated by the district after June 30, 1972:

- (a) Final options, including concurring and dissenting opinions, as well as orders, made in the adjudication of cases;
(b) Those statements of policy and interpretations of policy, statute and the constitution which have been adopted by the agency;
(c) Administrative staff manuals and instructions to staff that affect a member of the public;
(d) Planning policies and goals, and interim and final planning decisions;
(e) Factual staff reports and studies, factual consultant's reports and studies, scientific reports and studies, and any other factual information derived from tests, studies, reports or surveys, whether conducted by public employees or others; and
(f) Correspondence, and materials referred to therein, by and with the agency relating to any regulatory, supervisory or enforcement responsibilities of the agency, whereby the agency determines, or opines upon, or is asked to determine or opine upon, the rights of the state, the public, a subdivision of state government, or of any private party.

(2) The current index maintained by the district shall be available to all persons under the same rules and on the same conditions as are applied to public records available for inspection.

[Statutory Authority: RCW 28B.50.140. 89-11-024 (Order 89-07), § 132D-276-130, filed 5/11/89.]

WAC 132D-276-140 Adoption of form. The district

hereby adopts for use by all persons requesting inspection and/or copying or copies of its records the following form:

REQUEST FOR PUBLIC RECORD TO COMMUNITY COLLEGE DISTRICT NO. 4

(a) Name (please print) Signature
Name of Organization, if Applicable
Mailing Address of Applicant Phone Number
(b) Date Request Made Time of Day Request Made
(c) Nature of Request
(d) Identification Reference on Current Index (Please describe)

(e) Description of Record, or Matter, Requested if not Identifiable by Reference to the Community College District No. 4
Request: APPROVED DENIED Date
By Name Title
Reasons for Denial:
Referred to Date
By Name Title

[Statutory Authority: RCW 28B.50.140. 89-11-024 (Order 89-07), § 132D-276-140, filed 5/11/89.]

Chapter 132D-305 WAC SEXUAL HARASSMENT POLICY

WAC 132D-305-005 Sexual harassment policy.

WAC 132D-305-005 Sexual harassment policy. (1)

Preamble. Sexual harassment is an illegal activity and will not be tolerated at Skagit Valley College. Therefore, it shall be the policy of Skagit Valley College that harassment directed at any individual or group on the basis of gender, marital status, or sexual orientation is in violation of the mission and purpose of Skagit Valley College and shall not be condoned. Any employee or student who feels that she/he has been sexually harassed is encouraged to deal with the situation as outlined in the following procedure.

In recognition of the fact that sex discrimination in the form of sexual harassment is a violation of section 703, Title VII of the Civil Rights Act of 1964, Title IX of the 1972 Education Amendments, and chapter 49.60 RCW, which prohibits discrimination on the basis of race, color, religion, national origin, or sex, Skagit Valley College hereby declares that sexual harassment of students and/or staff by any member of the district community will not be tolerated.

(2) Definition. For purposes of this policy, sexual harassment will be defined as any behavior or action, either physical or verbal, which is sexual in nature, is unwanted, unwelcome, or nonreciprocal, and:

- (a) Submission to sexual harassment is either an implicit or explicit condition of employment or educational opportunity; or
(b) Submission to, or rejection of, sexual harassment is used as a basis for employment or educational decisions; or
(c) Sexual harassment has the purpose or effect of negatively interfering with the individual's work or educational performance or of creating an intimidating, hostile, or offensive work or educational environment. Sexual harassment may include, but is not limited to the following:
(i) Unwelcome or repeated sexual advances.
(ii) Offensive, disparaging remarks about one's gender, marital status, sexual orientation, or appearance.
(iii) Jokes about gender-specific traits.
(iv) Remarks about one's physical appearance which imply sexual interest.
(v) Subtle pressure for sexual activity, including sexual propositions.



(vi) Unnecessary brushes or touches, including pinching, patting, or grabbing.

(vii) Displayed offensive sexual graffiti, gestures, cartoons, or materials.

(viii) Sexual innuendos or obscene gestures.

(ix) Written communications with sexual overtones.

(x) Sexually offensive remarks disguised as humor.

(xi) Unwanted gifts, staring, leering, or unwanted attention.

(d) Skagit Valley College will investigate allegations of sexual harassment which may include, but is not limited to the following:

(i) The conduct of a faculty member in a faculty-student relationship.

(ii) The conduct of an individual in the paid employment of the district who may grant or withhold benefits to students and employees.

(iii) The conduct of any college supervisory employee.

(iv) The conduct between fellow employees of the college.

(v) The conduct of college agents.

(vi) The conduct of employees when it occurs related to college-sanctioned activities on or off campus and/or hampers the educational or college work environment.

(vii) The conduct of nonemployees when it occurs related to college sanctioned activities on or off campus and/or hampers the educational or college work environment.

(viii) The conduct of students in daily classes and activities.

(3) **In-district procedural guidelines.** When a person believes that she/he has been sexually harassed, the claimant may contact one of the district's ombudspersons. Faculty and staff shall assist the claimant in contacting an ombudsperson. The ombudsperson will provide the claimant with procedures and suggestions to enable the claimant to resolve the problem or to initiate the appropriate complaint process. All complaints shall be initiated no later than one hundred eighty days from the most recent incident.

The district shall have four ombudspersons: A female and male shall be appointed for both the Mount Vernon and Whidbey campuses. Appointment will be by the president, on the advice of the vice-president, educational services, the dean for administrative and student services, the dean of Whidbey campus (for Whidbey personnel), the president of the SVCEA, the president of the CSA, and the president of ASSVC. Appointment shall be for staggered three-year terms.

