



BELLEVUE
COLLEGE

Board of Trustees
Community College District VIII

Regular Meeting

November 14, 2018

**BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT VIII
BELLEVUE, WASHINGTON**



A regular meeting of the Board of Trustees of Community College District VIII, 3000 Landerholm Circle SE, state of Washington, will be held on Wednesday, November 14, 2018. The business session will begin at 1:30 P.M. in room B201. Rich Fukutaki, Vice Chair, will preside.

AGENDA

- | | | |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 12:00 PM | EXECUTIVE SESSION (A201)
The Board will be meeting in executive session to evaluate the performances of public employees and to discuss issues related to litigation and collective bargaining. | |
| 1:30 PM | BUSINESS SESSION (B201) | |
| | I. Call to Order | |
| | II. Roll Call and Introductions | |
| | III. Consent Agenda | |
| | A. Approval of Agenda for November 14, 2018 | |
| | B. Meeting Minutes from October 17, 2018 | |
| | C. Meeting Minutes from February 10, 2017 | |
| 1:40 PM | IV. Constituent Reports | |
| | A. Faculty | Nightingale |
| | B. Classified | Turnbull |
| | C. Foundation | Chesemore |
| | D. Student | Do |
| 2:00 PM | V. First Read Items | |
| | A. Policy 1500 Public Records | Cummins |
| 2:15 PM | VI. Action Items | |
| | A. Policy 2050 and associated WAC, Student Conduct Code | Kaptik |
| 2:30 PM | VII. Information Items | |
| | A. Student Success: Interior Design | Mappala |
| 3:00 PM | VIII. President's Report | Weber |

**BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT VIII
BELLEVUE, WASHINGTON**

- 3:10 PM IX. Board Reports
 - A. Individual Member Reports
- 3:20 PM X. Unscheduled Business/Community Testimony
- 3:30 PM XI. Business Meeting Adjournment

Please note: Time and order are estimates only and are subject to change.

BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT VIII
BELLEVUE, WASHINGTON

A regular meeting of the Board of Trustees of Community College District VIII, state of Washington, was held on October 17, 2018 at Bellevue College, 3000 Landerholm Circle SE, Bellevue, Washington. Merisa Heu-Weller, Chair, presided.

EXECUTIVE SESSION

Trustee Heu-Weller announced that there would be an executive session for approximately one hour to evaluate the performances of public employees and discuss ongoing litigation and collective bargaining. The executive session adjourned at 1:30 pm.

BUSINESS SESSION

The business session was called to order at 1:35 p.m.

I. **ROLL CALL**

Ms. Morrow, Mr. Leigh, Mr. Dietzel, Ms. Chin, Mr. Fukutaki, Ms. Heu-Weller, Mr. Bruce Marvin, and President Weber were present.

II. **CONSENT AGENDA**

Richard Leigh made a motion and Lisa Chin seconded to approve the consent agenda. The motion passed unanimously.

III. **CONSTITUENT REPORTS**

- A. Sue Nightingale, representing Bellevue College Association of Higher Education (BCAHE), reported on the following items:
- a. Faculty have been writing to the Board. Some adjunct and tenure track faculty are uncomfortable leaving their name, so Ms. Nightingale brought printed copies of their concerns.
 - b. Ms. Nightingale spoke to faculty groups regarding shifting board meeting times to later in the day. She reported that although she didn't do a comprehensive survey, the feedback she received so far indicates that this would make it more difficult for faculty to attend.
 - c. Ms. Nightingale reported that faculty mood is down and some faculty members have shared with her in confidence that they are looking for work elsewhere.
 - d. Ms. Nightingale stated that she does not enjoy her job right now.
 - e. Ms. Nightingale appreciates the emails being sent by the administration intended to education the campus community about the college budget, but feels that fundamentally this is not the problem. The emails are leading to more questions than answers.
 - f. The BCAHE will continue to educate faculty and advocate for them by trying to reach an agreement that supports faculty and gets administration and faculty on a path for working together at the state.

- g. Trustee Morrow stated that she has received faculty emails, and although she is still learning about the college's budget and doesn't fully understand the faculty's situation, she wanted to say that students do appreciate faculty. She hopes the process moves forward and all parties involved get what is in their best interest.
 - h. There were many conversations with students in the quad today and that was a positive experience.
 - i. Trustee Chin thanked Sue for all the letters and mentioned that she appreciates the honest outpouring from faculty. The Trustees agreed that it is time for action.
 - j. Ms. Nightingale reported that she is trying to message the "reality" to the faculty. She stated that it is not within the College's budget to solve the faculty salary problem. She closed by saying that that fight does not need to be at Bellevue College, it needs to be down in Olympia.
- B. Becky Turnbull, representing Classified Staff, introduced Amy McCrory, Chair for the Classified Council, who reported on the following items:
- a. Classified council has agreed to do a combined professional development day with exempt staff.
 - b. The council will work on reviewing and aligning student policy with staff and faculty policy regarding disability and Title IX.
 - c. Council is also reviewing blended rate pay for classified staff who moonlight outside their regular duties. Results will be brought to College Assembly.
 - d. Council is also looking at ways to bring equity between part-time classified staff and full-time staff. This would include involvement in professional development and governance.
- C. Jim Chesemore, President of Foundation Board reported on the following items:
- a. Joedy Morrow is the Merle Landerholm scholarship recipient.
 - b. The Donor/Scholar reception is November 1 at 5:30 pm.
 - c. The Foundation has already received a quarter of the renewal for the annual luncheon next year. That work is ongoing.
 - d. Mr. Chesemore thanked Rebecca Chawgo and her staff.
 - e. The Foundation Board had a good recruiting summer and many new members joined.
 - f. Key objectives for 2018-19 include bringing on at least ten new board members. The impact of one member goes beyond their individual contributions; they also bring a network of potential donors and stakeholders.
 - g. Diversity of the Foundation Board should match the diversity on campus, so the recruiting efforts are intentional around that.
 - h. The Foundation Board is also focused on growing the reach at the luncheon.
 - i. Work to get President Weber out into the community is also ongoing.
 - j. Other efforts include improving tactical implementation such as communications, number of meetings, and being more purposeful in hitting objectives.
 - k. The scholarship committee will work on reexamining the scholarship process.

D. Saghar Rasoulamini, representing Associated Student Government (ASG), reported on behalf of students. Key points included:

- a. Ms. Rasoulamini is an international student who started at Bellevue College to improve her English. She then became interested in science and then law.
- b. Students held training and team building activities in August.
- c. There were also a welcome fair, voter registration drive, homecoming, and ASG elections.
- d. Ms. Rasoulamini reported that there has been a 92% growth in social media and connections with students.
- e. Student participated with Governor Inslee's voter registration challenge.
- f. Elections for president and vice president are completed. Results will be announced soon.
- g. ASG also has approved funding requests for updating Hopelink transportation and sustainability series. The financial code is being updated to align with the new constitution and bylaws.
- h. Students have been speaking with administration about the Title IX resolution. In light of the #metoo movement and recent events, this is a relevant and important topic. Ms. Rasoulamini stated that students will continue to work until they know administration is committed to their safety.

IV. **FIRST READ**

A. Policy 2050

- a. A public forum was conducted.
- b. While there are no particular behaviors occurring that are not covered in the current policy, this is an effort to make the policy developmental and as friendly as possible.
- c. An adjustment was made to reflect the addition of residence halls (for example, safety and sanctions).
- d. The word "assault" was changed to "abuse of others."

V. Policy 1440, Discrimination, Harassment and Retaliation

VI. Policy 1450 General Complaints

Sayumi Irey, Interim Vice President of Equity and Pluralism, presented both policies for approval. Key points included:

- a. Dr. Irey thanked all of those who have collaborated in this effort.
- b. This policy revision has been collaborative and ongoing for two years, including Charles Sims, Rachel Wellman, Bruce Marvin, Tracy MacLean, and Jill Powell.
- c. This policy connects to student conduct, so the work is ongoing to align and create common language.
- d. Trustee Chin thanked Dr. Irey for embodying the work of Equity and Pluralism by including everyone and recognizing them.

- e. Richard Leigh also recognized Dr. Irey and everyone who worked on the policy revisions.

Motion 02:18

It was moved by Greg Dietzel and seconded by Lisa Chin that the Board of Trustees of Community College District VIII approve revisions to Policy 1440.

The motion passed unanimously.

