

**Washington State  
Community College District 17**

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**STUDENT RIGHTS  
AND RESPONSIBILITIES  
HANDBOOK  
2004 - 2005**

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**Spokane Community College  
Spokane Falls Community College  
Institute for Extended Learning**



**Approved by the CCS Board of Trustees July 17, 2003  
Effective September 15, 2003**

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**For further information, please contact the Chief Operations Office at 434-5060.**

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# INTRODUCTION

## *PREAMBLE*

Washington State Community College District 17, also known as Community Colleges of Spokane (CCS) is committed to providing quality, multicultural, comprehensive student-centered education and lifelong learning and educational opportunities to the rural and urban communities we serve. CCS seeks to achieve these goals through sound educational programs and policies that encourage independence and responsibility shared by all members of the college community.

Admission to our institutions carries with it the expectation that students will conduct themselves as responsible members of the CCS community; that they will observe the standards of conduct, respect the rights, privileges and property of other members of the academic community, and will not interfere with legitimate college business appropriate to the pursuit of academic goals.

The student's success is dependent on our district fostering a positive district-wide climate that supports learning, communication, recognition and collaboration among a diverse faculty, staff and student body.

As an agency of the State of Washington, Community Colleges of Spokane must respect and adhere to all laws established by local, state and federal authorities. CCS also has developed a set of regulations to assure the orderly conduct of the affairs of our institutions. (Washington Administrative Code (WAC) 132Q.)

These rules and policies, if violated, may result in student discipline in accordance with the procedures established in chapters 132Q-02, 132Q-07, 132Q-20, 132Q-94 and 132Q-108 WAC.

## **Community Colleges Of Spokane Mission Statement**

Community Colleges of Spokane, collaborating as a district, is committed to providing quality, relevant learning opportunities for students and the six-county regional community we serve.

***We fulfill our mission:***

- Through our three student-centered institutions — Spokane Community College, Spokane Falls Community College, and the Institute for Extended Learning — where outstanding faculty and staff provide comprehensive educational, training and enrichment activities for people of all ages and backgrounds.
- Through a challenging and supportive environment where diverse students, faculty and staff flourish.
- Through collaboration with our colleagues in education and our partners in business and the community.



***Approved by Community Colleges of Spokane  
Board of Trustees 6/28/04***



## **Institute for Extended Learning Mission Statement**

The Institute for Extended Learning (IEL) provides innovative, non-traditional, service-oriented, non-campus instruction and specialized programs throughout the Community Colleges of Spokane six-county, 12,312 square-mile district.

The IEL assists the Community Colleges of Spokane in fulfilling its mission by serving as one of three instructional institutions providing district-wide instruction and services.

The IEL provides comprehensive professional/technical academic instruction, transfer credits, basic skills programs, continuing education programs, contracted services, student support services, and lifelong learning opportunities for infants through senior citizens.

The IEL responds to the special educational needs of the communities in the Community Colleges of Spokane's district through education centers and flexible delivery systems in order to overcome barriers to education.

***Approved by Community Colleges of Spokane  
Board of Trustees 03/19/02***

## **Spokane Community College Mission Statement**

At Spokane Community College, we strive to provide our community accessible and affordable educational opportunities responsive to the needs of our diverse population.

***We do this through:***

- Industry-standard, professional/technical certificate and degree programs,
- Liberal arts and professional/technical programs transferable to four-year institutions,
- Developmental and continuing education, distance learning, and lifelong learning opportunities,
- Educational programs that emphasize four critical learning abilities: responsibility, communication, problem-solving and global awareness,
- Instructional support and student services that enhance and promote student success.

As we carry out this mission, our skilled and dedicated faculty, staff and administration continuously support the individual and professional growth of our students and the economic success of our region.

***Approved by Community Colleges of Spokane  
Board of Trustees 3/19/02***



## **Spokane Falls Community College Mission Statement**

Spokane Falls Community College provides high-quality learning opportunities that are affordable and accessible.

***We accomplish our mission in various ways:***

- offering comprehensive academic transfer, professional/ technical, developmental, basic skills, and continuing education programs;
- providing comprehensive student support services;
- serving diverse communities;
- Increasing flexible and innovative educational opportunities;
- fostering respect for knowledge and actively contributing to scholarship;
- preparing students to live responsibly in an increasingly global civilization;
- being an active partner in promoting community services of an educational, cultural, and recreational nature; and
- contributing to the economic well-being of the communities we serve.

***Approved by Community Colleges of Spokane  
Board of Trustees 3/19/02***

# RULES OF STUDENT CONDUCT

## DEFINITIONS \_\_\_\_\_ WAC 132Q-02-010

As used in this chapter, the following words and phrases shall mean:

- (1) **Appropriate Vice President** — The chief administrative officer over student services regardless of position title.
- (2) **Assembly** — Any overt activity engaged in by two or more persons, the object of which is to gain publicity, advocate a view, petition for a cause or disseminate information to any person, persons or group of persons.
- (3) **Board** — The board of trustees of Washington State Community College District 17, also known as Community Colleges of Spokane (CCS).
- (4) **Chancellor** — Chief Executive officer over Community Colleges of Spokane.
- (5) **College** — Any community college or center, which may be created by the board of trustees of Community Colleges of Spokane.
- (6) **College facilities** — Any or all real property owned, operated, or maintained by the board of trustees of Community Colleges of Spokane, and shall include all buildings and appurtenances affixed thereon or attached thereto.
- (7) **College personnel** — Any person employed or representing, on a full-time or part-time basis Community Colleges of Spokane.
- (8) **Disciplinary action** — The expulsion, suspension or admonition of any student by the appropriate college president or vice president for the violation of any designated rule of student conduct for which a student is subject to disciplinary action.
- (9) **District** — Washington State Community College District 17, also known as Community Colleges of Spokane (CCS).
- (10) **Hazing** — Any method of initiation into a student organization or living group or any pastime or amusement engaged in with respect to such an organization or living group that causes, or is likely to cause, bodily harm, or serious mental or emotional harm, to any student or other person attending any institution of higher education or post-secondary institution. Excluded from this definition are "customary athletic events or other similar contests or competitions."
- (11) **Immediate Summary Suspension** — Immediate suspension from the college due to student presenting imminent danger to himself/herself or other persons on college facilities or to the educational process of the college.
- (12) **Instructional Day** — Any regularly scheduled instructional day designated in the academic year calendar, including summer quarter, as a day when classes are held or during final examination week. Saturdays and Sundays are not regularly scheduled instructional days.
- (13) **Others** — Any person other than a student or college personnel visiting, attending or speaking within the college community.
- (14) **Personally-Identifiable Information** — Information which includes either (a) the name of the student, the student's parent, or other family member(s), (b) the address of the student's or student's family, (c) a personal identifier such as the student's social security number or student identification number, (d) a list of personal

characteristics which would make it possible to identify the student with reasonable certainty, or (e) other information which would make it possible to identify the student with reasonable certainty.

- (15) **President** — Unless otherwise designated shall mean the duly appointed president, chief executive of any college, instructional unit of Community Colleges of Spokane or designee.
- (16) **RCW** — The Revised Code of Washington
- (17) **Student** — Any person who is or has been officially registered at any college or instructional unit with Community Colleges of Spokane and with respect to whom the college maintains educational records or personally-identifiable information.
- (18) **Student Rights and Responsibilities** — Rules regulating student conduct as adopted in this chapter.
- (19) **WAC** — The Washington Administrative Code.

## PURPOSE FOR ADOPTION OF STUDENT RULES \_\_\_\_\_ WAC 132Q-02-020

- (1) All colleges administered by the board of trustees for Community Colleges of Spokane are maintained by the state of Washington for the accomplishment of certain special purposes; namely, the provision of programs of instruction in higher education, the advancement of knowledge through scholarship and research, and the provision of related community services. Like any other social institution having its own special purpose, a college must maintain conditions conducive to the effective performance of its functions. Consequently, the college has special expectations regarding the conduct of the various participants in the academic community. Student conduct, which distracts from or interferes with accomplishment of college purposes is not acceptable.
- (2) Admission to a college within the district carries with it the presumption that students will conduct themselves as responsible members of the academic community. This includes an expectation that students will obey the law, comply with rules and regulations of the college and its departments, maintain a high standard of integrity and honesty and respect the rights, privileges and property of other members of the college community.
- (3) It is assumed that students are and wish to be treated as adults. As such, students will accept responsibility for their conduct. In order to accomplish educational purposes of the college and also to provide students a full understanding of the rules that will enable the college to maintain conditions conducive to the effective performance of the college's functions, the following rules regarding the conduct of students are hereby adopted. Sanctions for violations of the rules of student conduct herein adopted will be administered by the college in the manner provided by said rules. When violations of laws of the state of Washington and/or the United States are also involved, the college may refer such matters to proper civil authorities. In case of minors, this conduct may be referred to parents or legal guardians.

## JURISDICTION \_\_\_\_\_ WAC 132Q-02-030

All rules herein adopted concerning student conduct and discipline shall apply to every student attending a community college within Community Colleges of Spokane whenever said student is engaged in or present at any approved college-related activity

occurring on or off college facilities. Facilities includes locations in which students are engaged in official college activities such as training internships, cooperative and distance education, practicums, supervised work experiences or any other college-sanctioned social or club activities.

## **STUDENT MISCONDUCT \_\_\_\_\_ WAC-132Q-02-040**

Misconduct for which the campuses may impose sanctions and/or disciplinary action includes, but is not limited to, any of the following:

- (1) The intentional or repeated obstruction or disruption of teaching, research, administration, disciplinary proceedings or other campus activities, including public service function and other authorized activities on campus premises;
- (2) Academic dishonesty, as described in WAC 132Q-02-050, to include cheating, plagiarism, or knowingly furnishing false information to any campus or district employee;
- (3) Failure to comply with the direction of campus officials acting in the legitimate performance of their duties or failure to properly identify oneself to those persons when requested to do so;
- (4) Intentional physical or verbal abuse, threats, intimidation, harassment, coercion and/or other conduct, including disorderly, lewd or indecent behavior directed at another person which has the purpose or effect of creating a hostile, intimidating or disruptive learning or working environment at any campus-sponsored or campus-supervised function;
- (5) Violating any of the computer and electronic information, including internet access systems use policies, rules, regulations, guidelines and laws applicable to the district, college or department of the college which include prohibitions against use for commercial benefit or gain and department restrictions prohibiting access into sexually explicit internet sites;
- (6) Engaging in any behavior which threatens and/or endangers the health or safety of any person on campus premises, presents an imminent danger to him or herself, another or the college community, disrupts the normal operations of the college and/or infringes on the rights of other members of the college community;
- (7) Aiding, abetting or procuring another person in behavior that is prohibited by any section of the Student Misconduct;
- (8) Engaging in unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where such behavior offends a reasonable, orderly, prudent person under these circumstances;
- (9) Smoking and/or the use of chewing tobacco inside campus buildings and campus vehicles or in other unauthorized campus areas;
- (10) Using, possessing, selling or being under the influence of any narcotic drug or controlled substance as defined in RCW 69.50.101, except when the use or possession of a drug is specifically prescribed as medication by an authorized medical doctor or dentist. For the purpose of the regulation, "sale" shall include the statutory meaning defined in RCW 69.50.410 and RCW 69.04.005;
- (11) Using, possessing, consuming or being demonstrably under the influence of, or selling any alcoholic beverage, except as a participant of legal age in a student program, banquet or educational program which has the special written authorization of the college president or his/her designee;