Ombudspersons shall report directly to the vice-president - educational services who shall be directly responsible for the implementation of this policy. The ombudspersons shall be responsible for receiving complaints, for receiving and giving training to all members of the college community on sexual harassment as directed by the vice-president - educational services, and for conducting awareness activities for all college groups. They will be assisted in their efforts by the affirmative action officer. The college will carry out any investigation in such a way as to protect the rights of both the claimant and the respondent. The college recognizes that in some circumstances a change of environment may be appropriate during the investigation. If during the mediation process the ombudsperson deems the complaint without merit, it

shall be immediately dismissed. Further, if the ombudsperson finds the complaint to be false and malicious, the claimant shall be referred to the designated college officer. Maximum confidentiality and support for both parties shall be maintained at each step of the procedure.

(4) **Advising process.** In the event that an individual feels he or she has been the victim of sexual harassment, the individual may discuss the matter with an ombudsperson on campus. The responsibility of the ombudsperson is to inform the individual of the policy and procedures about sexual harassment. The advising process itself is designed to promote free and open discussions between the individual seeking information and the advisor. An incident report will be generated to record the number of the different types of incidents reported in a given year. The incident reports will be forwarded to the affirmative action officer to be used for tracking purposes only. Names of individuals involved will not be designated on the incident report and no record of the advising conversations will be kept. The college will insure the privacy of all individuals involved in a sexual harassment case. If an individual feels that he or she has a warranted complaint, that individual may choose to proceed to the mediation process or directly to the formal process, step one.

(5) **Mediation.** When an ombudsperson receives a complaint, either verbally or in writing, of sexual harassment, he/she shall discuss the complaint with the respondent within three working days. Such complaints may come from an individual who was the target of the action or a third party. The purpose of the mediation process is to encourage both parties to communicate in an attempt to resolve the conflict. If a meeting occurs during this phase, both the claimant and the respondent may bring a support person. If the complaint appears valid, the ombudsperson shall complete a written report including the complaint and any action taken including the nature of the resolution if one is reached. This report shall be forwarded to the claimant, respondent, and the affirmative action officer who will keep it in a confidential manner for five years.

The mediation process shall be completed within thirty working days of receipt of complaint by the ombudsperson. If a satisfactory resolution is reached, the claimant and respondent will acknowledge resolution in writing.

(6) **Formal complaint; step one.** In the event that the mediation process does not occur or does not resolve the conflict to the satisfaction of both parties, the following process will be used:

(a) The claimant, within ten working days of the conclusion of the mediation process or the event itself, shall file a written complaint with the ombudsperson stating the times, dates, places, and circumstances surrounding the allegations. The ombudsperson will forward a copy of the complaint to the respondent within five working days. In turn, the respondent shall submit a written response concerning the complaint to the ombudsperson within five working days of receiving the written complaint. Within three working days of the complaint, the ombudsperson will forward all information to the AAO whether or not a response has been received.

The affirmative action officer may also file a formal complaint about any alleged offender who has had repeated claims filed against them. This will be done in collaboration with the receiving ombudspersons.

(b) Within five working days of receiving materials from the ombudsperson, the affirmative action officer will review all forms received and check for completeness and detail. Any concerns about procedure and forms will be discussed with the overseeing ombudsperson and corrections made.

Within the same five working day period, the affirmative action officer will then forward appropriate forms received by the ombudsperson to the appropriate supervisor who will speak informally with the respondent. The affirmative action officer shall also provide a copy of the written complaint and the respondent's response to: The vice-president, educational services when the respondent is faculty; dean responsible for student grievances if respondent is a student; appropriate dean when respondent is classified staff; president when the respondent is an administrator; chair of board of trustees if respondent is the president.

The ombudsperson shall keep a written record of all actions taken in an effort to resolve the complaint. If resolution is reached, the ombudsperson shall complete a written report of this resolution and submit copies to all parties involved.

(c) If a resolution has not been reached, and the parties were not able to mediate together, joint mediation will now take place. The mediation session will include both parties involved in the complaint and a representative for each of them. The ombudsperson and the affirmative action officer will also be present. While the parties may not want to speak to each other, in this session they will hear each other describe the events they believed to have taken place through the facilitation of the ombudsperson. If no resolution is agreed to, the case will now proceed to formal complaint, step two.

If a resolution can be achieved, the ombudsperson shall complete a written report of this resolution and submit copies to all parties involved. The claimant and respondent will acknowledge resolution in writing. Forms involved in the case will be kept by the affirmative action officer in a confidential manner for five years after which time this information will be destroyed.

(d) The entire formal procedure, step one, will be completed within thirty working days.

**(7) Formal complaint; step two.** If no satisfactory resolution can be achieved through formal complaint, step one, a team will be formed to conduct a fact-finding investigation as follows:

- (a) The affirmative action officer;
- (b) A member of the standing grievance committee selected by the claimant;
- (c) A member of the standing grievance committee selected by the respondent;
- (d) In the case of presidential involvement, a member of the board of trustees.

The team will hear findings from all parties. Within fifteen days of the completion of formal complaint, step one, the team will be charged with submitting a decision to the designated college officer.

The appropriate designated college officer shall be:

(i) The vice-president, educational services when the claimant of infractions of this policy is an employee of the college or when a student is complaining against an employee. When a student is involved, the dean responsible

(2009 Ed.)

for student grievances will cochair the investigation. However, the vice-president, educational services will assume the ultimate responsibility to see the process to conclusion.

(ii) The dean responsible for student grievances when the claimant of infractions of this policy is a student complaining against another student.

(iii) In the event the respondent is the vice-president, educational services or the dean responsible for student grievances, the designated college officer shall be the president. In the event the respondent is the president, the designated college officer shall be the chair of the board of trustees.

**(8) Appropriate disciplinary action.** Should the team find (unanimously) discrimination in the form of sexual harassment, the result will be immediate and appropriate action as determined by the designated college officer, which may include, but is not limited to the following order of actions:

- (a) Findings placed in personnel or student file;
- (b) Reprimand;
- (c) Suspension;
- (d) Dismissal.