Motion 03:18

It was moved by Richard Leigh and seconded by Lisa Chin that the Board of Trustees of Community College District VIII approve revisions to Policy 1450.

The motion passed unanimously.

V. INFORMATION ITEMS

A. Student Success – Achieving the Dream (ATD)

Jennie Mayer and Bonnie Berry presented. Key discussion points included:

- a. The goal of adopting an ATD framework is to close performance gaps
- b. Eleven institutional metrics have been approved by president's cabinet. Completion, transfer rates, students moving out of basic skills, credit progression percentages, completing college level English and math in the first year, and excess credits in the first year are some of those. Baseline focus is on students who are neither running start nor international. Groups are also working on leading indicators and meta majors; these will provide quicker indications. Draft measures should be complete when coaches visit in November.
- c. ATD can help identify infrastructure or other issues. They will continue to work with newly formed student affairs and other teams to find gaps and utilize resources to close them.
- d. The ATD Core team has also been talking about highlighting three or four metrics in communications.
- e. Trustee Dietzel commented that he is encouraged to see this work and wondered when first students might start in a meta major or on a guided pathway. Ms. Mayer commented that the intention is to have focus areas/meta majors decided by the end of this quarter, but faculty engagement and participation is critical and it has not been easy to come by. It is more a question of developing those pathways in the academic programs, though this is already happening in professional technical programs. An aggressive timeline for guided pathways adoption is about 5 years. President Weber stated that Bellevue College is moving twice as fast as previous institutions he has served.

B. International and Global Initiatives

Jean D'Arc Campbell, Dean of Office of International Education and Global Initiatives (OIEGI), presented. The following key points were discussed:

- a. President Weber likes how strategies are being developed. Many English Language Institute (ELI) programs have closed across the country. OIEGI has a bold plan and Dr. Campbell is making it a full international program, connecting to student and faculty exchange.

VII. **PRESIDENT'S REPORT**

A. President Weber provided a progress report. Key Points included:

- a. President Weber mentioned that he is grateful for the work in the reports presented today.
- b. A college-wide budget education program, led by Jim Craswell, Sharon Kussy and President Weber is underway.
- c. Suzette Yaezenko will begin as the Associate Vice President of Human Resources in December. Vice President Lewis, Terri Tanino and the screening advisory committee did a great job.
- d. Vice President Barge is leading the recruitment effort for the Vice President of Administrative Services.
- e. Interim Vice President Irey is leading the search for the Associate Vice President of Effectiveness and Strategic Planning.

VIII. **BOARD REPORTS**

A. Trustees had no reports.

IX. **UNSCHEDULED BUSINESS**

A. No one signed up for public comment.

Meeting adjourned at 3:03 p.m.

Merisa Heu-Weller, Chair
Board of Trustees

ATTEST:

Donna Sullivan
Secretary, Board of Trustees
Community College District VIII

BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT VIII
BELLEVUE, WASHINGTON

A regular meeting of the Board of Trustees of Community College District VIII, state of Washington, was held on February 10, 2017 at Bellevue College, 3000 Landerholm Circle SE, Bellevue, Washington. Dr. Lisa Chin, Chair, presided.

EXECUTIVE SESSION

Dr. Chin announced that there would be an executive session for approximately an hour to discuss a candidate for tenure, collective bargaining and to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. The executive session was adjourned at 9:05 a.m.

BUSINESS SESSION

The business session was called to order at 9:10 a.m.

I. ROLL CALL

Dr. Chin, Mr. Fukutaki, Ms. Heu-Weller, Mr. Miller, Ms. Albay and Interim President Jill Wakefield were present. Mr. Hunter participated via conference call. Trustee Albay left the meeting at 9:30 a.m.

II. CONSENT AGENDA

Mr. Fukutaki made a motion to approve the consent agenda. Ms. Heu-Weller seconded. The motion passed.

III. INFORMATION ITEM

Presidential Search

Ms. Heu-Weller updated the board on the status of the presidential search.

IV. CONSTITUENT REPORTS

Faculty Report

Sue Nightingale, Bellevue College Association for Higher Education, reported on the following items

- BCAHE Legislative agenda
- Concern regarding statements by legislators in Olympia about the lack of need for full-time faculty members.

Classified Staff Report

Becky Turnbull, representing classified staff, reported on the following items:

- Appreciation for college issues day
- Concerns about complaint policy and lack of timelines
- Lack of training for managers

Associated Student Government (ASG) Report

ASG President Sam Akeyo, representing ASG, presented on the following items:

- Student support for WPEA.
- Legislative bills on incarcerated minors, state need grant and support for DACA students
- Tuition, textbook costs, and sexual violence resources

Foundation Report

Laura Celis, President of the BC Foundation, reported on the following items:

- Thank you for attending the gala that raised over \$227,000.
- Reviewing scholarship application and hosting information sessions for students who need help with the process.
- Margin of Excellence winners have been selected and will be announced in the next few weeks.
- Lockwood needs applicants/nominations.
- Annual Become Exceptional Luncheon is scheduled for Wednesday, April 26th and the board is encouraged to invite guests. Sponsorships of about \$65,000 have been secured.
- Alumni association continues to be active. Alumni participated in the gala. Next meeting is in March.
- Foundation has secured a gift from Norm Stromer, who has donated his home to the foundation. The proceeds from the sale of the home will be added to the endowment.
- Foundation goal was to increase number of board members. Two additional board members have been added. Tom Nielsen and CJ Valdez have joined the board.

V. MONITORING REPORTS

The board reviewed the monitoring reports. There were question regarding graduation rates and the process for including College Assembly.

VI. FIRST READ ITEMS

A. Tenure Recommendation

The board reviewed the recommendations.

B. Policy 1440 and 1450

Policy 1440 and 1450 are submitted for first read. No vote will be taken until the college assembly has reviewed and recommended on these policies.

VII. Action Items

A. Campus Master Plan

Vice President White reviewed responses by the community and the discussion of the campus master plan. He noted that the plan was aspirational and that the proposal indicated possibilities, but does not obligate the college to any course of action. It was recommended that the plan be reviewed on an annual basis.

Motion 02:17

Trustee Miller moved to adopt campus master plan. Trustee Fukutaki seconded the motion.

The motion passed.

B. Policy 1150 – Contract and Purchasing Signature Authority

Motion 03:17

Trustee Heu-Weller Merisa moved that the board approved as submitted. Trustee Fukutaki seconded the motion.

The motion passed.

C. Student Success Center Proposal

Vice President White discussed the student success center proposal. The schematic design will available in 6-8 months with a cost of approximately \$40,000. Construction costs will be available at that time. This is a potential stopping point for the project. The COP funding process was also discussed.

Motion 04:17

Trustee Fukutaki moved that the board directs the president and capital team to proceed with the design and construction of the student success center. The board would like to review construction costs when they are available. Merisa Heu-Weller seconded the motion.

The motion was passed.

VIII. BOARD REPORTS

ACT – Discussion of the funding allocation for the computer science program.

ACT Legislative Committee – No report.

Foundation Liaison – Dr. Chin reminded everyone about the luncheon in April.

IX. INTERIM PRESIDENT’S REPORT

Interim President Wakefield report on the following items:

- College Issues Day was held yesterday and went well. Dr. Wakefield thanked the board for their work. Dr. Wakefield is committed to working on issues while she is here. She thanked Dr. Irey and Lisa Corcoran for their work on the day. Ron Sims was the keynote speaker and was very motivational. Trustee Miller’s presentation went well with over a 100 people in attendance.
- The college was closed for two days due to snow. This is always a challenging situation and Dr. Wakefield thanked everyone who worked on this. Campus operations did a great job of getting the college back in operational order.
- College Assembly is a new governance process and is proving to be a current challenge, but we are working on it. The college is committed to this system and we will figure it out.
- The college will continue to work on ensuring safety on campus.
- Dr. Wakefield toured the City of Bellevue with the City Manager and Planning Department. This demonstrated the importance of the college to the city.
- Dr. Wakefield met with Vikram Jahdhya and his team at the University of Washington to discuss ways of working together.
- The BS in Computer science degree is up and running.

X. UNSCHEDULED BUSINESS

Faculty Aron Siegel spoke regarding the challenge of cultural issue regarding lack of trust and safety, seemingly retaliatory behavior and the impression that governance structure is not being followed.