- (12) The intentional making of false statements and/or filing of false charges against the colleges and/or members of the district community;
- (13) Forgery, alteration or misuse of district documents, records, funds or instruments of identification, including electronic hardware, software and information systems and applications with the intent to defraud;
- (14) Theft of or attempted or actual damage to property of the college, a member of the college community, other personal or public property, or possession of property stolen from college premises and/or a member of the college community while on college premises;
- (15) Unauthorized use of, access to, or entry of college facilities or property, tangible or intangible, or any violation of college rules regarding such use, access or entry;
- (16) Engaging in any prohibited discriminatory or harassing behavior as defined by applicable law and/or district policies including stalking or hate activity as defined by law;
- (17) Conducting or participating in an assembly, which violates the guidelines of assembly as defined in WAC 132Q-07-020 of this administrative code;
- (18) Hazing in any form as described in RCW 28B.10.901. No student, or other person in attendance at any public or private institution of higher education, or any other postsecondary educational institution, may conspire to engage in hazing or participate in hazing of another. Any method of initiation into a student organization, pastime or amusement engaged in with respect to such an organization that causes, or is likely to cause bodily or serious mental or emotional harm to any student or other person. Excluded from this definition are "customary athletic events or other similar contests or competitions."
- (19) 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;
- (20) Possessing, transporting, or storing any weapons, explosives, dangerous chemicals or other weapons, including knives. Illegal possession of weapons or unauthorized use or possession of any device or substance that can be used to inflict bodily harm or to damage real or personal property. This does not apply to commissioned police officers as prescribed by law;
- (21) Violating any other provision of the Student Rules and Responsibilities Handbook.

## **ACADEMIC DISHONESTY \_\_\_\_\_ WAC 132Q-02-050**

Academic dishonesty includes cheating, plagiarism, or knowingly furnishing false information to the college or district. Acts of dishonesty are serious breaches of honor and shall be dealt with in the following manner:

- (1) Any student who commits or aids and abets the accomplishment of an act of academic dishonesty shall be subject to disciplinary action;
- (2) The class instructor is responsible for handling each case of dishonesty in the classroom except where a major or repeated offense is involved. In cases of academic dishonesty, the instructor may or may not dismiss the student from class and/or adjust the student's grade and/or determine appropriate action. If the instructor and the department chair concur that a case should be referred for further college action (which could include suspension or expulsion from the college), the matter is referred to the appropriate vice president, who may convene the college Disciplinary

Committee. Any action relating to academic dishonesty, including action adjusting the student's grade, is subject to appeal by the student as in any other case of academic grievance.

## **CLASSROOM CONDUCT/LEARNING ENVIRONMENT \_\_\_\_\_ WAC 132Q-02-060**

Instructors have the authority to take appropriate action to maintain order and proper conduct in the classroom and to maintain the effective cooperation of the class in fulfilling the objectives of the course.

An instructor has the authority to exclude a student from any single class/program session during which the student is so disorderly or disruptive that it is difficult or impossible to maintain classroom decorum. The instructor shall report any such exclusion from class/program to the appropriate vice president or designee. The appropriate vice president or designee may initiate disciplinary action as provided in this procedure.

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

## **AUTHORITY TO SUSPEND \_\_\_\_\_ WAC 132Q-02-070**

Each faculty member or administrator has the right to suspend any student from any single class or program, up to three instructional days, if misconduct disrupts any college class, program or the learning and teaching environment by engaging in conduct that renders it difficult or impossible to maintain the decorum of the class, program or teaching and learning environment. Such suspension may include exclusion from the college, or any part thereof, during the period of suspension. The faculty member or administrator shall report this suspension to the appropriate vice president who may set conditions for the student upon return. The student may appeal to the appropriate vice president and that vice president may authorize an earlier return by the student only after consultation with the faculty member or appropriate administrator.

## **CONDUCT AT COLLEGE FUNCTIONS \_\_\_\_\_ WAC 132Q-02-080**

College personnel have the right to remove or have removed from a college function and/or the college, for up to three instructional days, any student who, by an act of misconduct, substantially disrupts any college function by engaging in conduct that renders it difficult or impossible to continue such function in an orderly manner.

## **OTHER PUNISHABLE ACTS \_\_\_\_\_ WAC 132Q-02-090**

Any student who commits any other act on college facilities which is punishable as a misdemeanor or a felony under the laws of the state of Washington and/or the United States and which act is not a violation of any other provision of the Student Rights and Responsibilities Handbook, shall be subject to disciplinary action.

## **HAZING \_\_\_\_\_ WAC 132Q-02-100**

Hazing is prohibited.

Other sections of the Student Rights and Responsibilities Handbook may be applicable to hazing violations. Hazing violations are also misdemeanors punishable under state criminal law according to RCW 9A.20.021

Penalties for Hazing: Any organization, association or student group that knowingly permits hazing shall:

- (a) Be liable for harm caused to persons or property resulting from hazing; and
- (b) Be denied recognition by Community Colleges of Spokane as an official organization, association or student group on any campus of CCS. If the organization, association or student group is a corporation, whether for profit or nonprofit, the individual directors of the corporation may be held individually liable for damages.

A person who participates in the hazing of another shall forfeit any entitlement to state-funded grants, scholarships, or awards for one calendar year.

Forfeiture of state-funded grants, scholarships or awards may continue for an additional calendar year up to and including permanent forfeiture, based upon the seriousness of the violations.

Impermissible conduct not amounting to hazing is subject to sanctions available under the Student Rights and Responsibilities Handbook depending upon the seriousness of the violation.

Impermissible conduct associated with initiation into a student organization or group or any pastime or amusement engaged in, with respect to the organization or group, will not be tolerated.

Impermissible conduct, which does not amount to hazing, may include conduct, that causes embarrassment, sleep deprivation, personal humiliation, ridicule or unprotected speech amounting to verbal abuse.

## **DISCIPLINARY ACTIONS \_\_\_\_\_ WAC 132Q-02-110**

Disciplinary action, up to and including expulsion from the college, may be imposed upon a student for failure to abide by the rules of student conduct. The form of disciplinary action imposed on the non-abiding student will determine whether, and under what conditions, the violator may continue as a student at the college.

Any of the following disciplinary actions may be imposed upon violators of the Student Rights and Responsibilities' rules and regulations established herein: The appropriate vice president at the remaining college/instructional unit reserves the right to enforce the disciplinary action on his/her campus.

- (1) **Disciplinary Warning:** Notice to a student, either verbally or in writing that he/she has violated the rules of student conduct or failed to satisfy the college's expectations regarding conduct. Such warnings imply that continuation or repetition of the specific conduct involved or other misconduct will result in one of the more serious disciplinary actions described in this section.
- (2) **Fines:** The office of the appropriate vice president may assess monetary fines against individual students for violation of the rules of student conduct. Failure to pay such fines promptly will result in the cancellation of the student's registration and will prevent the student from reregistering. Appeal of this action may be made to the president of the college. The decision of the president is final.
- (3) **Disciplinary Reprimand:** Formal actions against a student for violation of the rules of student conduct. Reprimands are always made in writing to the student by the officer or agency taking action, with copies to the appropriate vice president. A reprimand informs the student that continuation or repetition of the specific conduct involved or other misconduct will result in one of the more serious disciplinary actions described in this section.

- (4) **Disciplinary Probation:** Formal action placing conditions upon the student's continued attendance for violation of rules of student conduct. The office placing the student on disciplinary probation will specify, in writing, the period of probation and the conditions, such as limiting the student's participation in extracurricular activities. Disciplinary probation may be for a specified term or for an indefinite period, which may extend to graduation or other termination of the student's enrollment in the college. Violation of disciplinary probation shall be cause for further disciplinary action.
- (5) **Suspension:** Formal but limited dismissal from the college. Termination of student status for violation of the rules of student conduct. The notification dismissing a student will indicate, in writing, the term of the dismissal and any special conditions that must be met before readmission.
- (6) **Expulsion:** This shall result in permanent termination of a student's eligibility for enrollment. Notice of the expulsion and its cause shall be presented in writing.

**DELEGATION OF DISCIPLINARY AUTHORITY \_\_\_\_\_ WAC 132Q-02-120**

The appropriate vice-president or designee shall have the authority to administer the disciplinary action prescribed in this chapter. The president shall be informed of all student, probation, suspension or expulsion proceedings by the appropriate vice-president.

**DUE PROCESS \_\_\_\_\_ WAC 132Q-02-130**

Students have the right to due process. Disciplinary action may not be imposed without notice to the accused of the nature of the charges. Once notified, a student accused of violating the code of conduct is entitled to procedural due process as set forth in these provisions.

**INITIATION OF DISCIPLINARY ACTION \_\_\_\_\_ WAC 132Q-02-140**

A request for disciplinary action on a student for violation(s) of the rules of student conduct shall be referred in writing to the appropriate vice president within five instructional days of the violation. Any member of the administration, faculty, college personnel or any student may make such a request. All requests must be in writing and signed by the individual making the request. The appropriate vice president or designee may decline the request, implement the request or engage in informal negotiations to resolve the situation.

**SUMMARY OF DISCIPLINARY PROCEEDINGS**

The following is a summary of the disciplinary proceedings described in this chapter. Should any questions exist concerning a difference between the summary and the actual statute, the statute shall have ultimate authority.

- (1) **Initial Disciplinary Hearing:** An administrator will hold a disciplinary hearing during which the student must be provided with notice of the alleged misconduct the reasons for the belief that the student engaged in the conduct, the specific section(s) of the student conduct code allegedly violated, and the possible sanctions that may be imposed. (WAC 132Q-02-140)
- (2) **Hearing in front of the Disciplinary Committee:** The disciplinary committee will hear any charges, evidence or appeals recommended by the appropriate vice

president. Based on all information presented at the hearing, the disciplinary committee will issue a decision.

- (3) **Appeals Hearing:** Any decision by the disciplinary committee may be appealed to the president of the college. The decision by the president of the college is final. (WAC 132Q-02-190)

**COMPOSITION OF COLLEGE DISCIPLINARY COMMITTEE \_\_\_\_\_ WAC 132Q-02-150**

Each college shall have a disciplinary committee composed of six members plus the presiding officer for a total of seven people who shall be chosen no later than October fifteenth of each academic year. The membership shall be selected as follows:

- (1) The recognized faculty-negotiating unit shall appoint two members and one alternate who are teaching on the appropriate campus or college; such members shall serve a two-year term.
- (2) The college president shall appoint two members from the college administration who shall serve a term as determined by the president.
- (3) The respective student governments on each college campus shall appoint student membership. Student membership must include a male and female student and two alternates who shall serve for no more than one year.
- (4) The presiding officer of the college disciplinary committee shall be the appropriate vice president or designee. No person who personally participates in any disciplinary action that is reviewed by the disciplinary committee may serve as presiding officer, nor cast a vote on the merits of the case decided upon by the disciplinary committee pursuant to WAC 132Q-02-180.
- (5) No member of the disciplinary committee shall participate in a case in which he/she is witness to or have acted in an advisory capacity.
- (6) The chair and members of the committee shall continue in their offices beyond the expiration of their terms until such time as those cases initiated and convened during their term shall be concluded. In no instance shall a new case be presented to a chair whose term has expired.