In cases of suspension or employment termination, existing procedures for students, administrative, faculty or classified staff shall be followed. Administrators, paraprofessionals, vendors and other college employees and agents shall be subject to discipline as deemed appropriate by the panel and the designated college officer. The affirmative action officer shall be responsible for ensuring that disciplinary actions are carried out.

**(9) Repeated offenses.** When a complaint is made against someone who has been found in the past to have been in violation of the sexual harassment policy, the normal procedure will commence. Disciplinary measures chosen for repeat offenders should take into account the repeated lack of compliance by the offender and should be moved to the next level.

**(10) Nondistrict options.** At any point during these proceedings, the claimant may file concurrently with an outside agency. Claimants are encouraged to use the internal complaint procedures first. Students may file complaints with the Office of Civil Rights, U.S. Department of Education, 2901 Third Ave., M/S 106, Seattle, WA 98121. Employees may file complaints with the Equal Employment Opportunity Commission (EEOC), 1321 Second Avenue, 7th Floor, Arcade Plaza, Seattle, WA 98101, or the Human Rights Commission, 1515 Second Avenue, Columbia Bldg. Suite 400, Seattle, WA 98101.

[Statutory Authority: RCW 28B.50.140. 96-01-077, § 132D-305-005, filed 12/18/95, effective 1/18/96.]

## Chapter 132D-310 WAC ANTIDISCRIMINATION POLICY

WAC

132D-310-005 Skagit Valley College antidiscrimination policy.

**WAC 132D-310-005 Skagit Valley College antidiscrimination policy. (1) Preamble.** In March of 1992, the Skagit Valley College board of trustees adopted the dignity statement relating to an environment of equity. This state-

[Title 132D WAC—p. 31]

ment said, in part, "A most important policy of the board of trustees of Skagit Valley College is to provide a work place in which all individuals can achieve success in a climate of equality for all people. Equity must be the guiding principle in all college matters. Because the college seeks diversity in all of its services and relationships, the dignity and rights of all people involved must be respected and preserved."

As an academically centered community, Skagit Valley College highly values and respects diversity as a necessary foundation for a healthy learning and working community. A stable, positive and collegial environment is prerequisite to the success of its members.

Adverse treatment on the basis of group or categorical membership has no value or place in the mission of Skagit Valley College. Fostering and developing values which promote open-mindedness, awareness, sensitivity and respect for differences are encouraged and will be supported.

Employees, students, visitors, vendors, and agents of the college must adhere to the following policy. Responsibility for achieving a nondiscriminatory academic and working environment lies with each member of the college community.

(2) **Policy.** It is the policy of Skagit Valley College to prohibit discrimination on the basis of race, ethnicity, national origin, ancestry, creed, color, gender\*, marital/parental status, sexual orientation, age, religion, and sensory, mental or physical disability. In recognition of the fact that discrimination in any form is in violation of the mission and purpose of Skagit Valley College, the following federal guidelines will be applied to issues of discrimination: Title IX of the 1972 Education Amendments and chapter 49.60 RCW (which prohibits discrimination on the basis of race, color, religion, national origin, or sex); Title VII of the Civil Rights Act of 1964; the Rehabilitation Act of 1973; Title VI of the Civil Rights Act of 1964; the Vocational Education Act of 1963-1976; and the Americans with Disabilities Act. For the purposes of this policy, discrimination is defined as:

- (a) Exclusionary forms of conduct;
- (b) Creation of an intolerant environment; and
- (c) Malicious harassment.

\* Sex discrimination in the form of sexual harassment is covered under Skagit Valley College's sexual harassment policy.

(3) **An exclusionary form of conduct** is any disparate treatment of, or adverse impact on, an individual(s) by a person(s) or a structure(s) which excludes and denies access to participation in services, programs, and activities of the college. Some types of differential treatment, such as separate toilets and locker room facilities for men and women, are considered socially acceptable.

(4) **Creation of an intolerant environment** is the result of the willful or intentional conduct of an individual or group of individuals who engage in threats, expressions (either verbal or nonverbal), physical abuse or harassment that threatens or endangers the health, safety or welfare of a member of the college community. An intolerant environment is also likely to provoke or cause an immediate breach of the peace and interfere with an individual's ability to effectively pursue his or her education or otherwise participate fully in college programs and activities.

(5) **Malicious harassment** is conduct or behavior which is maliciously and intentionally committed because of the claimant's race, ethnicity, national origin, ancestry, creed, color, gender, marital/parental status, sexual orientation, age, religion, or sensory, mental or physical disability. This conduct may include injury to the claimant or another person, damage or destruction of the property of the claimant or another person, or threats to a specific person or group of persons which places that person, or members of the specific group of persons, in reasonable fear of harm to themselves or their property.

In this policy, claimant is defined as the individual bringing forth the complaint; respondent is defined as the individual to whom the claim is directed.

If any provision of this policy is adjudged by a court to be unconstitutional or otherwise illegal, the remaining provisions shall continue in effect.

Skagit Valley College will investigate allegations of discrimination which may include, but is not limited to the following:

- (a) The conduct of a faculty member in a faculty-student relationship.
- (b) The conduct of an individual in the paid employment of the district who may grant or withhold benefits to students and employees.
- (c) The conduct of any college employee in a supervisory position.
- (d) The conduct between fellow employees of the college.
- (e) The conduct of college agents.
- (f) The conduct of employees when it occurs related to college sanctioned activities on or off campus and/or hampers the educational or college work environment.
- (g) The conduct of nonemployees when it occurs related to college sanctioned activities on or off campus and/or hampers the educational or college work environment.
- (h) The conduct of students in daily classes and college sanctioned activities on or off campus.