Elina Garvris – Parent of a current student. A lot of respected staff helped her, but had problems with the first week of school. Her son is working on his computer science degree. Ms. Gavris feels that the college’s response to her concerns was not appropriate. Ms. Gavris will meet with Dr. Wakefield.

XI. ADJOURNMENT

There being no further business, the meeting of the Board of Trustees adjourned at 11:07 a.m.

Lisa Chin, Chair
Board of Trustees

ATTEST:

Lisa Corcoran
Secretary, Board of Trustees
Community College District VIII

DRAFT



BELLEVUE
COLLEGE

REGULAR MEETING AGENDA ITEM

POLICY 1500 AND 1500P

INFORMATION

FIRST READ

ACTION

Description

Administrative Services is proposing updates to Policy 1500 and deletion of 1500P.

Key Questions

- * What is the rationale for the update to the policy?
- * Why is 1500P no longer necessary?

Analysis

New Public Records Act legislation took effect on July 23, 2017. To reflect the changes made to the Act, it is necessary to update policy 1500. This change will permit the college to charge a nominal fee for electronic records. Because policy 1500 is part of the Washington Administrative Code (WAC 132H-169-025) it has different formatting than regular Bellevue College policies and procedures. Because all information is contained in policy 1500 / WAC 132H-169-025, there is no longer a need for 1500P.

Background/Supplemental Information

Policy 1500 Current

Policy 1500 Redline

Policy 1500P Current

Recommendation/Outcomes

That the Board of Trustees of Community College District VIII approves the proposed updates to Policy 1500 and deletion of 1500P at the December 5, 2018 meeting.

Prepared by: Rich Cummins, Interim Vice President, Administrative Services
rich.cummins@bellevuecollege.edu

1500 ACCESS TO PUBLIC RECORDS

Original Date: 3/23/1999 * Last Revision Effective: 2/5/2015
Policy Contact: Vice President, Administrative Services

POLICY

Bellevue College complies with the Washington state public disclosure laws ([RCW 42.56](#)) governing access to public records and provides the fullest assistance for access to public records. The College also protects the rights of others, for example, the right to privacy for student education records, employee personnel files while also minimizing disruption to the operation of college programs and services. Public records requests and compliance with those requests will be coordinated by the office of the vice president of administrative services.

RELEVANT LAWS AND OTHER RESOURCES

- RCW [34.05](#), [40.14.060](#), [42.56](#)
- WAC [132H-169](#)
- Bellevue College Procedure #1500P Access to Public Records

REVISION HISTORY

Original 3/23/1999

Revisions 1/11/2005; 3/22/2005; 5/21/2009; 12/7/2010; 2/5/2015

APPROVED BY

President's Cabinet

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Description of the College.

(1) Mission—Governance. Bellevue College is a public institution of higher education established under Chapter 28B.50 RCW as a community college, which offers associate and applied baccalaureate degrees. The College is governed by a board of trustees appointed by the governor. The board appoints a president who serves as the chief executive officer responsible for the administration of the College.

(2) Main campus. The main campus of the College is located at 3000 Landerholm Cir. SE, Bellevue WA. The College also offers educational programs on-line and at other campuses located at 14673 NE 29th Pl., Bellevue WA.

(3) Policies and procedures. College policies meeting the definition of a "rule" under the administrative procedure act, Chapter 34.05 RCW, are adopted by the board of trustees and published in Title 132H of the Washington Administrative Code (WAC). Other College policies approved by the administration are published in policies and procedures available on the College website.

(4) Documents index. As an institution of higher education, the College generally does not have occasion to issue nonexempt "final orders," "declaratory orders," "interpretive statements," or "policy statements" as those terms are defined and used in the Public Records Act. The secretary of the College's board of trustees does maintain and publish on the College website a documents index of the board's approved meeting minutes, motions, and resolutions. Inquiries may be directed to the secretary of the board in the office of the president.

(5) College website. The College's official website, available at <https://www.bellevuecollege.edu/>, provides general information about the College and its board of trustees, administration, educational programs, and policies and procedures. Persons seeking public records of the College are encouraged to view the records available on the web site prior to submitting a records request.

Definitions.

(1) Public record. The term "public record" and other terms defined in the Public Records Act shall have the same meaning in this Chapter that they have under the Public Records Act.

(2) Public Records Act. References in this Chapter to the "Public Records Act" are to Chapter 42.56 RCW.

(3) Requester. A "requester" is any person or entity requesting public records of the College pursuant to the Public Records Act.

(4) College. The term "College" means Bellevue College.

Public records officer.

(1) Designation. A public records officer designated by the College shall be responsible for responding to public records requests in accordance with the provisions of this Chapter and applicable provisions of the Public Records Act, Chapter 42.56 RCW. The duties of the public records officer under this

Chapter may be delegated to one or more public records assistants designated by the College.

(2) **Duties.** The public records officer shall oversee the College's compliance with the Public Records Act. The records officer (or designee) and the College are responsible for providing the fullest assistance to requesters of public records, for ensuring that public records are protected from damage or disorganization, and for preventing records requests from excessively interfering with essential institutional functions or unreasonably disrupting the operations of the College. The College may take reasonable precautions to prevent a requester from being unreasonably disruptive or disrespectful to College staff.

(3) **Records office.** Inquiries regarding public records of the College may be addressed to the public records officer at the following office address:

Public Records Officer
Bellevue College
3000 Landerholm Cir. SE
Bellevue, WA 98007
(425) 564-2451
recordsofficer@bellevuecollege.edu

(4) **Office hours.** The customary office hours of the public records office are from 8:00 a.m. – 5:00 p.m., Monday through Friday, excluding legal holidays.

Requests for public records.

(1) **Written requests preferred.** Requests for public records of the College may be addressed to the public records officer at the address given in WAC 132H-169-020. The College encourages, but does not require, requesters to use the public records request form made available by the public records office or online at <https://www.bellevuecollege.edu/legal/publicrecords/>. Requests made orally, whether by phone or in person, may be confirmed in writing by the public records officer.

(2) **Contents of records requests.** A request for public records must include the following information:

(a) the name and contact information of the person requesting the records;

(b) the requester's mailing address, which may be an electronic mail address;

(c) the date and time of the request;

(d) a description of the requested records that is sufficiently detailed to enable the public records officer to identify and locate the records; and

(e) a statement indicating whether the requester wishes to inspect the records or to receive copies of the records in paper or electronic form.

(3) **Lists of individuals for commercial purposes.** State agencies and institutions are not permitted to provide lists of individuals for commercial purposes. A request for lists of individuals must be accompanied by the requester's signed declaration that the list will not be used for commercial purposes. The public records officer may inquire as to the requester's intended use of the list and may deny the request if it is evident from the request that the list will be used for a commercial purpose.

(4) **Assistance in identifying records.** The public records officer may assist requesters in identifying the specific records sought by the requester. With limited exceptions, a requester may not be required to state the purpose of the request. However, the records officer may ask the purpose of the request if such inquiry will assist in identifying the records requested.

Processing of records requests.

(1) **Applicable law.** Requests for public records will be processed in accordance with these rules

and applicable provisions of the Public Records Act, Chapter 42.56 RCW. Guidance concerning the application of these rules may be found in the advisory model rules adopted by the attorney general under Chapter 44-14 WAC.

(2) **Prioritizing of requests.** Public records requests generally will be processed in the order in which they are received by the records office and within the staffing limitations of the office. However, the records office may expedite requests for a single record or for only a few records, if such records are easily identifiable and can be readily retrieved. The records office may ask, but not require, a requester to prioritize the records the requester is seeking.

(3) **Clarification of requests.** The public records officer may request clarification of a records request in accordance with applicable provisions of the Public Records Act. The requester must respond to the request for clarification within thirty days of the request for clarification.

(4) **Providing records by installment.** If a requester submits multiple records requests, or if a request seeks a large number of records or many different types of records, the public records officer may provide access to the records in installments in accordance with applicable provisions of the Public Records Act.

(4) **Denial of bot requests.** The public records officer may deny a bot request as defined under the Public Records Act, RCW 42.56.080(3) if the records officer reasonably believes the request was automatically generated by a computer program or script.

Records exempt from inspection or copying.

(1) **Public Records Act exemptions.** The Public Records Act, Chapter 42.56 RCW, exempts from inspection or copying certain categories of records as set forth in the Public Records Act or under other statutes. The public records officer will disclose the existence of exempt records as required by law, but will deny the inspection or copying of such records to the extent that the records are exempt from inspection or copying under the Public Records Act or other applicable law.