**EVIDENCE ADMISSIBLE IN PROCEEDINGS \_\_\_\_\_ WAC 132Q-02-160**

Only those matters presented at the proceeding in the presence of the accused student, except where the student fails to attend after receipt of proper notice, will be considered in determining whether the college disciplinary committee has sufficient cause to believe that the accused student is guilty of a violation of the rules of student conduct.

- (1) In determining whether sufficient cause, as stated above, does exist, members of the disciplinary committee shall give consideration to all evidence that serves as proof and is commonly accepted by reasonable, prudent persons in the conduct of their affairs.
- (2) The presiding officer of the college disciplinary committee shall consider the rules of privilege recognized by law and exclude incompetent, irrelevant, immaterial and unduly repetitious evidence.

**APPEAL OF DISCIPLINARY ACTIONS \_\_\_\_\_ WAC 132Q-02-170**

Any disciplinary action taken by the appropriate vice president or designee may be appealed to the college disciplinary committee. Disciplinary action taken by the college disciplinary committee may be appealed to the president of the college. All appeals by

a student must be made in writing to the disciplinary committee or president within seven instructional days after notification of action taken by the disciplinary committee or president.

## **REPORTING, RECORDING AND MAINTENANCE OF DISCIPLINARY ACTION RECORDS \_\_\_\_\_ WAC 132Q-02-180**

The office of the appropriate vice president shall keep all records of disciplinary cases. Except in proceedings where the student is exonerated, all documentary or other physical evidence produced or considered, and all recorded testimony in disciplinary proceedings shall be preserved consistent with guidelines for student education records. No record of proceedings where the student is exonerated, other than the fact of exoneration, shall be maintained in the student's file or other college repository after the date of the student's graduation.

The office of the appropriate vice president shall keep accurate records of all disciplinary actions taken by or reported to that office. All disciplinary action will be entered on the student's record and may be removed at the time of graduation or earlier, at the discretion of the office or individual initiating the action, if special terms and conditions have been met or if other circumstances warrant the removal. A student may petition to that office or individual for removal of such a notation at any time. Otherwise the record of disciplinary action shall be part of that student's record.

## **INITIAL COLLEGE DISCIPLINARY COMMITTEE PROCEEDINGS \_\_\_\_\_ WAC 132Q-02-190**

- (1) Any student accused of violating any provisions of the Student Rights and Responsibilities will be called for an initial conference with the appropriate vice president or designee, and will be informed of what provision(s) of the rules of student conduct the student is charged with violating, and the maximum penalties which might result if the charge is substantiated after consideration in a disciplinary proceeding.
- (2) After considering the evidence in the case and interviewing the student or students accused of violating the rules of student conduct, the appropriate vice president or designee, may take any of the following actions:
  - (a) Terminate the proceeding, exonerating the accused student(s);
  - (b) Dismiss the case after appropriate counseling and/or advice;
  - (c) Impose minor sanctions directly (warning, reprimand, disciplinary probation or fine) or such sanctions the student may agree to in writing. These sanctions are subject to the student's rights of appeal as described below;
  - (d) Refer the matter to the college disciplinary committee for appropriate action. The student shall be notified in writing, within three instructional days, when such a referral is made.
  - (e) Issue an order of dismissal pursuant to the conditions of WAC 132Q-02-110(4).
  - (f) Issue an order of expulsion pursuant to the conditions of WAC 132Q-02-110(6).
- (3) A student accused of violating any of the rules of student conduct shall be given written notification of any disciplinary action taken by the appropriate vice president or designee. In the case of an unmarried student under eighteen years of age, written notification of the disciplinary action taken by the appropriate vice president

or designee, shall also be sent to the student's parent(s) or legal guardian(s) under the provisions of the Family Education Rights and Privacy Act (FERPA).

No disciplinary action recommended by the appropriate vice president or designee, is final unless the student fails to exercise his right of appeal as provided in WAC 132Q-02-200.

## **COLLEGE DISCIPLINARY COMMITTEE PROCEEDINGS \_\_\_\_\_ WAC 132Q-02-200**

- (1) The college disciplinary committee for each college will reexamine all disciplinary cases referred to it by the appropriate vice president or designee. The student shall be accorded a fair and impartial hearing before the disciplinary committee on any charge of misconduct referred to the committee for initial hearing or appeal. The student's failure to cooperate with the hearing procedures hereinafter outlined, however, shall not prevent the disciplinary committee from making its findings, conclusions and recommendations as provided hereafter. Failure by the student to cooperate may be taken into consideration by the committee.
- (2) The student shall be given written notice of the time and place of the proceeding before the college disciplinary committee by registered or certified mail to the student's last known address or presented to the student in person by an appropriate campus official, or any other reasonable means of communication and be afforded not less than twenty days notice. The notice shall contain:
  - (a) The time and place of the proceeding.
  - (b) An outline of the charges, a list of witnesses who will appear, a description of any documentary, or other evidence that will be presented at the hearing.
  - (c) The notice may be amended at any time prior to the hearing but if such amendment is prejudicial to the student's case, the hearing date shall be rescheduled to a later date.In no case shall efforts to avoid receipt of notice be allowed to interrupt the process of the proceeding.
- (3) The student shall be entitled to hear and examine the evidence brought forth and be informed of the identity of its source and shall be entitled to present evidence and witnesses on their own behalf and to cross-examine witnesses appearing as to factual matters. The student shall have the opportunity to request the presence of witnesses or production of other evidence relevant to the issues of the proceedings.
- (4) A college representative shall present the evidence and witnesses alleging that the student engaged in misconduct. Only those matters presented at the hearing will be considered in the decision of the committee, but the student's past record of conduct may be taken into account in formulating the committee's recommendations for disciplinary action
- (5) The student may choose to be represented or accompanied by legal counsel and/or accompanied by an advisor, however, counsel cannot speak at the proceeding. Should the student elect representation by legal counsel, the campus official initiating the charges may also be represented by legal counsel. If the student elects to choose a duly licensed attorney admitted to practice in the United States as counsel, the student must provide three days' notice excluding weekends and holidays to the appropriate vice president.

- (6) No one will be required to give self-incriminating evidence.
- (7) In all disciplinary proceedings the college may be represented by a designee appointed by the appropriate vice president; said designee may then present the college's case against the student accused of violating the rules of student conduct, provided that in those cases in which the student elects to have a licensed attorney present, the appropriate vice president may elect to have an assistant attorney general attend as well.
- (8) An adequate summary of all the evidence and facts presented to the disciplinary committee during the course of the proceedings will be taken. A student's disciplinary record is subject to FERPA and WAC 132Q-06-035.
- (9) The presiding officer of the college disciplinary committee shall preside at the disciplinary proceeding and make rulings on all evidentiary procedural matters heard in the course of the disciplinary proceeding.
- (10) The student will be provided with a copy of the findings, conclusions and sanctions if any imposed. The student will also be advised of the right to appeal the committee's decision in a written statement to the president within five instructional days.
- (11) If there is no appeal to the president, the sanction shall be in effect at the end of the five instructional day appeal period or at such other time as may be indicated by the committee.

**CONDUCT AT DISCIPLINARY PROCEEDINGS \_\_\_\_\_ WAC 132Q-02-210**

Proceedings conducted by the college disciplinary committee generally will be held in closed session, except when a student requests that persons other than those directly involved be invited to attend. Such requests shall be made to the chair at least three instructional days in advance of the hearing. The chair may exclude any persons that disrupt the proceedings from the hearing room and may limit the number of persons who may attend in order to afford safety and orderliness to the participants in the proceedings.

Any student attending the disciplinary committee proceeding as an invited guest who continues to disrupt said proceedings after the presiding officer of the committee has asked him/her to cease and desist such activity, shall be subject to disciplinary action.

**DECISION OF THE COLLEGE DISCIPLINARY COMMITTEE \_\_\_\_\_ WAC 132Q-02-220**

Upon conclusion of the disciplinary proceeding, the college disciplinary committee shall consider all the evidence presented and decide by majority vote of the members of the committee which of the following is to be taken:

- (a) Terminate the proceedings and exonerate the student(s);
- (b) Impose disciplinary actions as provided in WAC 132Q-02-110.

The campus shall in no case proceed with a sanction that, in fact or appearance, duplicates punishment for the same offense unless the interests of the campus are implicated in some separate way by the violation of law.

If a violation of civil law occurs on campus and is also a violation of a published campus regulation, the campus may institute its own proceedings against the offender if the campus interest involved is clearly distinct from that of the outside community.

If a student is charged with an off-campus violation of law, the matter shall be of no disciplinary concern to the campus unless the student is incarcerated and unable to comply with academic requirements.

The student will be provided with a copy of the committee's findings and conclusions regarding whether the student did violate any rule or rules of the code of student conduct. The committee shall also advise the student of the right to present, within five instructional days, a written statement to the president of the college appealing the decision of the college disciplinary committee.

**APPEAL PROCEEDINGS \_\_\_\_\_ WAC 132Q-02-230**

- (1) All appeals must be submitted to the appropriate vice president, in writing, within ten instructional days.
- (2) The college disciplinary committee shall hear appeals of initial disciplinary decisions.
- (3) If the president decides that discipline is to be imposed or amended after the review provided by subsection (1), the college president or designee shall hear appeals of the college disciplinary committee's decisions.

**READMISSION AFTER SUSPENSION \_\_\_\_\_ WAC 132Q-02-240**

Any student suspended from the college for disciplinary reasons may apply for readmission by filing requests in writing with the office or individual, which initiated the action resulting in the suspension. Such petitions must indicate how specified conditions have been met and, if the term of the suspension has not expired, any reasons which support a reconsideration of the matter. Because the vice president of the college participates in all disciplinary actions suspending students from the college, decisions on such petitions of readmission must be reviewed and approved by the president before readmission is granted.

**EMERGENCY AUTHORITY OF THE CAMPUS PRESIDENT \_\_\_\_\_ WAC 132Q-02-140**

Ordinarily, disciplinary actions will be imposed only after the appropriate informal or formal hearing procedures have been invoked. However, the college president or his/her authorized representative, by virtue of the authority delegated to him/her by the board of trustees under conditions which the president or authorized representative deems to be an emergency situation, may suspend the student from participation in any or all college privileges, pending the completion of the college disciplinary proceedings outlined herein, in order to protect the safety and property of members of the college community or to assure the college's ability to function. In any case in which this provision is invoked, the student(s) in question are entitled to an early hearing before the appropriate vice president, designee or duly appointed committee.

**PURPOSE OF IMMEDIATE SUMMARY SUSPENSION RULES \_\_\_\_\_ WAC 132Q-02-150**

- (1) The board of trustees of Community Colleges of Spokane recognizes the need to provide the college's administrators with an immediate system of student discipline that can swiftly and fairly respond to disorder on all district property. The board further desires to create and operate such a system within the framework of due process as presently embodied in the concept of a temporary restraining order.

- (2) It is to be understood, however, that nothing within the rules adopted in this chapter shall be construed to replace the provisions of the rules of student conduct and procedures of enforcement included in chapter 132Q-02 WAC and the student disciplinary system created therein. Rather, the provisions of the rules of this chapter shall be deemed to be supplementary to the rules of student conduct by providing a method of suspension during the pending investigation and prosecution for student violations that will be subsequently heard on their merits pursuant to the system included in the rules of student conduct.