(6) **Procedures.** When a person believes that she/he has been discriminated against, the claimant may contact one of the district's ombudspersons. Faculty and staff, if requested, shall assist the claimant in contacting an ombudsperson. The ombudsperson will provide the claimant with procedures and suggestions to enable him/her to resolve the problem or to initiate the appropriate informal or formal complaint process. All complaints shall be initiated no later than one hundred eighty days from the most recent incident. However, if a claimant can demonstrate exceptional circumstances to the appropriate designated college officer, the one hundred eighty-day reporting period limit may be waived.

The district shall have a total of two ombudspersons who shall be chosen from the protected classifications related in this policy and shall be appointed for both the Mount Vernon and Whidbey campuses. Appointment will be by the president, on the advice of the vice-president of educational services, the dean responsible for student grievances, the dean of Whidbey campus (for Whidbey personnel), the president of the Skagit Valley College education association, the president of the classified staff association, and the president of the associated students of Skagit Valley College. Appointment shall be for staggered three-year terms.

Ombudspersons shall report directly to the vice-president of educational services who shall be directly responsible for the implementation of this policy. The ombudspersons shall be responsible for receiving complaints and advising the cultural pluralism committee regarding educational efforts needed on critical discrimination issues. The ombudspersons will make every effort to ensure that neutrality is maintained throughout the process. For the purpose of this policy, the ombudsperson will act solely as a resource person and mediator and specifically will not act as an advocate for either party.

The college will carry out any investigation in such a way as to protect the rights of both the claimant and the respondent. The college recognizes that in some circumstances a change of environment may be appropriate during the investigation. If the respondent is the affirmative action officer, an ombudsperson will perform the affirmative action officer's responsibilities throughout the process. Confidentiality shall be maintained to the extent allowed by law.

**(7) Advising process.** In the event that an individual feels he or she has been the victim of discrimination, the individual may discuss the matter with an ombudsperson. The responsibility of the ombudsperson is to inform the individual of the policy and procedures regarding antidiscrimination. The advising process itself is designed to promote free and open discussion between the individual seeking information and the ombudsperson.

If an individual feels that he or she has a warranted complaint, that person may choose to proceed to the mediation process or directly to the formal process, step one.

At the conclusion of the advising process, the ombudsperson will generate an incident report. If the ombudsperson finds the complaint without merit, he/she will not generate a report nor notify the respondent. The identity of individuals involved will not be designated on the report and no record of the advising conversation will be kept. The incident reports will be forwarded to the affirmative action officer to be used to record the number and types of incidents. The college will ensure the privacy of all individuals in the generation and maintenance of incident reports.

**(8) Mediation.** When an ombudsperson receives an informal complaint of discrimination, either verbally or in writing, he/she shall discuss the informal complaint with the respondent within three working days. The purpose of the mediation process is to encourage both parties to communicate in an attempt to resolve the conflict. If a meeting occurs during this phase, both the claimant and the respondent may bring a support person. If the informal complaint appears valid, the ombudsperson shall complete a written report together with the informal complaint and any action taken including the nature of the resolution if one is reached. This report shall be forwarded to the claimant, respondent, and the affirmative action officer. The affirmative action officer will keep the report confidential for five years from the date of final decision on the complaint, after which time it is destroyed.

The mediation process shall be completed within thirty working days of receipt of the informal complaint by the ombudsperson. If a satisfactory resolution is reached, the claimant and respondent will acknowledge resolution in writ-

ing to the ombudsperson who will forward a copy of the acknowledgement to the affirmative action officer.

**(9) Formal complaint; step one.** In the event that the mediation process does not occur or does not resolve the conflict to the satisfaction of both parties, the following process will be used:

(a) If the claimant decides to pursue the complaint, he/she shall file a formal complaint in writing with the ombudsperson within ten working days of the conclusion of the mediation process or within one hundred eighty days of the event itself for those claimants who have elected to bypass the mediation process. This formal complaint must state the times, dates, places, and circumstances surrounding the allegations. The ombudsperson will forward a copy of the formal complaint to the respondent within five working days. In turn, the respondent shall forward a written response concerning the formal complaint to the ombudsperson within five working days of receiving the written formal complaint. The ombudsperson shall forward all information to the affirmative action officer in a timely manner. Materials shall be forwarded without a response if a timely response is not received.

The affirmative action officer may also begin the formal complaint; step one process, against any alleged offender who has had repeated claims filed against him or her after the person has had an opportunity to respond in an informal manner. This will be done in collaboration with the ombudsperson.

If the affirmative action officer finds that the factual allegations of the formal complaint do not present a prima facie case of discrimination, as defined under this policy, he/she shall dismiss the complaint. In making this decision, the affirmative action officer should assume that the facts alleged in the complaint are true.

If the affirmative action officer finds the complaint to be false and malicious, he/she shall dismiss the complaint. The affirmative action officer will notify the ombudsperson why the complaint has been dismissed and the ombudsperson shall file that information with the incident report. In addition to dismissing the complaint, the affirmative action officer will refer the claimant to the designated college officer for possible disciplinary action.

(b) Within five working days of receiving materials from the ombudsperson, the affirmative action officer will review all information received and check for completeness and detail. Any concerns about procedure and documentation will be discussed with the ombudsperson, with a possible request for clarification from claimant and/or respondent.

Within the same five working day period, the affirmative action officer will forward documentation to the appropriate authority (as listed below) who will speak informally with the respondent:

<b>Respondent</b>	<b>Appropriate Authority</b>
Faculty	Associate dean or dean depending upon reporting relationships
Classified	Director/associate dean/dean depending on reporting relationships
Administrator	Immediate supervisor
Student	Dean of guidance & special populations
President	Chair of board of trustees

<b>Respondent</b>	<b>Appropriate Authority</b>
Visitor, Vendor, Agent	Vice-president, administrative & business services

The affirmative action officer shall also provide a copy of the written formal complaint and the respondent's response to:

<b>Respondent</b>	<b>Receives Copy</b>
Faculty	Vice-president, educational services
Classified Administrator	Appropriate dean
Student	President
President	Dean responsible for student grievances
Visitor, Vendor, Agent	Chair of board of trustees
	Vice-president, administrative & business services

The ombudsperson shall keep a written record of all actions taken in an effort to resolve the formal complaint. If resolution is reached, the ombudsperson shall complete a written report of this resolution and submit copies to all parties involved.