(2) **Commonly applied exemptions.** The public records office maintains a list explaining the exemptions most commonly applied by the College in processing requests for public records. A copy of the list can be requested from the public records officer and will typically be provided by the records officer in responding to a request for records that are determined in whole or in part to be exempt from inspection or copying.

(3) **Determining applicable exemptions.** The public records officer may seek information from the requester sufficient to determine whether another statute prohibits disclosure of the requested records. For example, student education records generally may not be disclosed to third parties without the student's written consent.

Public records available for inspection.

(1) **Scheduling of appointments.** Public records identified as responsive to a public records request may be made available for inspection and copying during customary office hours by scheduling an appointment with the public records officer. The requester must review the assembled records, or installment of records, within thirty days of being notified that the records are available for review.

(2) **Protection of records.** The public records officer will be responsible for providing full access to public records made available for inspection, for protecting the records from damage or disorganization, and for preventing excessive interference with essential College functions. Public records made available for inspection may not be removed from the office without the permission of the records officer.

(3) **Copying of records.** The public records officer will arrange for copying of any records designated by the requester and will charge such copying fees as may apply under WAC 132H-169-070.

Copying fees—Payments.

(1) Fees and payment procedures. The following copying fees and payment procedures apply to requests to the College under Chapter 42.56 RCW and received on or after the effective date of this section.

(2) Inspection of records. There is no fee for inspecting public records made available for inspection by the public records officer under WAC 132H-169-060.

(3) Actual costs not calculated. Pursuant to RCW 42.56.120(2)(b), the College is not calculating all actual costs for copying records because to do so would be unduly burdensome for the following reasons: (i) The institution does not have the resources to conduct a study to determine all its actual copying costs; (ii) to conduct such a study would interfere with other essential College functions; and, (iii) through the 2017 legislative process, the public and requesters have commented on and been informed of authorized fees and costs, including for electronic records, provided in RCW 42.56.120(2)(b) and (c), (3), and (4).

(4) Default fees adopted. The College will charge for copies of records pursuant to the default fees in RCW 42.56.120(2)(b) and (c). The College will charge for customized services pursuant to 42.56.120(3). Under RCW 42.56.130, the College may charge other copy fees authorized by statutes outside of Chapter 42.56 RCW. The College may enter into an alternative fee agreement with a requester under RCW 42.56.120(4). The charges for copying methods used by the College are summarized in the fee schedule available on the College's website at <https://www.bellevuecollege.edu/legal/publicrecords/>.

(5) Advanced payment required—Fee waivers. Requesters are required to pay for copies in advance of receiving records or an installment of records. The records officer will notify the requester when payment is due. Fee waivers are an exception and are available for some small requests under the following conditions.

(a) It is within the discretion of the public records officer to waive copying fees when: (i) all of the records responsive to an entire request are paper copies only and consist of twenty-five or fewer pages; or (ii) all of the records responsive to an entire request are electronic and can be provided in a single email with attachments of a size totaling no more than the equivalent of 100 printed pages. If that email for any reason is not deliverable, records will be provided through another means of delivery, and the requester will be charged in accordance with this rule.

(b) Fee waivers are not applicable to records provided in installments.

(6) Copying fee deposits. The public records officer may require an advance deposit of ten percent of the estimated fees when the copying fees for an installment or an entire request, or customized service charge, exceed twenty-five dollars.

(7) Payment method. Payment should be made by check or money order payable to Bellevue College. The College prefers not to receive cash. For cash payments, it is within the public records officer's discretion to determine the denomination of bills and coins that will be accepted.

(8) Closure of request for nonpayment. The College will close a request when a requester fails by the payment date to pay in the manner prescribed for records, an installment of records, or a required deposit.

Review of denials of records requests.

(1) Petition for internal administrative review. A requester who objects to the denial, or partial denial, of a records request may petition in writing to the public records officer for a review of that decision. The public records officer will promptly refer the petition to the office of the president. A senior administrator designated by the president will consider the petition and will render a decision within two business days following the initial receipt of the petition by the public records officer. The time for considering the petition may be extended by mutual agreement of the College and the requester.

(2) Review by attorney general's office. A requester who objects to the denial, or partial denial, of a records request may request the office of the attorney general to review the matter as provided in RCW 42.56.530 and WAC 44-06-160. Requests for attorney general review must be directed to Public Records Review, Office of the Attorney General, P.O. Box 40100, Olympia, WA 98504-0100.

(3) **Judicial review.** A requester may petition the superior court for judicial review of the College's decision denying a public records request, whether in whole or in part, by following the procedures in RCW 42.56.550. The denial of a petition for internal administrative review under subsection (1) of this section shall constitute the final agency action subject to judicial review.

Court protection of public records.

(1) **Notifying interested persons.** The College, as required or permitted by law or contract, including any collective bargaining agreement, and in other appropriate circumstances, may notify persons named in a public record, or to whom the record specifically pertains, that release of the record has been requested and that such persons may apply to the superior court for a protective order under RCW 42.56.540.

(2) **Applying for court protection.** The College in appropriate circumstances may apply to the superior court for a protective order enjoining the examination of any specific public record in accordance with the procedures under RCW 42.56.540. Nothing in this Chapter shall be construed as either requiring or prohibiting the College's application to the court for such an order.

RELEVANT LAWS AND OTHER RESOURCES

- RCW ~~34.05, 40.14.060, 42.56~~
- WAC [132H-169](#)
- ~~Bellevue College Procedure #1500P Access to Public Records~~

REVISION HISTORY

Original 3/23/1999

Revisions 1/11/2005; 3/22/2005; 5/21/2009; 12/7/2010; 2/5/2015

APPROVED BY

President's Cabinet

1500P ACCESS TO PUBLIC RECORDS (PROCEDURES)

Original Date: 3/23/1999 * Last Revision Effective: 2/5/2015
Policy Contact: Vice President, Administrative Services

PURPOSE

The following procedures are established to meet the requirements for implementing policy #1500 – Access to Public Records.

PROCEDURES

Requests for Access

Requests for access to and/or copies of public records maintained at Bellevue College shall be made in one of the following ways:

- **Submit a request online** at www.bellevuecollege.edu/legal/publicrecords or
- Send a written request to us which should include:
 - your name, full mailing address, email address and telephone number;
 - a detailed description of the requested record(s); and
- Indicate whether you will:
 - review records at the college; or
 - have paper copies mailed; or
 - receive documents mailed via DVD; or
 - have documents emailed, when appropriate.
- Send your request by:
 - Email: recordsofficer@bellevuecollege.edu
 - Fax: (425) 564-4187
 - Mail to:

Records Officer
Bellevue College
3000 Landerholm Cir. SE
Room B202
Bellevue, WA 98007

Response to Requests

Generally, within five (5) **business days** of receiving a request the college will:

- provide copies or provide an estimate of when the records will be available; or
- reply that no responsive documents exist; or
- acknowledge the request and ask for additional clarification(s); or
- provide applicable exemption(s) to disclosure.

Notification

Records not exempt from disclosure may contain personal or other private information which may require us to notify affected individual(s) of the request. We may provide affected individual(s) a reasonable opportunity to seek court protection from disclosure.

Options If a Request Is Denied

- Requestor may provide a written request for review by the college.
- The requestor may ask for further review by the college president or his/her designee. The president or his/her designee will review the matter and promptly issue a decision.

Exemptions and Limitations

Some records are exempt from Washington's public disclosure law. Following are some examples: personal information, i.e., residential address or residential telephone number of an individual associated with the college; social security numbers; mailing lists of employees, volunteers and students to be used for commercial purposes; student education records as provided under FERPA, the Family Educational Rights and Privacy Act; library information about library users; health records; ADA disability records; all applications for

public employment, including the names of applicants, resumes, and other related materials submitted with respect to an applicant; test questions, scoring keys and other examination data used to administer any examination; data or maps which identify locations of archaeological sites; internal drafts, notes, and recommendations where opinions are expressed or policies are formulated or recommended may be exempt from disclosure until a decision has been made. When a decision has been made, they are public documents. Information regarding the infrastructure and security of computer and telecommunications networks to the extent they identify system vulnerabilities.