### **INITIATION OF IMMEDIATE SUMMARY SUSPENSION PROCEEDINGS \_\_\_\_\_ WAC 132Q-02-160**

If the president or designee has cause to believe that any student has violated any rule of student conduct contained in chapter 132Q-02 WAC, and the president or designee has further cause to believe that the student's violation has a significant probability of continuing to disrupt the educational environment of the college, then the president or designee shall, pursuant to the following rules, have authority to suspend the student for a maximum of ten instructional days prior to any subsequent disciplinary proceeding initiated under the rules of student conduct contained in 132Q-02 WAC.

### **NOTICE OF IMMEDIATE SUMMARY SUSPENSION PROCEEDINGS \_\_\_\_\_ WAC 132Q-02-170**

- (1) If the president desires to exercise the authority conferred by WAC 132Q-02-140 against any student, he or she shall direct the appropriate vice president to provide written notice to the student.
- (2) The notice shall be entitled "notice of summary suspension proceeding" and shall include the charges against the student, including reference to the law and/or rules of student conduct involved and that the student charged must appear before the appropriate vice president or designee, at a time to be set by the vice president.

### **PROCEDURES OF IMMEDIATE SUMMARY SUSPENSION PROCEEDINGS \_\_\_\_\_ WAC 132Q-02-180**

- (1) At the immediate summary suspension proceeding, the college, through the office of the appropriate vice president or designee, shall make a determination as to whether there is probable cause to believe that the violation did occur, as stated in the notice of summary suspension proceedings to the student.
- (2) The student may offer oral testimony of himself/herself or another person, submit any statement or affidavit on his/her own behalf, examine any affidavit and cross examine any witness who may appear against him/her.
- (3) The appropriate vice president shall, at the time of the immediate summary suspension proceeding, determine whether there is probable cause to believe that a violation of law or of the rules of student conduct has occurred, pursuant to WAC 132Q-02-220 (1) or (2). In the course of making such a decision, the vice president may only consider the sworn affidavit or oral testimony of persons who have made the allegation and the oral testimony and affidavits submitted by the student charged.

### **DECISION BY VICE PRESIDENT \_\_\_\_\_ WAC 132Q-02-190**

If the appropriate vice president, following the conclusion of the immediate summary suspension proceeding, finds that there is probable cause to believe that:

- (1) The accused student has committed one or more violations of law or rules of student conduct upon any person or college facility, and

- (2) That immediate summary suspension of the accused student is necessary to attain peace and order on the campus; and
- (3) Such violation(s) of the rules of student conduct constitutes grounds for disciplinary probation or dismissal pursuant to WAC 132Q-02-110.

The appropriate vice president may then, with the written approval of the president, suspend the student from college pending any subsequent disciplinary proceeding initiated under WAC 132Q-02 or reinstate the student with or without conditions.

### **NOTICE OF IMMEDIATE SUMMARY SUSPENSION WAC 132Q-02-200**

- (1) If a student is suspended pursuant to the above rules, he/she will be provided with a written copy of the appropriate vice president's findings as to whether the vice president had probable cause to believe that the conditions for immediate summary suspension outlined in WAC 132Q-02-200 exist and to whether immediate suspension of the accused student should be issued.
- (2) The student suspended in accordance to this rule shall be served a written copy of the notice of suspension by personal service or by registered mail. Notice by mail shall be sent to the student's last known address. The suspension shall be effective for the period dating from the day the notice of suspension is mailed or personal service accomplished.
- (3) During the period of immediate summary suspension, the suspended student shall not enter the campus other than to meet with the appropriate vice president or to attend the summary suspension proceeding. However, the appropriate vice president may grant the student special permission to enter for the express purpose of meeting with faculty, college personnel, or students in preparation for the proceeding.
- (4) The appropriate vice president at the remaining college reserves the right to enforce the immediate suspension on their campus.

### **FAILURE TO APPEAR \_\_\_\_\_ WAC 132Q-02-210**

If the accused student has been served in accordance with the notice required in WAC 132Q-02-170, fails to appear at the time designated for the immediate summary suspension proceeding, the appropriate vice president may, with the written concurrence of the president, continue with the proceedings under WAC 132Q-02-180.

### **APPEAL OF IMMEDIATE SUMMARY SUSPENSION \_\_\_\_\_ WAC 132Q-02-220**

- (1) Any student aggrieved by an order issued at the immediate summary suspension proceeding may appeal the suspension to the board of trustees. No such appeal shall be entertained, however, unless written notice of the appeal, specifically describing alleged errors in the findings of the appropriate vice president and the president, is tendered at the office of the president within seventy-two hours following the date the written notice of immediate summary suspension was served or mailed to the student.
- (2) The board shall, as soon as reasonably possible, examine the allegations contained within the notice of appeal, along with the findings of the vice president and president, the record of the immediate summary suspension proceeding, and determine whether the immediate summary suspension order is justified. Following such examination, the board of trustees may, at its discretion, uphold the decision

or overturn the immediate summary suspension pending determination of the merits of the disciplinary proceeding pursuant to the rules of student conduct.

- (3) The board shall notify, by registered or certified mail, the appealing student within forty-eight hours following its consideration of the notice of appeal, as to whether the immediate summary suspension shall be upheld or stayed pending disposition of the disciplinary proceeding pursuant to the rules of student conduct.

### **IMMEDIATE SUMMARY SUSPENSION PROCEEDINGS NOT DUPLICATIVE \_\_\_\_\_ WAC 132Q-02-230**

- (1) As indicated in WAC 132Q-02-110, the immediate summary suspension proceeding shall in no way be substituted for the disciplinary proceedings provided for in the rules of student conduct, chapter 132Q-02 WAC. At the end of the suspension, the student suspended shall be reinstated to full rights and privileges as a student, subject to whatever sanctions may have been or may be in the future imposed pursuant to the rules of student conduct or these rules of immediate summary suspension.
- (2) Any disciplinary proceeding initiated against the student because of violations alleged against another student in the course of the immediate summary suspension proceeding provided for herein, shall be reexamined; provided, that the records made and evidence presented during the course of any aspect of an immediate summary suspension proceeding brought against the student shall be available for the use of the accused student and of the college in a disciplinary proceeding initiated under the rules of student conduct.

## **STUDENT RECORDS**

### **EDUCATION RECORDS AND STUDENT RIGHTS STATEMENT**

Public Law 93-380, (FERPA) the Family Educational Rights and Privacy Act of 1974 establishes that the education records of students attending or having attended the colleges are confidential and can be released only with written permission of the student. All students have the right to review their own records and to petition for correction of erroneous information in their records. Basic information is shown on a student's transcript, an unofficial copy of which can be requested from the admissions/registration office. Requests to review the records should be made in writing to the office having custody of the particular records in question.

### **CONFIDENTIALITY OF STUDENT RECORDS \_\_\_\_\_ WAC 132Q-02-250**

Community Colleges of Spokane continually receives requests from outside sources for information about students, both past and present. College personnel are reminded that Public Law 93-380, the Family Educational Rights and Privacy Act (FERPA) of 1974 states that colleges adopt a policy on student education records to insure that information contained in such records is treated in a responsible manner with due regard to the personal nature of the information contained in these records. In order to prevent embarrassment or possible legal involvement of District 17 and its employees, because of improper disclosure of information, it is imperative that FERPA be implemented in the release of such information.

### **EDUCATION RECORDS — STUDENT'S RIGHT TO INSPECT \_\_\_\_\_ WAC 132Q-02-260**

- (1) (a) A student has the right to inspect and review his/her education records.
  - (b) For purposes of this section the term "education records" means those records, files, documents, and other materials which contain information directly related to a student, including records regarding the employment of a student when such employment is a result of, and directly related to, student status.
  - (c) The term "education records" does not include:
    - (i) Records of instructional, supervisory and administrative personnel and educational personnel which are in the sole possession of the originator and which are not accessible or revealed to any other person except a substitute or designee.
    - (ii) Records of the campus security department, which are kept apart from those records described in subsection (a) and which are maintained solely for law enforcement purposes are not made available to persons other than law enforcement officials of the same jurisdiction.
    - (iii) In the case of persons who are employed by an educational agency or institution but who are not in attendance at such agency or institution, records made and maintained in the normal course of business, which relate exclusively to such person's employment, are not available for use for any other purpose.
    - (iv) Student records containing medical/psychological information are not available to anyone other than the individual(s) providing treatment; however, such records may be personally reviewed by a physician or other appropriate professional upon the student's written consent.
- (2) (a) Recommendations, evaluations or comments concerning a student that are provided in confidence, either expressed or implied, as between the author and the recipient, shall be made available to the student, except as provided in (b), (c) and (d) of this subsection.
  - (b) The student may specifically release his or her right to review where the information consists only of confidential recommendations respecting:
    - (i) Admission to any educational institution; or
    - (ii) An application for employment: or
    - (iii) Receipt of an honor or honorary recognition.
  - (c) A student's waiver of his or her right to access confidential statements shall apply only if:
    - (i) The student is, upon request, notified of the names of person(s) making confidential statements concerning him or her; and
    - (ii) Such confidential statements are used solely for the purpose for which they were originally intended; and
    - (iii) Such waivers are not required as a condition for admission to, receipt of financial aid from, or receipt of any other services or benefits from the college/instructional unit.
  - (d) Recommendations, evaluations or comments concerning a student that have been provided in confidence, either expressed or implied, as between the author

and the recipient, prior to January 1, 1975, shall not be subject to release under (a) of this subsection. Such records shall remain confidential and shall be released only with the consent of the author. The institution shall use these records only for the purpose for which they were originally intended.

- (3) Where requested records or data include information on more than one student, the student shall be entitled to receive or be informed of only that part of the record or data that pertains to himself/herself.
- (4) The office of the appropriate vice president is the official custodian of academic records; and, therefore, is the only office who may issue an official transcript of the student's academic record.
- (5) Student educational records may be destroyed in accordance with a department's routine retention schedule. In no case will any record which is requested by a student for review in accordance with this section and WAC 132Q-02-270 be removed or destroyed prior to providing the student access.

### **RECORDS REQUESTS AND APPEALS \_\_\_\_\_ WAC 132Q-02-270**

- (1) A request by a student for review of information shall be made in writing to the college individual(s) or office(s) having custody of the particular record. Any challenge to the contents of education records shall be addressed by means of a brief adjudicative proceeding.
- (2) An individual(s) or office(s) must respond to a request for education records within a reasonable period of time, but in no case more than forty-five days after the request has been made. A college individual(s) or office(s) which is unable to comply with a student's request within the above-stated time period shall inform the student of that fact and the reason(s) in writing.
- (3)
  - (a) A student who feels that his/her request has not been properly answered by a particular individual(s) or office(s) should contact the appropriate vice president, associate dean, director, assistant dean, or individual(s) or office(s) responsible for mediation.
  - (b) In cases where a student remains dissatisfied after consulting with the appropriate vice president, director, assistant dean or associate dean, the student may then request a proceeding by the college records committee. Following the proceeding, the college's records committee shall render its decision within a reasonable period of time. In all cases, the decision of the college's records committee shall be final.
  - (c) no case shall any request for review by a student be considered by the college's records committee, which has not been filed with that body in writing within ninety days from the date of the initial request to the custodian of the record.
  - (d) The college's records committee shall not review any matter regarding the appropriateness of official academic grades.