(c) If resolution is not reached and the parties have not engaged in mediation, joint mediation will now take place. The mediation session will include both parties involved in the formal complaint and a support person or representative for each of them. The ombudsperson and the affirmative action officer will also be present (except when the affirmative action officer is the initiator of the complaint in which case the dean responsible for student grievances will serve). An ombudsperson will facilitate this session where both parties will hear each other describe the events they believe have taken place. If resolution is not reached, the case will now proceed to formal complaint; step two.

If a resolution is achieved, the ombudsperson shall complete a written report and submit copies to all parties involved. The claimant and respondent will acknowledge the resolution in writing. Documents involved in the case will be kept confidential by the affirmative action officer for five years after which time this information will be destroyed.

(d) The entire formal complaint; step one, procedure will be completed within thirty working days.

(10) **Formal complaint; step two.** If the complaint has not been dismissed and a satisfactory resolution is not achieved through formal complaint; step one, a team will be formed to conduct a fact-finding investigation as follows:

(a) The affirmative action officer (except when the affirmative action officer is the initiator, claimant, or respondent of the complaint in which case the dean responsible for student grievances will serve).

(b) A member of the standing grievance committee selected by the claimant.

(c) A member of the standing grievance committee selected by the respondent.

(d) In the case of presidential involvement, a member of the board of trustees.

The team will hear evidence and argument from all parties. In conducting a fact-finding hearing, it is important to recognize that many times potential witnesses will not be available to testify at the time of the hearing. This is particularly true for former students of this institution. Alleged acts of discrimination will often arise in settings where there may

be no other direct witnesses besides the claimant and the respondent. Evidence which may be available from former complainants, or others, who are no longer available to testify is likely to be helpful to the fact-finding team in weighing the credibility of the witnesses and in evaluating alleged acts of discrimination. Liberal admissibility of evidence at the fact-finding hearing is, therefore, anticipated and encouraged with the exception of information offered during the mediation process for the purpose of resolving the complaint. Evidence admitted should be accorded whatever weight is deemed appropriate under the circumstances by the fact-finding team.

Within fifteen days of the completion of formal complaint; step two, the team will be charged with submitting a report outlining their findings to the designated college officer.

The appropriate designated college officer shall be:

(i) The vice-president, educational services, when the claimant is an employee of the college or when a student is complaining against an employee. When a student is involved, the dean responsible for student grievances will join the vice-president in determining appropriate action. However, the vice-president, educational services, will assume the ultimate responsibility in seeing the process to conclusion.

(ii) The dean responsible for student grievances when the claimant is a student complaining against another student.

(iii) In the event the respondent is the vice-president, educational services, or the dean responsible for student grievances, the designated college officer shall be the president. In the event the respondent is the president, the designated college officer shall be the chair of the board of trustees.

(11) **Disciplinary/further action.** Where discrimination has been determined to have occurred based on the results of the fact-finding team's report, the designated college officer will determine appropriate action, which may include:

- (a) Findings placed in personnel or student file;
- (b) Reprimand;
- (c) Suspension;
- (d) Dismissal.

In cases of suspension or employment termination, existing procedures for students, faculty, administrative or classified staff shall be followed. Administrators, paraprofessionals, and other college employees and agents shall be subject to discipline as deemed appropriate by the designated college officer. The affirmative action officer shall be responsible for ensuring that disciplinary actions are complied with and will report back to the designated college officer.

If the fact-finding team determines that discrimination has not occurred and that the claim is false and malicious, the claimant shall be referred to the designated college officer for possible disciplinary action.

(12) **Repeat offenses.** When an informal or formal complaint is made against someone who has been found in the past five years to have been in violation of the antidiscrimination policy, the initial procedures of this policy will commence. However, disciplinary measures chosen for repeat offenders will take into account the repeated lack of compliance by the offender and should be moved to the next level of disciplinary action.

(13) **External options.** At any point during these proceedings, the claimant may file concurrently with an outside agency. Claimants are encouraged to use the internal complaint procedures first. Students may file complaints with the Office of Civil Rights, U.S. Department of Education, 2901 Third Ave., M/S 106, Seattle, WA 98121. Employees may file complaints with the Equal Employment Opportunity Commission (EEOC), 1321 Second Avenue, 7th Floor, Arcade Plaza, Seattle, WA 98101, or the Human Rights Commission, 1515 Second Avenue, Columbia Bldg., Suite 400, Seattle, WA 98101.

[Statutory Authority: RCW 28B.50.140. 96-01-077, § 132D-310-005, filed 12/18/95, effective 1/18/96.]

## Chapter 132D-315 WAC STUDENTS WITH DISABILITIES POLICY

### WAC

132D-315-005 Students with disabilities policy.

#### WAC 132D-315-005 Students with disabilities policy.

(1) **Policy statement.** No student shall, on the basis of his or her disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any college program or activity. Skagit Valley College is committed to providing qualified students with a disability an equal opportunity to access the benefits, rights, and privileges of college services, programs and activities, in the most integrated setting appropriate to the student's needs, in compliance with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and chapter 105, Laws of 1994.

Skagit Valley College is committed to providing reasonable accommodations, including core services, to qualified students with disabilities. The purpose of this policy is to identify the rights and responsibilities of students under ADA/504 and to establish clear guidelines for seeking and receiving reasonable accommodations.

To receive reasonable accommodations, students are responsible for requesting accommodations and documenting the nature and extent of their disability in a timely manner. This policy establishes the scope of and the procedures for requesting those accommodations.

(2) **Scope.** Reasonable accommodations under this policy include, but are not limited to:

(a) Academic adjustments, such as modification of academic requirements and flexibility in test-taking arrangements;

(b) Adjustments in nonacademic services and other rules; and

(c) Auxiliary aids and services.