RELEVANT LAWS AND OTHER RESOURCES

- RCW [34.05](#), [40.14.060](#), [42.56](#)
- WAC [132H-169](#)

REVISION HISTORY

Original 3/23/1999

Revisions 1/11/2005; 3/22/2005; 5/21/2009; 12/7/2010; 9/11/2012; 2/5/2015

APPROVED BY

President's Cabinet



BELLEVUE
COLLEGE

REGULAR MEETING AGENDA ITEM

2050 STUDENT CODE OF CONDUCT AND STUDENT CONDUCT CODE WAC 132H-125

INFORMATION

FIRST READ

ACTION

Description

Student Affairs is proposing updates to the Student Conduct Code of Bellevue College (WAC 132H-125) and BC Policy 2050 Student Conduct of Code. Both documents refer to the college's student conduct code; however, they are not consistent with each other. This proposal is to repeal WAC132H-125 and replace it with WAC 132H-126. Policy 2050 will be updated with the approved WAC132H-126 language.

Key Questions

- * What is the rationale for the update to Student Conduct Code of Bellevue College?
- * What updates were made to the Student Conduct Code?
- * Why is the Student Conduct Code being fully repealed and replaced?

Analysis

The Student Conduct Code of Bellevue College (WAC 132H-125) is not consistent with BC Policy 2050 Code of Student Conduct. With the opening of Student Housing, it is necessary to update the prohibited conduct and sanction options. Furthermore, in 2017, the Office of Civil Rights (OCR) rescinded the 2011 and 2014 Title IX Dear Colleague letters. The proposed revisions to Policy 2050/WAC 132H-125 are necessary to ensure consistency with current guidance from OCR, the RCW 34.05 Administrative Procedures Act (APA), and the proposed revisions to the Bellevue College discrimination policy (1440).

The proposed revisions to the Student Conduct Code ("Code") include:

- Integration of the sexual misconduct procedures and rights into the Code (previously "supplementary");
- Articulated interim measures such as no-contact orders, on-campus housing reassignment and campus restrictions;
- Updated and alphabetized definitions and prohibited conduct for compliance and consistency;
- New sanctions to increase educational, developmental and restorative justice options;
- Option to resolve reports through alternative dispute resolutions or informal agreements;
- An amnesty policy that prioritizes community health and safety;
- Reorganizing sections for flow and student approachability;

REGULAR MEETING AGENDA ITEM

continued

- Modified timelines for APA compliance; and
- De minimis changes to update titles and remove gendered pronouns.

There are no significant changes to the student conduct process. The proposed Code reorganizes chapters and items in an attempt to make it more student friendly. As chapter numbers cannot be repurposed when an item is moved, the decision to repeal the full language allows for consecutively numbered chapters that flow procedurally.

Background/Supplemental Information

In order to develop broad consensus on these important policies, Student Conduct consulted and collaborated with policy and subject matter experts and stakeholders: Rachel Wellman and Jill Powell (Title IX); Tracy Biga MacLean (Interim Policy Coordinator); Bruce Marvin (Assistant Attorney General [AAG]); Ata Karim (Vice President of Student Affairs); Michael Kaptik (Dean of Student Life and Leadership); Sayumi Irey (Interim Vice President for Diversity); Associated Student Government (ASG); President's Cabinet; and Student Affairs Cabinet. BC Governance input was solicited.

Student Conduct hosted a public forum, as required by the rule making process, on October 2, 2018 at 1:30 pm in N201.

Recommendation/Outcomes

Recommendation: The Board of Trustees of Community College District VIII approves the repeal of WAC 132H-125, the creation of WAC 132H-126, and the revision of Policy 2050 to match WAC 132H-126.

Prepared by: Megan Kaptik, Manager of Student Conduct
megan.kaptik@bellevuecollege.edu

2050 STUDENT CODE

Original Date: 6/11/1992 * Last Revision Effective: 3/24/2015
Policy Contact: Vice President, Student Affairs

POLICY

Authority

The board of trustees, acting pursuant to RCW 28B.50.140, delegates to the president of Bellevue College the authority to administer disciplinary action. Administration of the disciplinary procedures is the responsibility of the vice-president of student affairs and/or designated student conduct officer. The student conduct officer shall serve as the principal investigator and administrator for alleged violations of this code.

Statement of Student Rights

As members of the academic community, students are encouraged to develop the capacity for critical judgment and to engage in an independent search for truth. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the college community.

The following enumerated rights are guaranteed to each student within the limitations of statutory law and college policy which are deemed necessary to achieve the educational goals of the college:

- (1) Academic freedom.
 - (a) Students are guaranteed the rights of free inquiry, expression, and assembly upon and within college facilities that are generally open and available to the public.
 - (b) Students are free to pursue appropriate educational objectives from among the college's curricula, programs, and services, subject to the limitations of RCW [28B.50.090](#) (3)(b).
 - (c) Students shall be protected from academic evaluation which is arbitrary, prejudiced, or capricious, but are responsible for meeting the standards of academic performance established by each of their instructors.
 - (d) Students have the right to a learning environment which is free from unlawful discrimination, inappropriate and disrespectful conduct, and any and all harassment, including sexual harassment.
- (2) Due process.
 - (a) The rights of students to be secure in their persons, quarters, papers, and effects against unreasonable searches and seizures is guaranteed.
 - (b) No disciplinary sanction may be imposed on any student without notice to the accused of the nature of the charges.
 - (c) A student accused of violating this code of student conduct is entitled, upon request, to procedural due process as set forth in this chapter.

Prohibited Student Conduct

The college may impose disciplinary sanctions against a student who commits, or aids, abets, incites, encourages or assists another person to commit, an act(s) of misconduct, which include, but are not limited to the following:

- (1) **Academic Dishonesty.** Any act of academic dishonesty, including but not limited to cheating, plagiarism, and fabrication.
 - (a) **Cheating** includes any attempt to give or obtain unauthorized assistance relating to the completion of an academic assignment.
 - (b) **Plagiarism** includes taking and using as one's own, without proper attribution, the ideas, writings, or work of another person in completing an academic assignment. May also include the unauthorized submission for credit of academic work that has been submitted for credit in another course.
 - (c) **Fabrication** includes falsifying data, information, or citations in completing an academic assignment and also includes providing false or deceptive information to an instructor concerning the completion of an assignment.

- (2) Other Dishonesty.** Any other acts of dishonesty. Such acts include, but are not limited to:
- (a) Forgery, alteration, submission of falsified documents or misuse of any college document, record, or instrument of identification;
 - (b) Tampering with an election conducted by or for college students; or
 - (c) Furnishing false information, or failing to furnish correct information, in response to the request or requirement of a college officer or employee.
- (3) Obstruction or Disruption.** Obstruction or disruption of (a) any instruction, research, administration, disciplinary proceeding, or other college activity, including the obstruction of the free flow of pedestrian or vehicular movement on college property or at a college activity or (b) any activity that is authorized to occur on college property, whether or not actually conducted or sponsored by the college.
- (4) Assault.** Assault, physical abuse, verbal abuse, threat(s), intimidation, harassment, bullying, stalking or other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person or another person's property. For purposes of this paragraph:
- (a) **Bullying** is physical or verbal abuse, repeated over time, and involving a power imbalance between the aggressor and victim.
 - (b) **Stalking** is intentional and repeated following of another person, which places that person in reasonable fear that the perpetrator intends to injure, intimidate or harass that person. Stalking also includes instances where the perpetrator knows or reasonably should know that the person is frightened, intimidated or harassed, even if the perpetrator lacks such an intent.
- (5) Cyber-Misconduct.** Cyber-stalking, cyber-bullying or online harassment. Use of electronic communications, including, but not limited to, electronic mail, instant messaging, electronic bulletin boards, and social media sites, to harass, abuse, bully or engage in other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person. Prohibited activities include, but are not limited to, unauthorized monitoring of another's email communications directly or through spyware, sending threatening emails, disrupting electronic communications with spam or by sending a computer virus, sending false messages to third parties using another's email identity, non-consensual recording of sexual activity, and non-consensual distribution of a recording of sexual activity.
- (6) Property Violation.** Damage to, or theft or misuse of, real or personal property or money of
- (a) the college or state;
 - (b) any student or college officer, employee, or organization; or
 - (c) any other member of the college community or organization; or
 - (d) possession of such property or money after it has been stolen.
- (7) Failure to Comply with Directive.** Failure to comply with the direction of a college officer or employee who is acting in the legitimate performance of his or her duties, including failure to properly identify oneself to such a person when requested to do so.
- (8) Weapons.** Possession, holding, wearing, transporting, storage or presence of any firearm, dagger, sword, knife or other cutting or stabbing instrument, club, explosive device, or any other weapon apparently capable of producing bodily harm is prohibited on the college campus, subject to the following exceptions:
- (a) Commissioned law enforcement personnel or legally-authorized military personnel while in performance of their duties, or
 - (b) Students with legally issued concealed weapons permits may store their weapons in vehicles parked in accordance with RCW 9.41.050 on campus provided the vehicle is locked and the weapon is concealed from view, or
 - (c) The president or his delegate may authorize possession of a weapon on campus upon a showing that the weapon is reasonably related to a legitimate pedagogical purpose. Such permission shall be in writing and shall be subject to any terms or conditions incorporated therein.
- (9) Hazing.** Hazing includes, but is not limited to, any initiation into a student organization or any pastime or amusement engaged in with respect to such an organization that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm, to any student.