### **RELEASE OF PERSONALLY-IDENTIFIABLE RECORDS \_\_\_\_\_ WAC 132Q-02-280**

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

- (a) College personnel and students when officially appointed to a faculty council or administrative committee, when the information is required for a legitimate educational interest within the performance of their responsibilities to the college, with the understanding that its use will be strictly limited to the performance of those responsibilities.
  - (b) Federal and state officials requiring access to education records in connection with the audit and evaluation of a federally supported or state supported educational program or in connection with the enforcement of the federal or state legal requirements which relate to such programs. In such cases the information required shall be protected by the federal or state official in a manner which will not permit the personal identification of students and their parent(s) to other than those officials and such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation or enforcement of legal requirements.
  - (c) Agencies or individual's requesting information in connection with a student's application for or receipt of financial aid.
  - (d) Organizations conducting studies for or on behalf of the college for purposes of developing, validating or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students by persons other than the representatives of such organizations, and such information will be destroyed when no longer needed for the purposes for which it was provided.
  - (e) Accrediting organizations in order to carry out their accrediting functions.
  - (f) Any person or entity designated by judicial order or lawfully issued subpoena, upon condition that the student is notified of all such orders or subpoenas in advance of the compliance unless the court or other issuing agency orders the college not to notify the student before compliance with the subpoena. The college president, the president's designee, or office(s) receiving a subpoena or judicial order for education records should immediately notify the attorney general.
  - (g) Parents transfer their rights under FERPA to their child when he/she reaches 18 years of age or attends an institution of postsecondary education. Parents of college students, who request to review their "adult child's" record, must provide documented "dependency status" under Internal Revenue Service (IRS) regulations or have written consent from the student. The final decision whether or not to disclose information about students to their parents is a matter of the institution's policy.
- (2) Where the consent of a student is obtained for the release of education records, it shall be in writing, signed and dated by the person giving such consent, and shall include:
  - (a) A specification of the records to be released;
  - (b) The reasons for such release; and
  - (c) The names of the parties to whom such records will be released.
- (3) In cases where records are made available without student release as permitted by subsection (1)(b), (c), (d), (e) and (f), the college shall maintain a record kept with the education record released which will indicate the parties which have requested or obtained access to a student's records maintained by the college and which will

indicate the legitimate interest of the investigating party. Releases in accordance with subsection (1)(a) need not be recorded.

- (4) Personally identifiable education records released to third parties, with or without student consent, shall be accompanied by a written statement indicating that the information cannot be subsequently released in a personally identifiable form to any other parties without obtaining consent of the student.
- (5) The term "directory information" used in subsection (1) is defined as information contained in an educational record of a student that would not be generally considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate; full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended by the student.
- (6) Students may request in writing that the college not release directory information through written notice to the appropriate vice president.
- (7) Information from education records may be released to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other person(s).

#### **COLLEGE RECORDS \_\_\_\_\_ WAC 132Q-02-290**

All college individual(s) or office(s) that have custody of education records will develop procedures in accord with WAC 132Q-02-250 through 132Q-02-300. 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 of a student's academic record shall contain no notation of any disciplinary action. Special precautions shall be exercised to insure that information from disciplinary or counseling files is not revealed to unauthorized persons. Provisions shall be made for periodic review and routine destruction of inactive disciplinary records by offices maintaining such records.
- (2) No records shall be kept that reflect a student's political or ideological beliefs or associations.
- (3) Entities within Community Colleges of Spokane share education records.
- (4) Students requesting an official copy of their educational transcripts must provide a written request including name, address, student identification number and where the transcript is to be sent.
- (5) A processing fee will be assessed for any official transcript sent to institutions outside the jurisdiction of Community Colleges of Spokane.

#### **RECORDS COMMITTEE \_\_\_\_\_ WAC 132Q-02-300**

Each college shall have a college records committee composed of the appropriate vice president or designee, one student, one faculty and one staff member who shall be appointed by the college president no later than October 15 of each academic year. The college's records committee shall be responsible for reviewing unusual requests for information and for assisting in the interpretation of these rules. The committee shall also be responsible for hearing appeals as defined in WAC 132Q-02-270.

#### **ELIGIBILITY FOR CLINICAL PROGRAMS \_\_\_\_\_ WAC 132Q-02-310**

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

## **STUDENT ATHLETIC PARTICIPATION**

#### **FOUNDATIONS FOR ATHLETIC INELIGIBILITY \_\_\_\_\_ WAC 132Q-02-320**

Any student found by Community Colleges of Spokane 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 college sponsored athletic event or activity.

#### **RIGHT TO BRIEF ADJUDICATIVE PROCEDURE — ATHLETICS \_\_\_\_\_ WAC 132Q-02-330**

Any student notified of a claimed violation of WAC 132Q-02-040 shall have the right to a brief adjudicative hearing. The appropriate vice president must receive a written request for such a hearing within three instructional days of receipt of a declaration of further athletic ineligibility. If a written request is not received within three instructional days after receipt of the declaration of athletic ineligibility, the student will be deemed to have waived any right to a brief adjudication hearing and will be declared ineligible from further participation in college sponsored athletic events or activities.

#### **BRIEF ADJUDICATIVE PROCEDURE — ATHLETICS \_\_\_\_\_ WAC 132Q-02-340**

If a timely written request for a hearing is made, the appropriate vice president shall designate a presiding officer who shall be a college administrator who is not involved with the athletic program to conduct the brief adjudicative proceeding. The presiding 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.

#### **BRIEF ADJUDICATIVE DECISION — ATHLETICS \_\_\_\_\_ WAC 132Q-02-350**

The college administrator who acts as presiding 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 presiding officer shall be maintained as the official record of the brief administrative proceeding. A decision must be promptly rendered after the conclusion of the proceeding and in no event later than twenty instructional days following the request for a brief adjudicative proceeding is received by the appropriate vice president.

# GENERAL CAMPUS CONDUCT

## **AUTHORITY TO DEMAND IDENTIFICATION \_\_\_\_\_ WAC 132Q-07-010**

- (1) For the purpose of determining whether probable cause exists for application of any section of the Student Rights and Responsibilities to any conduct by any person on a college facility, any faculty or other college personnel of Community Colleges of Spokane may demand that any person on college facilities produce evidence of student enrollment at the college, by tender of said person's student identification card.
- (2) Refusal by a student to produce a student identification card, as required by subsection (1) of this section, shall be cause for disciplinary action.

## **RIGHT OF ASSEMBLY \_\_\_\_\_ WAC 132Q-07-020**

- (1) Students shall have the right of "assembly" as defined in WAC 132Q-02-010 upon college facilities that are generally available to the public. Such assembly shall:
  - (a) Be conducted in an orderly manner; and
  - (b) Not unreasonably interfere with vehicular or pedestrian traffic; or
  - (c) Not unreasonably interfere with classes, schedules, meetings or ceremonies, or with educational functions of the college; and
  - (d) Not unreasonably interfere with college functions.
- (2) A student who conducts or participates in an assembly that violates any provision of this section shall be subject to disciplinary action.
- (3) Non-students who participate in, aid or abet any assembly or assemblies in violation of this section shall be subject to possible prosecution under the state criminal trespass law and/or any other possible civil or criminal remedies available to the college. Faculty and other college personnel who participate in, aid or abet any assembly or assemblies in violation of this section shall be subject to appropriate discipline.

## **OUTSIDE SPEAKERS \_\_\_\_\_ WAC 132Q-07-030**

- (1) Any recognized campus student organization may invite speakers on campus with the written approval of its advisor, subject to other restrictions imposed in this WAC and to the legal restraints imposed by the laws of the United States and the state of Washington.
- (2) The appearance of an invited speaker on a campus does not represent an endorsement, either implicit or explicit, of views or opinions of the speaker by the college, its students, its faculty, its college personnel, its administration or its board.
- (3) The scheduling of speakers shall be made through the facilities scheduling office of the campus at which the speaker will appear, with prior approval from the appropriate college student activities office.
- (4) The appropriate student activities office will be notified at least thirty days prior to the appearance of an invited speaker, at which time a Personal Services Contract (available in the Student Activities office) must be completed with all particulars regarding speaker, time, place, etc., signed by the sponsoring organization's advisor,

and filed with the Student Activities office. Exceptions to the fifteen day ruling may be made by the appropriate administrator.

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

## **DISTRIBUTION OF MATERIALS \_\_\_\_\_ WAC 132Q-07-040**

- (1) Handbills, leaflets, newspapers, and similarly related material (including religious matter) distributed free of charge by any student, non-student, by member of a recognized student organization or by college personnel, may be distributed upon a college campus with prior approval by the appropriate student center administrator, provided that such distribution does not interfere with the free flow of vehicle or pedestrian traffic.
- (2) Newspapers, leaflets, and similarly related materials offered for sale by any student or non-student person or organization may be distributed and sold only through the college book store as are other commercial forms of merchandise, subject to reasonable rules and regulations that may be imposed by the bookstore manager. Exceptions may be made by the appropriate vice president or designee.
- (3) All handbills, leaflets, newspapers, and similarly related material (including religious matter) must bear identification as to the publishing agency and distributing organization or individual.
- (4) Any distribution of the materials regulated in this section shall not be construed as endorsement of the same by the college or by the board of trustees of Community Colleges of Spokane.

## **COMMERCIAL ACTIVITIES \_\_\_\_\_ WAC 132Q-07-050**

- (1) No student or college personnel shall use college facilities for commercial solicitation, or promotional activities except when such activities clearly serve educational objectives. These activities include but are not limited to the display of books of interest to the academic community or the display or demonstration of technical or research equipment. Commercial solicitation may be conducted under the sponsorship or request of a college department or the office of student activities of the college, provided that such solicitation does not interfere with or operate to the detriment of the conduct of college affairs or the free flow of pedestrian or vehicular traffic.
- (2) For the purpose of this regulation, the term "commercial activities" does not include handbills, leaflets, newspapers, and similarly related materials as regulated in WAC 132Q-07-040.

## **TRESPASS \_\_\_\_\_ WAC 132Q-07-060**

- (1) The appropriate president or designee of the college in the instance of any event that is determined to be disruptive of order, impedes the movement of vehicles or persons; or threatens to disrupt the movement of persons from college facilities or grounds, shall have the power and authority to:
  - (a) Give notice against trespass by any manner provided for by law, to any person(s), or group against whom the privilege has been withdrawn or who have been prohibited from entering on or remaining upon any or all portions of a college facility; or

- (b) Prohibit the entry of, or withdraw the privilege of a person(s) or any group to enter or remain on any portion of a college facility; or
- (c) Order any person(s), or group to leave or vacate all or any portion of a college facility or grounds.