Skagit Valley College will make those modifications to its academic requirements that:

(i) Are necessary to ensure that those requirements do not discriminate, or have the effect of discriminating, against a qualified student with a disability based on that disability; and

(ii) Do not impose an undue hardship on the college or require alteration of essential program requirements.

Appropriate academic adjustments/reasonable accommodations will be provided to qualified students with disabilities

(2009 Ed.)

ities for recruitment, the application process, enrollment, registration, financial aid, course work, academic counseling, nonacademic programs and services.

Section 202 of the 1990 Americans with Disabilities Act states:

No qualified individual with a disability shall, by reason of such disability, be excluded from the participation in or be denied the benefits of the services, programs or activities of any public entity, or be subject to discrimination by any such entity.

Section 504 of the Rehabilitation Act states:

No otherwise qualified, handicapped individual in the United States shall solely, by reasons of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

(3) **Definitions.** "Reasonable accommodations" in college programs and services, are modifications of those programs, policies, practices, and procedures that enable qualified students with a disability to have an equal opportunity to benefit from and have access to college programs and services and providing auxiliary aids and services.

"Student" is a person enrolled at the college.

A "qualified student with a disability" is one who, with or without reasonable accommodations, meets the academic and technical standards required for admission to, participation in, and/or fulfilling the essential requirements of college programs or activities.

A "student with a disability" is a student who:

(a) Has a physical, mental or sensory impairment that substantially limits one or more of his/her major life activities;

(b) Has a record of such an impairment; or

(c) Is perceived to have such an impairment.

A "learning disability specialist" is a person with a masters degree in special education/learning disabilities.

"Undue hardship" is any excessively costly, extensive, substantial or disruptive modification or one that would substantially alter the nature or operation of the institution or any of its programs or services or threaten the health or safety of the college community.

"Program accessibility" means that all programs and services, when viewed in their entirety, are accessible to persons with a disability.

"Core services" are those services listed in chapter 105, Laws of 1994, that are necessary to ensure students with disabilities are reasonably accommodated at the college.

"Course substitution" is the replacement of a specific course required for a degree program with another course that measures the same learning objectives/skills as the required course.

Disabled student services office and disabled student services coordinator serve district-wide functions.

(4) **Obligations of the college.** Skagit Valley College shall:

(a) Comply with Section 504 of the Rehabilitation Act of 1973 and Section 202 of the Americans with Disabilities Act of 1990, as amended.

(b) Notify students of the college's policy of nondiscrimination on the basis of disability and of steps the student may take if he/she believes discrimination has taken place. This

notice shall be included in all formal correspondence that communicates decisions or policies adversely affecting the student's status or rights with the institution of higher education. This notice shall include the phone numbers of the United States Department of Education, U.S. Office of Civil Rights, and the Washington state human rights commission.

(c) Make available to all students information on the services available to disabled students, including the name and location of the disabled student services coordinator, and the process for accessing those services.

(d) Work with the student, faculty, and staff on a case-by-case basis, to select and provide those accommodations/core services appropriate for each qualified student with a disability.

(e) Develop procedures to protect the confidentiality of information regarding the nature and extent of the documented disability.

(f) Maintain the academic integrity of its program.

(g) Not make preadmission inquiry as to whether the applicant has a disability, except as provided by law.

(h) Work collaboratively with eligible students to determine what accommodations are reasonable and appropriate. The college may require specific documentation from the student's physician to identify the accommodations that are reasonable based on the nature and extent of a student's disability.

(5) **Obligations and rights of students.** The college is obligated to provide reasonable accommodation to a qualified student with known disability. What is appropriate for a student is a case-by-case determination. A student who seeks accommodation under this policy is responsible for documenting the nature and extent of the disability. The college will work collaboratively with the student in determining the appropriate accommodations.

To ensure that needed accommodations are provided in a timely manner, the student shall:

(a) Provide timely notice and documentation of the nature and extent of the disability, and the accommodations requested, to the disabled student services coordinator. Some accommodations may require some time to arrange. Requests for accommodations should be received by the college six weeks prior to the beginning of the quarter for which the request is made, when possible. Lack of advance notice may delay the availability of an accommodation.

(b) Provide such additional documentation on the nature and extent of their disability as the college may require to determine appropriate accommodations. Such documentation may include, but is not limited to, identification of tests administered, test results, description of the covered disability, and recommended accommodations.

(c) Cooperate with the disabled student services coordinator to develop an appropriate curriculum plan and reasonable accommodations.

(d) Promptly notify the disabled student services coordinator of any problems encountered in receiving the agreed-upon accommodations.

(6) **Disabled student services office.** The disabled student services office is responsible for the coordination of services to qualified students with disabilities requiring reasonable accommodations.

The disabled student services office is committed to a reasonable approach in the identification of students with disabilities, including contacting all students who voluntarily self-identify during the college admission or orientation process.

Information regarding a disability will be kept confidential unless the student signs a release of information form.

The office will assist and advise each qualified student with a disability who requests accommodations under this policy in developing an instructional plan, identifying those reasonable accommodations appropriate for the student, and ensuring that the agreed-upon accommodations are provided.

(7) **Reasonable accommodations—Examples by categories.** The process of selecting reasonable accommodations for each qualified student with a disability shall be made on a case-by-case basis, appropriate to the nature and extent of the student's disability.

(8) **Academic modifications.** Academic modifications may include, but are not limited to:

(a) Flexibility in timeliness for completion of courses, certification, and degree requirements;

(b) Substitution of specific courses required for the completion of degrees;

(c) Adaptation of the manner in which specific courses are conducted;

(d) Flexibility in teaching methods and test-taking arrangements;

(e) Flexibility in credits required to satisfy institutional eligibility.