(10) Alcohol, Drug, and Tobacco Violations.

- (a) **Alcohol.** The use, possession, delivery, sale, or being visibly under the influence of any alcoholic beverage, except as permitted by law and applicable college policies.
- (b) **Marijuana.** The use, possession, delivery, sale, or being visibly under the influence of marijuana or the psychoactive compounds found in marijuana and intended for human consumption, regardless of form. While state law permits the recreational use of marijuana, federal law prohibits such use on college premises or in connection with college activities.
- (c) **Drugs.** The use, possession, delivery, sale, or being under the influence of any legend drug, including anabolic steroids, androgens, or human growth hormones as defined in RCW 69.41, or any other controlled substance under RCW 69.50, except as prescribed for a student's use by a licensed practitioner.
- (d) **Tobacco, electronic cigarettes and related products.** Tobacco, electronic cigarettes, and related products: The use of tobacco, electronic cigarettes, and related products in any building owned, leased or operated by the college or in any location where such use is prohibited, including twenty-five feet from entrances, exits, windows that open, and ventilation intakes of any building owned, leased or operated by the college. "Related products" include, but are not limited to cigarettes, pipes, bidi, clove cigarettes, waterpipes, hookahs, chewing tobacco, and snuff.

(11) Lewd Conduct. Conduct which is lewd or obscene.

(12) Discriminatory conduct. Discriminatory conduct which harm or adversely affect any member of the college community because of her/his race; color; national origin; sensory, mental or physical disability; use of a service animal; gender, including pregnancy; marital status; age; religion; creed; genetic information; sexual orientation; gender identity; veteran status; or any other legally protected classification.

(13) Sexual Misconduct. The term "sexual misconduct" includes sexual harassment, sexual intimidation, and sexual violence.

- (a) **Sexual Harassment.** The term "sexual harassment" means unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature that is sufficiently serious as to deny or limit, and that does deny or limit, based on sex, the ability of a student to participate in or benefit from the college's educational program or that creates an intimidating, hostile, or offensive environment for other campus community members.
- (b) **Sexual Intimidation.** The term "sexual intimidation" incorporates the definition of "sexual harassment" and means threatening or emotionally distressing conduct based on sex, including, but not limited to, nonconsensual recording of sexual activity or the distribution of such recording.
- (c) **Sexual violence.** "Sexual violence" is a type of sexual harassment and includes non-consensual intercourse, non-consensual sexual contact, sexual coercion, sexual exploitation, and stalking. The term further includes acts of dating or domestic violence.
 - (i) Consent requires knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Each party has the responsibility to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be at the time of the act of sexual intercourse or sexual contact actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact. A person may be incapable of giving consent by reason of age, threat or intimidation, lack of opportunity to object, disability, drug or alcohol consumption, or other cause.
 - (ii) Nonconsensual sexual intercourse is any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a person upon another person, that is without consent and/or by force. Sexual intercourse includes anal or vaginal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.
 - (iii) Nonconsensual sexual contact is any intentional sexual touching, however slight, with any object, by a person upon another person that is without consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.
 - (iv) Domestic violence includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

- (v) Dating violence means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.
- (vi) Stalking means intentional and repeated harassment or following of another person, which places that person in reasonable fear that the perpetrator intends to injure, intimidate or harass that person. Stalking also includes instances where the perpetrator knows or reasonably should know that the person is frightened, intimidated or harassed, even if the perpetrator lacks such intent.

(14) Harassment. Unwelcome and offensive conduct, including verbal, nonverbal, or physical conduct, that is directed at a person because of such person's protected status and that is sufficiently serious as to deny or limit, and that does deny or limit, the ability of a student to participate in or benefit from the college's educational program or that creates an intimidating, hostile, or offensive environment for other campus community members. Protected status includes a person's race; color; national origin; sensory, mental or physical disability; use of a service animal; gender, including pregnancy; marital status; age; religion; creed; genetic information; sexual orientation; gender identity; veteran status; or any other legally protected classification. See "Sexual Misconduct" for the definition of "sexual harassment." Harassing conduct may include, but is not limited to, physical conduct, verbal, written, social media and electronic communications.

(15) Retaliation. Retaliation against any individual for reporting, providing information, exercising one's rights or responsibilities, or otherwise being involved in the process of responding to, investigating, or addressing allegations or violations of federal, state or local law, or college policies, including, but not limited to, student conduct code provisions prohibiting discrimination and harassment.

(16) Misuse of Electronic Resources. Theft or other misuse of computer time or other electronic information resources of the college. Such misuse includes but is not limited to:

- (a) Unauthorized use of such resources or opening of a file, message, or other item;
- (b) Unauthorized duplication, transfer, or distribution of a computer program, file, message, or other item;
- (c) Unauthorized use or distribution of someone else's password or other identification;
- (d) Use of such time or resources to interfere with someone else's work;
- (e) Use of such time or resources to send, display, or print an obscene or abusive message, text, or image;
- (f) Use of such time or resources to interfere with normal operation of the college's computing system or other electronic information resources;
- (g) Use of such time or resources in violation of applicable copyright or other law;
- (h) Adding to or otherwise altering the infrastructure of the college's electronic information resources without authorization; or
- (i) Failure to comply with the college's electronic use policy.

(17) Unauthorized Access. Unauthorized possession, duplication, or other use of a key, keycard, or other restricted means of access to college property, or unauthorized entry onto or into college property.

(18) Safety Violations. Safety violation includes any non-accidental conduct that interferes with or otherwise compromises any college policy, equipment, or procedure relating to the safety and security of the campus community, including tampering with fire safety equipment and triggering false alarms or other emergency response systems.

(19) Violation of Other Laws or Policies. Violation of any federal, state, or local law, rule, or regulation or other college rules or policies, including college traffic and parking rules.

(20) Ethical Violation. The breach of any generally recognized and published code of ethics or standards of professional practice that governs the conduct of a particular profession for which the student is taking a course or is pursuing as an educational goal or major.

In addition to initiating discipline proceedings for violation of the student conduct code, the college may refer any violations of federal, state or local laws to civil and criminal authorities for disposition. The

college shall proceed with student disciplinary proceedings regardless of whether the underlying conduct is subject to civil or criminal prosecution.

Disciplinary Sanctions and Terms and Conditions

The following disciplinary sanctions may be imposed upon students found to have violated the student conduct code.

- (1) **Disciplinary Warning:** A verbal statement to a student that there is a violation and that continued violation may be cause for further disciplinary action.
- (2) **Written Reprimand:** Notice in writing that the student has violated one or more terms of this code of conduct and that continuation of the same or similar behavior may result in more severe disciplinary action.
- (3) **Disciplinary Probation:** Formal action placing specific conditions and restrictions upon the student's continued attendance depending upon the seriousness of the violation and which may include a deferred disciplinary sanction. If the student subject to a deferred disciplinary sanction is found in violation of any college rule during the time of disciplinary probation, the deferred disciplinary sanction, which may include, but is not limited to, a suspension or a dismissal from the college, shall take effect immediately without further review. Any such sanction shall be in addition to any sanction or conditions arising from the new violation. Probation may be for a limited period of time or may be for the duration of the student's attendance at the college.
- (4) **Disciplinary suspension:** Dismissal from the college and from the student status for a stated period of time. There will be no refund of tuition or fees for the quarter in which the action is taken.
- (5) **Dismissal:** The revocation of all rights and privileges of membership in the college community and exclusion from the campus and college-owned or controlled facilities without any possibility of return. There will be no refund of tuition or fees for the quarter in which the action is taken.