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

# TRAFFIC AND SAFETY RULES AND REGULATIONS

## DEFINITIONS \_\_\_\_\_ WAC 132Q-20-005

As used in this chapter the following words and phrases shall mean:

- (1) **Annual permits** — Permits, which are valid for fall through summer quarters.
- (2) **Appropriate vice president** — The chief administrative officer over student services regardless of current position title.
- (3) **Board** — The board of trustees of Washington State Community College District 17, also known as Community Colleges of Spokane (CCS).
- (4) **Campus** — Any or all real property owned, leased, operated or maintained by Community Colleges of Spokane.
- (5) **Campus patrol** — An employee of the college, contracted security personnel or Administration of Justice students (Under the direction of the appropriate vice president for campus security.)
- (6) **College** — Any community college or separate instructional unit which may be created by the board of trustees of Community Colleges of Spokane.
- (7) **College personnel** — Any person employed or representing on a full- or part-time basis Community Colleges of Spokane.
- (8) **Community Colleges of Spokane** — Spokane Community College, Spokane Falls Community College, Institute for Extended Learning and the District Office.
- (9) **Quarterly permits** — Permits valid for a specified academic quarter.
- (10) **Special Permits** — Permits issued under special circumstances such as "D" permit which is a quarterly disabled parking permit issued by Disability Support Services; Carpool permits, issued to college personnel who participate in commuter trip reduction; and Honorary permit which are issued to Community Colleges of Spokane personnel upon retirement.
- (11) **Student** — Any person who is or has officially registered at any college or instructional unit with the Community Colleges of Spokane and with respect to whom the college maintains education records or personally identifiable information.
- (12) **Temporary guest permits** — Permits, which are valid for a specific period designated on the permit.
- (13) **Vehicle** — An automobile, truck, motorcycle, scooter, or any vehicle empowered by a motor.

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

## PURPOSE AND JURISDICTION FOR ADOPTING RULES \_\_\_\_\_ WAC 132Q-20-010

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

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

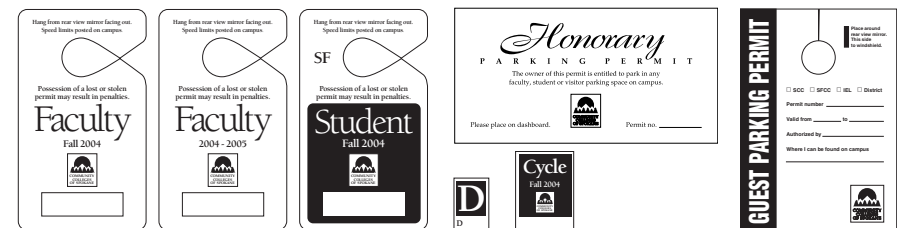
## APPLICABLE TRAFFIC RULES AND REGULATIONS \_\_\_\_\_ WAC 132Q-20-030

The other traffic rules and regulations which may also be applicable upon the campuses are as follows:

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

## PERMITS REQUIRED FOR VEHICLES ON CAMPUS \_\_\_\_\_ WAC 132Q-20-040

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



**AUTHORIZATION FOR ISSUANCE OF PERMITS \_\_\_\_\_ WAC 132Q-20-050**

The colleges are authorized to issue parking permits to students, college personnel, guests and visitors of the college pursuant to regulations and the payment of appropriate fees as determined by the board of trustees of Community Colleges of Spokane.

**VALID PERMIT \_\_\_\_\_ WAC 132Q-20-060**

A valid CCS parking permit is:

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

**DISPLAY OF PERMIT \_\_\_\_\_ WAC 132Q-20-070**

All CCS permanent and temporary guest parking permits shall be hung on the rear view mirror or in such a manner that they may be viewed through the front windshield. For motorcycles, permits must be placed on the front fork area of the vehicle.

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

**TRANSFER OF PERMITS \_\_\_\_\_ WAC 132Q-20-080**

Parking permits are not transferable to other individuals but may be transferred to another vehicle owned and operated by the purchaser of the permit.

**PERMIT REVOCATION \_\_\_\_\_ WAC 132Q-20-090**

Parking permits are the property of the college and may be recalled by the appropriate vice president or designee for any of the following reasons:

- (1) When the purpose for which the permit was issued changes or no longer exists; or
- (2) When a permit is used for an unregistered vehicle or by an unauthorized individual; or
- (3) Falsification on a parking permit application; or
- (4) Continued violations of parking regulations; or
- (5) Counterfeiting or altering a parking permit.

**RIGHT TO REFUSE PERMIT \_\_\_\_\_ WAC 132Q-20-100**

The colleges reserve the right to refuse the issuance of a parking permit to anyone who has had a previous parking permit revoked.

**RIGHT TO APPEAL PERMIT REVOCATION/REFUSAL \_\_\_\_\_ WAC 132Q-20-110**

When a student parking permit has been recalled pursuant to WAC 132Q-20-090, or has been refused in accordance with WAC 132Q-20-100, or when a fine or penalty has been levied against a violator of the rules and regulations set forth in this chapter, such action by the appropriate vice president or designee may be appealed pursuant to WAC 132Q-108-050; Faculty, administrators, and college personnel of Community Colleges of Spokane shall appeal permit revocations, refusals to grant permits, and fines or

penalties levied for violations by the appropriate vice president to the respective college presidents whose decision on the matter shall be final.

**RESPONSIBILITY OF PERMIT HOLDER \_\_\_\_\_ WAC 132Q-20-120**

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

**DESIGNATION OF PARKING SPACES \_\_\_\_\_ WAC 132Q-20-130**

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

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

**PARKING WITHIN DESIGNATED SPACES \_\_\_\_\_ WAC 132Q-20-140**

- (1) All vehicles shall follow traffic arrows and other markings established for the purpose of directing traffic on campus.
- (2) In areas marked for diagonal parking, vehicles shall be parked at a forty-five-degree angle, facing in.
- (3) In areas marked for parallel or right- angle parking, space or stall markings will be observed.
- (4) No vehicle shall be parked so as to occupy any portion of more than one parking space or stall as designated within the parking area. The fact that other vehicles may have been so parked as to require the vehicle parked to occupy a portion of more than one space or stall shall not constitute an excuse for a violation of this section.
- (5) No vehicle shall be parked on the campus except in those areas set aside and designated pursuant to WAC 132Q-20-130.

**PARKING HOURS \_\_\_\_\_ WAC 132Q-20-150**

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

## **OVERNIGHT PARKING \_\_\_\_\_ WAC 132Q-20-160**

Overnight parking is prohibited except when approval is granted by the appropriate vice president or designee.



## **REGULATORY SIGNS AND DIRECTIONS \_\_\_\_\_ WAC 132Q-20-170**

The appropriate vice president or designee is authorized to erect signs, barricades and other structures and to paint marks or other directions upon the entryways and streets on campus and upon the various parking lots owned or operated by the colleges. Such signs, barricades, structures, markings, and directions, shall be made and placed to best achieve the objectives stated in WAC 132Q-20-010 and the rules and regulations contained in this chapter. Drivers of vehicles shall observe and obey the signs, barricades, structures, markings and directions erected pursuant to this section. Drivers shall also comply with the directions given them by the campus patrol in the control and regulation of traffic.

## **SPEED LIMIT \_\_\_\_\_ WAC 132Q-20-180**

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

## **PEDESTRIANS' RIGHT OF WAY \_\_\_\_\_ WAC 132Q-20-190**

- (1) The operator of a vehicle shall yield the right of way, slowing down or stopping, if need be, to yield to any pedestrian. No pedestrian shall suddenly leave a curb or other place of safety and walk or run into the path of a vehicle that is so close it is impossible for the driver to yield.
- (2) Whenever any vehicle slows or stops to yield to pedestrian traffic, the operator of any other vehicle approaching from the rear shall not overtake and pass such a vehicle that has slowed or stopped to yield to pedestrian traffic.
- (3) Every pedestrian crossing at any point other than a marked crosswalk, or within an unmarked crosswalk at an intersection, shall yield the right-of-way to all vehicles.
- (4) Pedestrians shall use sidewalks where provided.

## **SPECIAL TRAFFIC AND PARKING REGULATIONS AND RESTRICTIONS AUTHORIZED \_\_\_\_\_ WAC 132Q-20-200**

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

## **TWO-WHEELED MOTOR BIKES OR BICYCLES \_\_\_\_ WAC 132Q-20-210**

- (1) All two-wheeled vehicles empowered by a motor shall park in a space designated for motorcycles only.
- (2) No vehicle shall be driven or ridden on the sidewalks on campus at any time unless authorized by the appropriate vice president or designee.
- (3) No skateboards or roller blades/skates shall be allowed on campus.

## **REPORT OF ACCIDENTS \_\_\_\_\_ WAC 132Q-20-220**

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

## **EXCEPTIONS FROM TRAFFIC AND PARKING RESTRICTIONS \_\_\_\_\_ WAC 132Q-20-230**

These rules and regulations shall not apply to city-, county-, state- or federally-owned emergency vehicles.

## **ENFORCEMENT \_\_\_\_\_ WAC 132Q-20-240**

- (1) Enforcement of the parking rules and regulations will begin the first day of fall quarter and will continue until the start of the following fall quarter.
- (2) The appropriate vice president or designee shall be responsible for the enforcement of the rules and regulations contained in this chapter.

## **ISSUANCE OF TRAFFIC TICKETS \_\_\_\_\_ WAC 132Q-20-250**

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

## **FINES AND PENALTIES FOR STUDENTS \_\_\_\_\_ WAC 132Q-20-260**

- (1) Fines will be levied by the appropriate vice president or designee for all violations of the regulations contained in this chapter. A current schedule of fines is available from the security office.
- (2) Students have the right to due process and may appeal a decision of the appropriate vice president or designee to the college president or chief administrator of a recognized institutional unit whose decision shall be final.
- (3) Vehicles parked on any campus in violation of any of the regulations contained in this chapter, may be impounded or detained by use of mechanical devices at the discretion of the appropriate vice president or designee. If a vehicle is impounded, it may be taken to such place for storage as the appropriate vice president or designee selects. The expenses of such impounding and storage shall be the sole responsibility of the owner or operator of the vehicle. CCS shall not be liable for loss or damage of any kind resulting from such impounding and storage.

- (4) At the discretion of the appropriate vice president or designee, an accumulation of traffic violations by a student will be cause for disciplinary action pursuant to WAC 132Q-02-110.
- (5) The duly elected associated student government officers of CCS recommend a proposed schedule of fines prior to adoption of a new fine schedule.
- (6) Refusal to pay a fine still existing after exhaustion of the appellate process shall be grounds for disciplinary action. In the case of students, failure to pay fines shall be grounds for the college, in addition to disciplinary action, to deny admission to CCS, registration, official transcripts, graduation or other administrative action. Failure to pay fines could result in the denial of issuing a permit.

**FINES AND PENALTIES FOR ALL DISTRICT EMPLOYEES \_\_\_\_\_ WAC 132Q-20-265**

- (1) Fines levied for all violations are subject to payment to CCS in accordance with the established fine schedule.
- (2) Faculty and other district employees have the right of due process and may appeal a decision of the appropriate vice president or designee to the college president or chief administrator of a recognized institutional unit whose decision shall be final.
- (3) Vehicles parked on any campus in violation of any of the regulations contained in this chapter, may be impounded or detained by use of mechanical devices at the discretion of the appropriate vice president or designee. If a vehicle is impounded, it may be taken to such a place of storage as the appropriate vice president or designee selects. The expenses of such impounding and storage shall be the sole responsibility of the owner or operator of the vehicle. CCS shall not be liable for loss or damage of any kind resulting from such impounding and storage.
- (4) At the discretion of the appropriate vice president or designee, an accumulation of traffic violations by college personnel is subject to disciplinary action pursuant to WAC 132Q-02-110.
- (5) Refusal to pay a fine still existing after exhaustion of the appellate process shall be grounds for disciplinary action. Failure to pay fines could result in the denial of issuance of a permit, and/or impounding of vehicle.