(9) **Auxiliary aids and services.**

(a) Flexible procedures in the admissions process, (early registration or priority registration);

(b) Qualified sign language, oral and tactile interpreters, or other technological alternatives;

(c) Access to adaptive equipment including, but not limited to TDDs, FM communicators, closed caption devices, amplified telephone receivers, closed circuit televisions, low-vision reading aids, player/recorders for 15/16 4-track tapes, photocopy machine able to use eleven-by-seventeen inch paper, braille devices and computer enhancements;

(d) Textbooks and other educational materials in alternative media, including, but not limited to large print, braille, electronic format, and audio tape;

(e) Provision of readers, notetakers, and/or proofreaders; and

(f) Release of syllabi, study guides, and other appropriate instructor-produced materials in advance of general distribution and access beyond the regular classroom session to slides, films, overheads, and other media, and taping of lectures.

(10) **Access.**

(a) Ongoing review and coordination of efforts to ensure campus accessibility, including barrier-free design, signage, identification of hazards of mobility barriers, maintenance of access during construction, snow and ice clearance, and adequate disability parking for all facilities;

(b) Facilitating physical access to programs and services including relocating classes, activities, and services to accessible facilities;

(c) Referral to appropriate on-campus and off-campus resources, services and agencies; and



(d) Accessibility to tutoring, mentoring, peer counseling, and academic advising, if available on campus, for students with disabilities.

**(11) Procedures for course substitutions and waivers.**

**Policy.** Skagit Valley College recognizes that certain disabilities may preclude a student from successfully completing a specific course requirement for a degree (for example, math) even with appropriate accommodations. Skagit Valley College recognizes its obligation to accommodate disabled students without compromising the integrity of the academic program.

Under the ADA, the college is not required to waive essential requirements of a student's program of instruction. Therefore, every student enrolled in a degree program at the college is required to meet the essential requirements of the degree program.

Skagit Valley College recognizes that altered methods of course delivery and/or providing core services will enable most disabled students to successfully complete course requirements, except in unusual circumstances. Therefore, disabled students will attempt to successfully complete required courses with accommodations.

If a student is unsuccessful in completing a course, that student may request course substitution under this policy. Waivers of degree program requirements will be rarely given, and then only after students have attempted, with appropriate reasonable accommodations, to meet those requirements.

**(12) Procedure for requesting course substitution.**

(a) Course substitutions will be approved only when such substitution is consistent with the essential degree requirements.

(b) Requests for substitution for a required course shall be considered only when a qualified student with a disability has demonstrated that, even with academic adjustments and auxiliary aids/services provided by the college, he or she is unable to successfully complete the course solely because of his/her disability.

(c) All requests for course substitution shall be submitted to the disabled student services coordinator in a timely manner and shall include the following information:

(i) A description of the accommodations previously provided to the student for the course;

(ii) An explanation of the relationship of the student's disability to the lack of success in completing the course;

(iii) The proposed substitute course, if known;

(iv) A statement by the student that he/she has made a good faith effort to complete the required course with appropriate accommodations;

(v) A statement from a medical, psychological or learning disabilities specialist who works in the field of the disability which makes this request for substitution necessary; and

(vi) A release signed by the student, authorizing the department chair, appropriate dean or associate dean, and vice-president of educational services to review the documentation on the student's disability and to contact the evaluating doctor, psychologist, or learning disabilities specialist.

(d) The disabled student services coordinator shall forward the request, with documentation through the appropriate approval process as designated below.

(2009 Ed.)

**(13) Waiver/substitution committee.**

(a) All requests for course substitutions/waivers shall be submitted through Skagit Valley College's formal waiver process. This process consists of obtaining approval from the appropriate department chair, dean or associate dean and the vice-president of educational services.

(b) Request for a course substitution shall be approved if the proposed substitution meets the learning objective of the degree requirement.

(c) The appropriate dean or associate dean shall respond in writing to all requests for course substitutions within two weeks of receiving the request. The response shall include a brief summary of the basis for the decision.

**(14) Waiver of degree requirements.** Requests for waiver of a program requirement will only be considered when the course substitution is not successful. The waiver request shall be considered in the same manner as provided above.

**(15) Reasonable accommodation—disputes.**

(a) If a student believes that the disabled student services coordinator has not identified or provided reasonable academic adjustments or auxiliary aids, that student may seek review of the coordinator's actions by the dean of guidance and special populations.

(b) The student will submit the appeal to the dean of guidance and special populations. The dean will review the student's position, and respond within five days.

(c) If resolution is not reached the dean will refer the appeal to the formal grievance process.

(d) The decision of the grievance committee is the final decision of the institution.

[Statutory Authority: RCW 28B.50.140. 96-01-077, § 132D-315-005, filed 12/18/95, effective 1/18/96.]

**Chapter 132D-325 WAC**

**STATE ENVIRONMENTAL POLICY ACT RULES**

**WAC**

132D-325-010 Implementation of State Environmental Policy Act.

**WAC 132D-325-010 Implementation of State Environmental Policy Act.** (1) It shall be the policy of Community College District No. 4 that all actions taken by the district shall comply with the provisions of chapter 43.21C RCW (the State Environmental Policy Act), chapters 197-10 [197-11] and 132-24 WAC, as presently enacted or hereafter amended.

(2) The president of Community College District No. 4 or his or her designee shall be responsible for administering and implementing this policy.

[Statutory Authority: RCW 28B.50.140. 89-09-042 (Order 89-02), § 132D-325-010, filed 4/14/89.]

**Chapter 132D-350 WAC**

**RESTRICTED USE OF SKATEBOARDS, ROLLER SKATES, SCOOTERS, TWO-WHEELED MOTOR BIKES AND BICYCLES (RECREATIONAL EQUIPMENT)**

**WAC**

132D-350-010 Purpose.

132D-350-020	Definitions.
132D-350-030	Authority.
132D-350-040	Regulation of skateboards, roller skates, scooters, two-wheeled motor bikes or bicycles.
132D-350-050	Enforcement.