Disciplinary terms and conditions that may be imposed in conjunction with the imposition of a disciplinary sanction include, but are not limited to, the following:

- (1) **Restitution:** Reimbursement for damage to or misappropriation of property, or for injury to persons, or for reasonable costs incurred by the college in pursuing an investigation or disciplinary proceeding. This may take the form of monetary reimbursement, appropriate service, or other compensation.
- (2) **Professional evaluation:** Referral for drug, alcohol, psychological or medical evaluation by an appropriately certified or licensed professional may be required. The student may choose the professional within the scope of practice and with the professional credentials as defined by the college. The student will sign all necessary releases to allow the college access to any such evaluation. The student's return to college may be conditioned upon compliance with recommendations set forth in such a professional evaluation. If the evaluation indicates that the student is not capable of functioning within the college community, the student will remain suspended until future evaluation recommends that the student is capable of reentering the college and complying with the rules of conduct.
- (3) **Not in Good Standing:** A student may be deemed "not in good standing" with the college. If so the student shall be subject to the following restrictions:
 - (a) Ineligible to hold an office in any student organization recognized by the college or to hold any elected or appointed office of the college.
 - (b) Ineligible to represent the college to anyone outside the college community in any way, including representing the college at any official function, or any forms of intercollegiate competition or representation.

STATEMENT OF JURISDICTION

The student conduct code shall apply to student conduct that occurs on college premises, to conduct that occurs at or in connection with college sponsored activities, or to off-campus conduct that in the judgment of the college adversely affects the college community or the pursuit of its objectives. Jurisdiction extends to, but is not limited to, locations in which students are engaged in official college activities including, but not limited to, foreign or domestic travel, activities funded by the associated students, athletic events, training

internships, cooperative and distance education, on-line education, practicums, supervised work experiences or any other college-sanctioned social or club activities. Students are responsible for their conduct from the time of application for admission through the actual receipt of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. These standards shall apply to a student's conduct even if the student withdraws from college while a disciplinary matter is pending. The college has sole discretion, on a case by case basis, to determine whether the student conduct code will be applied to conduct that occurs off-campus.

INITIATION OF DISCIPLINARY ACTION

- (1) All disciplinary actions will be initiated by the student conduct officer. If that officer is the subject of a complaint initiated by the respondent, the president shall, upon request and when feasible, designate another person to fulfill any such disciplinary responsibilities relative to the complainant.
- (2) The student conduct officer shall initiate disciplinary action by serving the respondent with written notice directing him or her to attend a disciplinary meeting. The notice shall briefly describe the factual allegations, the provision(s) of the conduct code the respondent is alleged to have violated, the range of possible sanctions for the alleged violation(s), and specify the time and location of the meeting. At the meeting, the student conduct officer will present the allegations to the respondent and the respondent shall be afforded an opportunity to explain what took place. If the respondent fails to attend the meeting the student conduct officer may take disciplinary action based upon the available information.
- (3) Within ten days of the initial disciplinary meeting, and after considering the evidence in the case, including any facts or argument presented by the respondent, the student conduct officer shall serve the respondent with a written decision setting forth the facts and conclusions supporting his or her decision, the specific student conduct code provisions found to have been violated, the discipline imposed (if any), and a notice of any appeal rights with an explanation of the consequences of failing to file a timely appeal.
- (4) The student conduct officer may take any of the following disciplinary actions:
 - (a) Exonerate the respondent and terminate the proceedings.
 - (b) Impose a disciplinary sanction(s), as described in WAC 132H-125-040 and BC Policy 2050.
 - (c) Refer the matter directly to the student conduct committee for such disciplinary action as the committee deems appropriate. Such referral shall be in writing, to the attention of the chair of the student conduct committee, with a copy served on the respondent.

APPEAL FROM DISCIPLINARY ACTION

- (1) The respondent may appeal a disciplinary action by filing a written notice of appeal with the conduct review officer within twenty-one (21) days of service of the student conduct officer's decision. Failure to timely file a notice of appeal constitutes a waiver of the right to appeal and the student conduct officer's decision shall be deemed final.
- (2) The notice of appeal must include a brief statement explaining why the respondent is seeking review.
- (3) The parties to an appeal shall be the respondent and the conduct review officer.
- (4) A respondent, who timely appeals a disciplinary action or whose case is referred to the student conduct committee, has a right to a prompt, fair, and impartial hearing as provided for in these procedures.
- (5) On appeal, the college bears the burden of establishing the evidentiary facts underlying the imposition of a disciplinary sanction by a preponderance of the evidence.
- (6) Imposition of disciplinary action for violation of the student conduct code shall be stayed pending appeal, unless respondent has been summarily suspended.
- (7) The student conduct committee shall hear appeals from:
 - (a) the imposition of disciplinary suspensions in excess of ten (10) instructional days;
 - (b) dismissals; and
 - (c) discipline cases referred to the committee by the student conduct officer, the conduct review officer, or the president.

- (8) Student conduct appeals from the imposition of the following disciplinary sanctions shall be reviewed through a brief adjudicative proceeding:
 - (a) suspensions of ten instructional days or less;
 - (b) disciplinary probation;
 - (c) written reprimands; and
 - (d) any conditions or terms imposed in conjunction with one of the foregoing disciplinary actions.
- (9) Except as provided elsewhere in these rules, disciplinary warnings and dismissals of disciplinary actions are final action and are not subject to appeal.

BRIEF ADJUDICATIVE PROCEEDINGS – INITIAL HEARING

- (1) Brief adjudicative proceedings shall be conducted by a conduct review officer designated by the president. The conduct review officer shall not participate in any case in which he or she is a complainant or witness, or in which they have direct or personal interest, prejudice, or bias, or in which they have acted previously in an advisory capacity.
- (2) Before taking action, the conduct review officer shall conduct an informal hearing and provide each party
 - (a) an opportunity to be informed of the agency's view of the matter and
 - (b) an opportunity to explain the party's view of the matter.
- (3) The conduct review officer shall serve an initial decision upon both the parties within ten (10) days of consideration of the appeal. The initial decision shall contain a brief written statement of the reasons for the decision and information about how to seek administrative review of the initial decision. If no request for review is filed within twenty-one (21) days of service of the initial decision, the initial decision shall be deemed the final decision.
- (4) If the conduct review officer upon review determines that the respondent's conduct may warrant imposition of a disciplinary suspension of more than ten (10) instructional days or expulsion, the matter shall be referred to the student conduct committee for a disciplinary hearing.

BRIEF ADJUDICATIVE PROCEEDINGS - REVIEW OF AN INITIAL DECISION

- (1) An initial decision is subject to review by the president, provided the respondent files a written request for review with the conduct review officer within twenty-one (21) days of service of the initial decision.
- (2) The president shall not participate in any case in which he or she is a complainant or witness, or in which he/she has direct or personal interest, prejudice, or bias, or in which he/she has acted previously in an advisory capacity.
- (3) During the review, the president shall give each party an opportunity to file written responses explaining their view of the matter and shall make any inquiries necessary to determine whether the sanctions should be modified or whether the proceedings should be referred to the student conduct committee for a formal adjudicative hearing.
- (4) The decision on review must be in writing and must include a brief statement of the reasons for the decision and must be served on the parties within twenty (20) days of the initial decision or of the request for review, whichever is later. The decision on review will contain a notice that judicial review may be available. A request for review may be deemed to have been denied if the president does not make a disposition of the matter within twenty (20) days after the request is submitted.
- (5) If the president upon review determines that the respondent's conduct may warrant imposition of a disciplinary suspension of more than ten (10) instructional days or expulsion, the matter shall be referred to the student conduct committee for a disciplinary hearing.

STUDENT CONDUCT COMMITTEE

- (1) The student conduct committee shall consist of six members:
 - (a) Two full-time students appointed by the student government;
 - (b) Two faculty members appointed by the president;

- (c) Two administrative staff members (other than an administrator serving as a student conduct or conduct review officer) appointed by the president prior to the beginning of the academic year for alternating two-year terms.
- (2) One of the administrative staff members shall serve as the chair of the committee and may take action on preliminary hearing matters prior to convening the committee. The administrative staff members shall receive annual training on protecting victims and promoting accountability in cases involving allegations of sexual misconduct.
- (3) Hearings may be heard by a quorum of three members of the committee so long as one faculty member, one student and one administrative staff member are included on the hearing panel. Committee action may be taken upon a majority vote of all committee members attending the hearing.
- (4) Members of the student conduct committee shall not participate in any case in which they are a party, complainant, or witness, in which they have direct or personal interest, prejudice, or bias, or in which they have acted previously in an advisory capacity. Any party may petition for disqualification of a committee member pursuant to [RCW 34.05.425\(4\)](#).