**LIABILITY OF CCS \_\_\_\_\_ WAC 132Q-20-270**

Community Colleges of Spokane assumes no liability under any circumstances for vehicles parked on campus.

**COLLEGE PERSONNEL AND STUDENT HEALTH AND SAFETY REGULATIONS**

**DECLARATION OF PURPOSE \_\_\_\_\_ WAC 132Q-94-010**

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

**RATIONALE \_\_\_\_\_ WAC 132Q-94-020**

Adoption of these health and safety rules by the board of trustees is based on the following standards:

- (1) The possibility of accidental injury to an individual exists at all times and in all places and no place of work or any human activity is exempt from the possibility of accidents.
- (2) All community college safety programs are for the benefit of the Community Colleges of Spokane and the individual students enrolled within the institution(s). There is no conflict of interests between the students and the college in the area of an accident prevention program; through accident prevention, everyone benefits.
- (3) Accident prevention requires both organization and education, consisting largely of the desire to provide and maintain an environment free of hazards through institution of a common-sense safety program and the determination to carry out the program effectively.
- (4) Effective accident prevention includes instructor leadership, student cooperation, effective organization, thorough training, and good supervision.

**STUDENTS' RESPONSIBILITIES \_\_\_\_\_ WAC 132Q-94-030**

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

- (1) Students shall consider the benefits of accident prevention to themselves, to others, and to their work, and shall act accordingly, conducting their work to avoid accidents through observation of safe work practices.
- (2) Students shall study and observe all safe practices governing their specific area of work or class assignment, and shall make a concerted effort to understand their job and area of assignment.
- (3) Students shall ascertain emergency procedures from their instructor or supervisor.
- (4) Students shall remain alert for any unsafe condition(s) or practice(s), immediately reporting any observed to their instructor or supervisor.

- (5) Students shall promptly report any accident in which they are injured, regardless of the degree of severity, to their instructor or supervisor.
- (6) Students shall not engage in practical jokes or horseplay while attending class or while on the job.
- (7) Students shall not report to class or a work-study position while under the influence of intoxicants or drugs, nor shall such items be used or consumed while on the premises of the Community Colleges of Spokane or representing the Community Colleges of Spokane at an off-site location.
- (8) Students who receive their instructor or supervisor's permission to operate a state vehicle shall comply with existing fleet policies and procedures of Community Colleges of Spokane.
- (9) Students shall comply with existing smoking regulations of the Community Colleges of Spokane.

**PROHIBITING UNSAFE ACTS OR UNHEALTHFUL PRACTICES \_\_\_\_\_ WAC 132Q-94-120**

Nothing contained in this chapter shall prohibit an instructor or supervisor from immediately prohibiting an unsafe practice which is not specifically outlined in this chapter. Any violation of sound health and safety practices not specifically enumerated in this chapter shall not be permitted, and the instructor or supervisor in charge may prohibit such practices.

**PETS AND OTHER ANIMALS PROHIBITED IN COLLEGE BUILDINGS AND GROUNDS \_\_\_\_\_ WAC 132Q-94-125**

For reasons of health, sanitation, and safety, no person shall be permitted to bring or leave any dog, cat, or any other pet or animal in any college building, nor leave such pet or animal unattended on any district property. This section does not apply to persons with a disability who requires the services and assistance of a guide dog and/or trained service animal as defined by law.

**VIOLATIONS \_\_\_\_\_ WAC 132Q-94-130**

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

**SEVERABILITY \_\_\_\_\_ WAC 132Q-94-140**

If any section or part of a section of this chapter shall for any cause be unconstitutional or unlawful, such holdings shall not affect the rest of this chapter or any other sections hereof.

**PROHIBITION OF WEAPONS AND OTHER DANGEROUS INSTRUMENTALITIES \_\_\_\_\_ WAC 132Q-94-150**

No college personnel, student or guest shall carry, transport within a vehicle or otherwise possess any weapon, explosive device, hazardous chemicals or any other hazardous device such as knives or substance on any college campus or other district property except for use in an authorized college activity with express authorization from the chief executive of the campus or an authorized designee.

**PROHIBITION OF OPEN FLAMES IN COLLEGE BUILDINGS \_\_\_\_\_ WAC 132Q-94-160**

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

**RULES OF PRACTICE AND PROCEDURE**

**ADOPTION OF MODEL RULES OF PRACTICE AND PROCEDURE \_\_\_\_\_ WAC 132Q-108-010**

The model rules of procedure adopted by the chief administrative law judge pursuant to RCW 34.05.250 as now or hereafter amended, are hereby adopted for use at Community Colleges of Spokane. Those rules may be found at Chapter 10-08 WAC. Other procedural rules adopted in this title are supplementary to the model rules of procedure. In the case of a conflict between the model rules of procedure and procedural rules adopted in this title, the procedural rules adopted by Community Colleges of Spokane shall govern. Rules adopted at District 17 prior to July 1, 1989, remain in full force and effect unless specifically repealed or amended.

**APPOINTMENT OF PRESIDING OFFICERS \_\_\_\_\_ WAC 132Q-108-020**

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

**METHOD OF RECORDING \_\_\_\_\_ WAC 132Q-108-030**

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.

**APPLICATION FOR ADJUDICATIVE PROCEEDING \_\_\_\_\_ WAC 132Q-108-040**

An application for adjudicative proceeding shall be in writing. Application forms are available at the following address: Community Colleges of Spokane, North 501 Riverpoint Blvd. P.O Box 6000, MS 1001, Spokane, Washington, 99217-6000. Written application for an adjudicative proceeding should be submitted to the above address within 20 days of the agency action giving rise to the application, unless provided for otherwise by statute or rule.

## **BRIEF ADJUDICATIVE PROCEDURES \_\_\_\_\_ WAC 132Q-108-050**

This rule is adopted in accordance with RCW 34.05.482-494, the provisions of which are hereby adopted. Brief adjudicative procedures shall be used in all matters related to:

- (1) Residency determinations made pursuant to RCW 28B.15.013, conducted by the admissions office;
- (2) Disputes concerning education records;
- (3) Student conduct proceedings. The procedural rules in chapter 132Q-02 WAC apply to these procedures;
- (4) Parking violations. The procedural rules in chapter 132Q-20 WAC apply to these proceedings;
- (5) Outstanding debts owed by students or employees;
- (6) Loss of eligibility for participation in institution-sponsored athletic events, pursuant to WAC 132Q-02-320.

## **DISCOVERY \_\_\_\_\_ WAC 132Q-108-060**

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.

## **PROCEDURE FOR CLOSING PARTS OF THE HEARINGS \_\_\_\_\_ WAC 132Q-108-070**

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 10 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 therefore in writing within 20 days of receiving the request.

## **RECORDING DEVICES \_\_\_\_\_ WAC 132Q-108-080**

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-108-010, except for the method of official recording selected by the institution.

## **PETITIONS FOR STAY OF EFFECTIVENESS \_\_\_\_\_ WAC 132Q-108-090**

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.

## **INFORMAL SETTLEMENTS \_\_\_\_\_ WAC 132Q-108-100**

It is the intent of this district to resolve all disputes not involving suspension, dismissal, contract or negotiated agreements, or other matters not prohibited by law, by informal settlements utilizing the normal internal grievance procedures.

# **GENERAL POLICIES**

## **NON-DISCRIMINATION/ ANTI-HARASSMENT \_\_\_\_\_ BOARD POLICY 1.70.01**

Washington State Community College District 17 (Community Colleges of Spokane [CCS]), both as a public institution of higher education and as an employer, recognizes its responsibility to provide cultural and social leadership and to uphold the laws of the United States and the state of Washington regarding discrimination and harassment. It is the policy of the Board of Trustees that all individuals in all facilities, events or activities under the control of the Community Colleges of Spokane shall be provided an environment free from any form of discrimination or harassment directed to any individual or group on the basis of race, color, sex, religion, creed, age, marital status, national origin, sexual orientation, disability or veteran status.

In that regard, fostering and developing the understanding of diverse social and cultural traditions of all people in both classroom and working environments is a fundamental role of this college district. Prejudice and bigotry, including racism, sexism, and any other bias that creates barriers, perpetuates stereotypes or promotes ignorance, is contrary to the mission and obligations of the community colleges, has no value or place in this academic community, shall not be tolerated, and pursuant to this policy, shall be prohibited.

It shall be the responsibility of the Chancellor/Chief Executive Officer (CEO) to address harassment and discrimination complaints. The CEO shall develop and implement an avenue to address complaints of discrimination or harassment, and, further, shall develop and implement an educational program for employees and students detailing specific behavior constituting such prohibited discrimination and harassment.

Confirmed violations of this policy by any student or academic, classified or administrative employee may lead to disciplinary action including suspension, expulsion and/or termination. [Adopted 04/14/87 and 08/16/88] [Reaffirmed 05/21/02] [Revised 06/17/03]

## **DRUG-FREE WORKPLACE \_\_\_\_\_ BOARD POLICY 1.70.03**

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in all facilities, grounds, events or activities directly or indirectly under control of the Community Colleges of Spokane shall not be tolerated and, pursuant to this policy, shall be prohibited. The Community Colleges of Spokane will comply with the Federal Drug-Free Workplace Act of 1988, Drug-Free Schools and Communities Act of 1989, U.S. Department of Transportation regulations implementing the Federal Omnibus Transportation Employee Testing Act of 1991, and WAC 132Q-02-040 (10) & (11). Employees or students engaging in prohibited activities shall be subject to disciplinary action, pursuant to applicable rules, regulations and employment contracts, which may result in suspension or termination.

It shall be the responsibility of the chief executive officer to develop and implement a drug-free awareness information program and to establish procedures ensuring that all employees are notified of the drug-free policy and as a condition of employment agree to abide by the policy and implementing procedures. [Adopted 06/20/89, Revised 03/18/03]

## **USE OF HUMAN SUBJECTS \_\_\_\_\_ BOARD POLICY 1.70.04**

This policy regarding the use of human subjects recognizes the responsibility to protect the rights, well-being, and personal privacy of individuals, to assure a favorable climate for the acquisition of practical skills and the conduct of academically-oriented inquiry, and to protect the interests of the institution. It addresses classroom, laboratory, and clinical activities (such as those) in the health professions, and biological sciences, where learning by students requires the use of human subjects as part of training procedures, demonstrations, or experiment. The following practices and procedures have been established for the conduct of activities involving human subjects.

**Review and Approval Procedures** — Training procedures, demonstrations and/or experiments which use human subjects shall receive the prior approval of a peer committee, unit administrator, and/or the dean of instruction who may wish to establish and convene a review board. All activities which use human subjects will be conducted only by instructors who assume responsibility for the conduct of the training procedure, demonstration and/or experiment that has been approved.