**WAC 132D-350-010 Purpose.** The purpose of these regulations is:

- (1) To protect and control pedestrian traffic and traffic of persons using the above-mentioned recreational equipment.
- (2) To protect from physical damage and more than ordinary wear the wooden and concrete benches, brick and paved walkways, stairs, steps, loading ramps, plazas, and ramps for the disabled, caused by the use of the recreational equipment on such areas.

[Statutory Authority: RCW 28B.50.140. 89-11-026 (Order 89-11), § 132D-350-010, filed 5/11/89.]

**WAC 132D-350-020 Definitions.** As used in this chapter, "skateboard" shall mean a toy consisting of an oblong or rectangular board, made of wood, plastic, metal or components thereof, with a pair of small wheels at each end, ridden, as down an incline, usually in a standing position. It may or may not be motorized; "roller skates" shall mean a shoe with a set of wheels attached for skating over a flat surface, or a metal frame with wheels attached that can be fitted to the sole of the shoe; "scooter" shall mean a foot-operated vehicle consisting of a narrow board mounted between two wheels, tandem, with an upright steering handle attached to the front wheel; "two-wheeled motor bikes or bicycles" shall mean all two-wheeled vehicles powered by a motor or foot-operated (see also parking and traffic regulations, chapter 132D-116 WAC). These "toys" shall be commonly referred to as recreational equipment for the purpose of this policy.

[Statutory Authority: RCW 28B.50.140. 89-11-026 (Order 89-11), § 132D-350-020, filed 5/11/89.]

**WAC 132D-350-030 Authority.** The board of trustees of Skagit Valley College, Community College District No. 4, is granted authority under Title 28B RCW to exercise full control of the college and its property and is authorized to promulgate rules and regulations to carry out its duties.

[Statutory Authority: RCW 28B.50.140. 89-11-026 (Order 89-11), § 132D-350-030, filed 5/11/89.]

**WAC 132D-350-040 Regulation of skateboards, roller skates, scooters, two-wheeled motor bikes or bicycles.** The above may not be used on the campus except in areas as may be designated for such use by the dean of administrative and student services or his or her designee(s).

[Statutory Authority: RCW 28B.50.140. 89-11-026 (Order 89-11), § 132D-350-040, filed 5/11/89.]

**WAC 132D-350-050 Enforcement.** (1) Enforcement of this chapter shall be the responsibility of the president and the dean of administrative and student services or his or her designee(s).

(2) A user of the above-described recreational equipment who refuses to abide by these regulations will be asked to leave the campus. Refusal to obey will subject the person to being cited for trespass under the provisions of chapter 9A.52 RCW.

(3) If the user is a student, the student will be asked to refrain from using the equipment on campus. If the student refuses, a proceeding may be initiated under the student rights and responsibilities code, chapter 132D-120 WAC.

[Statutory Authority: RCW 28B.50.140. 89-11-026 (Order 89-11), § 132D-350-050, filed 5/11/89.]

## Chapter 132D-400 WAC

### LOSS OF ELIGIBILITY—STUDENT ATHLETIC PARTICIPATION

#### WAC

132D-400-010	Grounds for ineligibility.
132D-400-020	Suspension procedure—Right to informal hearing.
132D-400-030	Hearing.
132D-400-040	Decision.

**WAC 132D-400-010 Grounds for ineligibility.** Any student found by the college to have violated chapter 69.41 RCW by virtue of a criminal conviction or otherwise insofar as it prohibits the possession, use or sale of legend drugs, including anabolic steroids, will be disqualified from participation in any school-sponsored athletic event or activity.

[Statutory Authority: RCW 28B.50.140, chapters 34.05 and 69.41 RCW and 26 U.S.C. 1232g. 90-05-045, § 132D-400-010, filed 2/16/90, effective 3/19/90.]

**WAC 132D-400-020 Suspension procedure—Right to informal hearing.** Any student notified of a claimed violation of WAC 132D-400-010 shall have the right to a brief adjudicative hearing if a written request for such a hearing is received by the dean of students within three days of receipt of a declaration of further athletic ineligibility. If no written request is received within three days after receipt of the declaration of athletic ineligibility, the student will be deemed to have waived any right to a brief adjudicative hearing and will be declared ineligible from further participation in school-sponsored athletic events for the remainder of the school year.

[Statutory Authority: RCW 28B.50.140, chapters 34.05 and 69.41 RCW and 26 U.S.C. 1232g. 90-05-045, § 132D-400-020, filed 2/16/90, effective 3/19/90.]

**WAC 132D-400-030 Hearing.** If a timely written request for a hearing is made, the dean of students shall designate a hearing officer who shall be a college officer who is not involved with the athletic program to conduct the brief adjudicative hearing. The hearing officer shall promptly conduct the hearing and permit affected parties to explain both the college's view of the matter and the student's view of the matter. The brief adjudicative proceeding shall be conducted in accordance with the Administrative Procedure Act, RCW 34.05.482-494.

[Statutory Authority: RCW 28B.50.140, chapters 34.05 and 69.41 RCW and 26 U.S.C. 1232g. 90-05-045, § 132D-400-030, filed 2/16/90, effective 3/19/90.]

**WAC 132D-400-040 Decision.** The college official who acts as hearing officer shall issue a written decision which shall include a brief statement of the reasons for the decision and a notice that judicial review may be available. All documents presented, considered or prepared by the hear-

ing officer shall be maintained as the official record of the brief administrative proceeding. A decision must be promptly rendered after the conclusion of the brief adjudicative hearing and in no event later than 20 days after the request for hearing is received by the dean of students.

[Statutory Authority: RCW 28B.50.140, chapters 34.05 and 69.41 RCW and 26 U.S.C. 1232g. 90-05-045, § 132D-400-040, filed 2/16/90, effective 3/19/90.]