**Informed Consent** — Informed consent means the knowing consent of any individual or of a legally authorized representative. The consent is to be a free-will choice obtained from the subject or representative without undue inducement or any element of constraint or coercion. The basic elements of information necessary to such consent include:

1. A timely notification of the procedures to be followed including a description of the attendant risks and discomforts;
2. A description of the benefits to be expected or the knowledge hoped to be gained;
3. A disclosure of appropriate alternative procedures;
4. An offer to answer any inquiries the participant has concerning the activity;
5. An instruction that the subject is free to withdraw at any time unless such a procedure is required of the student to master a critical competence;
6. An assurance that the subject's identity will remain confidential.

Students who enroll in programs which use human subjects shall be informed of the procedures at the beginning of the program.

Students who do not give their consent to be a human subject may be given alternative learning experiences at the discretion of the instructor.

Students who choose neither to participate as a human subject nor to accept an alternative activity will be informed that they may not be able to complete some courses/ programs successfully. [Adopted 03/14/89]

## **ELECTRONIC COMMUNICATIONS AND MESSAGING \_\_\_\_\_ BOARD POLICY 1.70.07**

It shall be the policy of Community Colleges of Spokane that all use of district-owned and -supported systems for electronic communications and messaging be for legitimate district business and comply with and be subject to all applicable laws, rules, regulations, and executive orders, including the state ethics law.

All users must follow the established written guidelines regarding the approval to access such systems and the acceptable use of such systems. The user will be required to pay the cost for set up and access as a condition for approval when access is requested by the user for a site that is not on college-owned or -leased property, except under circumstances approved by the chancellor/CEO, college president or executive vice president or their designees.

Violations of this policy and the guidelines may subject the user to disciplinary action. [Adopted 10/17/95] [Revised 06/17/03]

## **GENERAL ETHICS FOR EMPLOYEES AND OFFICERS \_\_\_\_\_ BOARD POLICY 2.10.06**

It shall be the policy of Community Colleges of Spokane that no full- or part-time employees or officers of this district, including student employees, may have a financial interest or engage in any activity that is in conflict with the proper discharge of the employee's or officer's official duties. Furthermore, no district employee or officer may use his/her official position to secure special privileges for him/herself or any other person, and no district employee or officer may receive compensation from any person or entity except the State of Washington for performing his or her official duties.

The statutory requirements of chapter 42.52 RCW, as well as rules and advisory opinions adopted by the state executive ethics board, shall apply to all district employees and officers. [Adopted 03/19/96] [Revised 06/17/03]

## **HONORARIA \_\_\_\_\_ BOARD POLICY 2.10.07**

No full- or part-time employee or officer of Community Colleges of Spokane, including student employees, may receive honoraria, as defined below, unless specifically authorized in advance, in writing by the chancellor/CEO, college president or executive vice president.

Honoraria is defined as money or anything of economic value other than allowed by the law and rules regarding gifts offered by a person, entity, or organization, other than Community Colleges of Spokane, for a speech, appearance, article, or activity in connection with an employee's official duties that are performed during that employee's official work day.

The statutory requirements of RCW 42.52.130, as well as rules and advisory opinions adopted by the state executive ethics board, shall apply to all district employees and officers. [Adopted 03/19/96] [Revised 06/17/03]

## **USE OF COPYRIGHTED MATERIALS \_\_\_\_\_ BOARD POLICY 2.71.00**

Community Colleges of Spokane recognizes that United States copyright law exists for the public good and balances the intellectual property rights of authors, publishers, license holders and copyright owners with the educational community's need for the free exchange of ideas. Therefore, it is the intent of the Community Colleges of Spokane, District 17 to adhere to the provisions of U.S. copyright laws, including all relevant copyright and patent law, the Digital Millennium Copyright Act, the Technology, Education and Copyright Harmonization (TEACH) Act, Guidelines for Off-Air Recording and all other relevant laws and regulations. [Adopted 12/16/03]

## STUDENT AND EMPLOYEE RIGHT TO KNOW

CCS Student and Employee Right to Know information may be accessed on the web at:

<http://ccs.spokane.edu/Students/Righttoknow.htm>

Reports on this website cover: college-wide completion and/or graduation rates; athletic program participation rates and financial support data; completion and/or graduation rates for student-athletes; Drug Free Workplace and Drug Free Schools and Communities policies and procedures; confidentiality and access of student records under the Family Education Rights and Privacy Act (FERPA); student tuition, fees, expenses, and financial assistance; and district security policies and crime statistics. The report on security and crime contains CCS policies and procedures regarding: the reporting of criminal activity; facility safety and access; law enforcement; the sale, possession and use of alcohol and illegal drugs; and the handling of sex offenses. Included in this report is information regarding programs for safety and crime prevention, drug and alcohol education, and sexual assault programs; and crime statistics for the most recent three calendar years.

Paper copies of all of the above reports are available in the registration/admissions offices of SCC, SFCC, and IEL. Athletics reports are also available in the athletics department offices in Bldg 5 at SCC and Bldg 7 at SFCC. The report on safety and crime statistics is also available by contacting: Community Colleges of Spokane, District Facilities Operations Manager, MS 1016, 2000 N Greene St, Spokane WA 99217-5499, Phone (509) 533-8630 Fax (509) 533-8649.

## PROCEDURE FOR ADDRESSING STUDENT CONCERNS

### COMMUNITY COLLEGES OF SPOKANE

#### Procedure for Addressing Student Concerns

It is the belief and practice of Community Colleges of Spokane that the best way for students to solve problems is to first meet with the instructor or staff member involved and attempt to resolve the problem. This is an informal process, requiring no paperwork or forms. Students engage in this form of problem solving everyday with a great deal of success.

In some instances, resolution is not possible at this level. In this case, students may choose to initiate a more formal process of review. The first step in this process also begins with the instructor or staff member. Students are asked to follow a process to attempt to resolve issues of concern. The instructor or staff member always is the first level. The next level is the department chair or supervisor. Following the department chair, the student may request an appointment with the dean of the division. If the student seeks further resolution, he/she may take the concern to the appropriate vice president or designee, depending on the nature of the concern.

To facilitate this process, a Student Concerns Form has been developed. This form is used to track a student's complaint through the levels of review, to provide guidelines for students to follow to resolve concerns they may have regarding instructional or

non-instructional issues, and to provide a method for the student and the instructor or staff member to resolve problems in a collaborative manner. These forms are available at the following locations:

#### ■ Spokane Community College

- Administration ..... Bldg 50, Rm 100B
- Counseling Center ..... Bldg 15

#### ■ Spokane Falls Community College

- Office of the Associate Dean for Enrollment and Student Development ..... Bldg 17, Rm 150B
- Office of the VP of Learning ..... Bldg 01, Rm 105E
- Office of the VP of Student Services ..... Bldg 17, Rm 150A
- Counseling Center ..... Bldg 17

#### ■ Institute for Extended Learning

- Office of the Dean of Instructional Services ..... Bldg 09, Rm 107
- Office of the Dean of Student Services ..... Bldg 09, Rm 111B

■ *Forms also are available in the offices of the instructional deans.*

#### Special Circumstances:

There are some instances when students believe they have been the victims of harassment. In the event of an allegation of harassment, the student should immediately see the VP/Dean of Student Services.

"Harassment directed toward any individual or group on the basis of race, creed, color, national origin, age, gender, marital status, sexual orientation or veteran status is a violation of the mission and purpose of the Community Colleges of Spokane as an institution of higher education and shall not be tolerated, and pursuant to Board Policy 1.70.01, shall be prohibited."

## Glossary of Terms

**Academic Dishonesty** — Plagiarism, cheating on examinations, fraudulent representation of student work product or other acts of academic dishonesty.

**Annual permits** — Permits, which are valid for fall through summer academic quarters.

**Appropriate Vice President** — The chief administrative officer over student services regardless of current position title.

**Assembly** — Any overt activity engaged in by two or more persons, the object of which is to gain publicity, advocate a view, petition for a cause or disseminate information to any person, persons or group of persons.

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

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

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

**Chancellor/CEO** — Chief executive officer over Community Colleges of Spokane.

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

**College Facilities** — Any or all real property owned, leased, operated or maintained by the board of trustees of Community Colleges of Spokane, and shall include all building and contents affixed or attached.

**College Official** — Any person employed by Community Colleges of Spokane performing assigned administrative professional or staff responsibilities.

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

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

**Disciplinary Action** — The warning, suspension or expulsion of any student by the appropriate college president or vice president for the violation of any designated rule of student conduct for which a student is subject to disciplinary action.

**Disciplinary Probation** — Formal action placing conditions upon the student's continued attendance for violation of rules of student conduct.

**Disciplinary Warning** — Notice to a student, either verbally or in writing, that the student has been in violation of the rules of student conduct or has otherwise failed to satisfy the college's expectations regarding conduct.

**District** — Washington State Community College District 17 also known as Community Colleges of Spokane (CCS).

**Executive Vice President** — The duly appointed chief executive of the Institute for Extended Learning, or in his/her absence, the acting chief executive.

**Expulsion** — Permanent termination of a student's eligibility for enrollment.

**Faculty** — Any employee of Community Colleges of Spokane who is employed on a full- or part-time basis as an instructor, counselor or other position for which the training, experience and responsibility are comparable as determined by the appointing authority, except administrative appointments.

**Fine** — Monetary fines against individual students for violation of the rules of student conduct.

**Hazing** — Any method of initiation into a student organization or living group or any pastime or amusement engaged in with respect to such an organization or living group that causes, or is likely to cause, bodily harm, or serious mental or emotional harm, to any student or other person attending any institution of higher education or post-secondary institution. Excluded from this definition are "customary athletic events or other similar contests or competitions."

**Instructional Days** — Any regularly scheduled instructional day designated in the academic year calendar, including summer quarter, as a day when classes are held or during final examination week. Saturdays and Sundays are not regularly scheduled instructional days.

**Others** — Any person other than student or college personnel visiting, attending or speaking within the college community.

**Personally-Identifiable Information** — Information which includes either (a) the name of the student, the student's parent, or other family member(s), (b) the address of the student's or student's family, (c) a personal identifier such as the student's social security number or student identification number, (d) a list of personal characteristics which would make it possible to identify the student with reasonable certainty, or (e) other information which would make it possible to identify the student with reasonable certainty.

**Plagiarism** — Includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

**President** — The duly appointed chief executive of any college or instructional unit of Community Colleges of Spokane, or in his/her absence, the acting chief executive.

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

**RCW** — Revised Code of Washington.

**Reprimand** — Formal action censuring a student for violation of the rules of student conduct.

**Rules of Student Conduct** — Rules regulating student conduct as adopted in chapter 132Q-02 WAC.

**Special permits** — Permits issued under special circumstances such as “D” permit which is a quarterly disabled parking permit issued by Disability Support Services; Carpool permits, issued to college personnel who participate in commuter trip reduction; and Honorary permit which are issued to Community Colleges of Spokane personnel upon retirement.

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

**Student Organization** — Any group or organization composed of students, which is affirmed by the individual college or instructional unit student government office.

**Suspension** — Formal but limited dismissal from the college.

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

**Vehicle** — Automobile, truck, motorcycle, scooter, or any vehicle empowered by a motor.

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

**WAC** — The Washington Administrative Code.



This document contains information taken from official source documents compiled for information purposes only. Official rules, regulation and policies are subject to change; therefore the current version of these rules, regulations and policies should be obtained from the primary source documents.

**For further information, please contact the Chief Operations Office at 434-5060.**