APPEAL - STUDENT CONDUCT COMMITTEE

- (1) Proceedings of the student conduct committee shall be governed by the Administrative Procedures Act, Chapter 34.05 RCW, and by the Model Rules of Procedure, Chapter 10-08 WAC. To the extent there is a conflict between these rules and Chapter 10-08 WAC, these rules shall control.
- (2) The student conduct committee chair shall serve all parties with written notice of the hearing not less than seven days in advance of the hearing date, as further specified in [RCW 34.05.434](#) and [WAC 10-08-040](#) and [10-08-045](#). The chair may shorten this notice period if both parties agree, and also may continue the hearing to a later time for good cause shown.
- (3) The committee chair is authorized to conduct prehearing conferences and/or to make prehearing decisions concerning the extent and form of any discovery, issuance of protective decisions, and similar procedural matters.
- (4) Upon request filed at least five days before the hearing by any party or at the direction of the committee chair, the parties shall exchange, no later than the third day prior to the hearing, lists of potential witnesses and copies of potential exhibits that they reasonably expect to present to the committee. Failure to participate in good faith in such a requested exchange may be cause for exclusion from the hearing of any witness or exhibit not disclosed, absent a showing of good cause for such failure.
- (5) The committee chair may provide to the committee members in advance of the hearing copies of (a) the conduct officer's notification of imposition of discipline (or referral to the committee) and (b) the notice of appeal (or any response to referral) by the respondent. If doing so, however, the chair should remind the members that these "pleadings" are not evidence of any facts they may allege.
- (6) The parties may agree before the hearing to designate specific exhibits as admissible without objection and, if they do so, whether the committee chair may provide copies of these admissible exhibits to the committee members before the hearing.
- (7) The student conduct officer, upon request, shall provide reasonable assistance to the respondent in obtaining relevant and admissible evidence that is within the college's control.
- (8) Communications between committee members and other hearing participants regarding any issue in the proceeding, other than procedural communications that are necessary to maintain an orderly process, are generally prohibited without notice and opportunity for all parties to participate, and any improper "ex parte" communication shall be placed on the record, as further provided in RCW 34.05.455.
- (9) Each party may be accompanied at the hearing by a non-attorney assistant of his/her choice. A respondent may elect to be represented by an attorney at his or her own cost, but will be deemed to have waived that right unless, at least four (4) business days before the hearing, written notice of the attorney's identity and participation is filed with the committee chair with a copy to the student conduct

officer. The committee will ordinarily be advised by an assistant attorney general. If the respondent is represented by an attorney, the student conduct officer may also be represented by a second, appropriately screened assistant attorney general.

STUDENT CONDUCT COMMITTEE HEARINGS — PRESENTATIONS OF EVIDENCE

- (1) Upon the failure of any party to attend or participate in a hearing, the student conduct committee may either (a) proceed with the hearing and issuance of its decision or (b) serve a decision of default in accordance with [RCW 34.05.440](#).
- (2) The hearing will ordinarily be closed to the public. However, if all parties agree on the record that some or all of the proceedings be open, the chair shall determine any extent to which the hearing will be open. If any person disrupts the proceedings, the chair may exclude that person from the hearing room.
- (3) The chair shall cause the hearing to be recorded by a method that he/she selects, in accordance with [RCW 34.05.449](#). That recording, or a copy, shall be made available to any party upon request. The chair shall assure maintenance of the record of the proceeding that is required by [RCW 34.05.476](#), which shall also be available upon request for inspection and copying by any party. Other recording shall also be permitted, in accordance with [WAC 10-08-190](#).
- (4) The chair shall preside at the hearing and decide procedural questions that arise during the hearing, except as overridden by majority vote of the committee.
- (5) The student conduct officer (unless represented by an assistant attorney general) shall present the case for imposing disciplinary sanctions.
- (6) All testimony shall be given under oath or affirmation. Evidence shall be admitted or excluded in accordance with [RCW 34.05.452](#).

STUDENT CONDUCT COMMITTEE—INITIAL DECISION

- (1) At the conclusion of the hearing, the student conduct committee shall permit the parties to make closing arguments in whatever form it wishes to receive them. The committee also may permit each party to propose findings, conclusions, and/or a proposed decision for its consideration.
- (2) Within twenty days following the later of the conclusion of the hearing or the committee's receipt of closing arguments, the committee shall issue an initial decision in accordance with [RCW 34.05.461](#) and [WAC 10-08-210](#). The initial decision shall include findings on all material issues of fact and conclusions on all material issues of law, including which, if any, provisions of the student conduct code were violated. Any findings based substantially on the credibility of evidence or the demeanor of witnesses shall be so identified.
- (3) The committee's initial order shall also include a determination on appropriate discipline, if any. If the matter was referred to the committee by the student conduct officer, the committee shall identify and impose disciplinary sanction(s) or conditions (if any) as authorized in the student code. If the matter is an appeal by the respondent, the committee may affirm, reverse, or modify the disciplinary sanction and/or conditions imposed by the student conduct officer and/or impose additional disciplinary sanction(s) or conditions as authorized herein.
- (4) The committee chair shall cause copies of the initial decision to be served on the parties and their legal counsel of record. The committee chair shall also promptly transmit a copy of the decision and the record of the committee's proceedings to the president.

APPEAL FROM STUDENT CONDUCT COMMITTEE INITIAL DECISION

- (1) A respondent who is aggrieved by the findings or conclusions issued by the student conduct committee may appeal the committee's initial decision to the president by filing a notice of appeal with the president's office within twenty-one (21) days of service of the committee's initial decision. Failure to file a timely appeal constitutes a waiver of the right and the initial decision shall be deemed final.
- (2) The notice of appeal must identify the specific findings of fact and/or conclusions of law in the initial decision that are challenged and must contain argument why the appeal should be granted. The

- president's review shall be restricted to the hearing record made before the student conduct committee and will normally be limited to a review of those issues and arguments raised in the notice of appeal.
- (3) The president shall provide a written decision to all parties within forty-five (45) days after receipt of the notice of appeal. The president's decision shall be final and shall include a notice of any rights to request reconsideration and/or judicial review.
 - (4) The president may, at his or her discretion, suspend any disciplinary action pending review of the merits of the findings, conclusions, and disciplinary actions imposed.
 - (5) The president shall not engage in an ex parte communication with any of the parties regarding an appeal.

SUMMARY SUSPENSION

- (1) Summary suspension is a temporary exclusion from specified college premises or denial of access to all activities or privileges for which a respondent might otherwise be eligible, while an investigation and/or formal disciplinary procedures are pending.
- (2) The student conduct officer may impose a summary suspension if there is probable cause to believe that the respondent:
 - (a) Has violated any provision of the code of conduct; and
 - (b) Presents an immediate danger to the health, safety or welfare of members of the college community; or
 - (c) Poses an ongoing threat of substantial disruption of, or interference with, the operations of the college.
- (3) Notice. Any respondent who has been summarily suspended shall be served with oral or written notice of the summary suspension. If oral notice is given, a written notification shall be served on the respondent within two business days of the oral notice.
- (4) The written notification shall be entitled "Notice of Summary Suspension" and shall include:
 - (a) The reasons for imposing the summary suspension, including a description of the conduct giving rise to the summary suspension and reference to the provisions of the student conduct code or the law allegedly violated;
 - (b) The date, time, and location when the respondent must appear before the conduct review officer for a hearing on the summary suspension; and
 - (c) The conditions, if any, under which the respondent may physically access the campus or communicate with members of the campus community. If the respondent has been trespassed from the campus, a notice against trespass shall be included that warns the student that his or her privilege to enter into or remain on college premises has been withdrawn, that the respondent shall be considered trespassing and subject to arrest for criminal trespass if the respondent enters the college campus other than to meet with the student conduct officer or conduct review officer, or to attend a disciplinary hearing.
- (5) The conduct review officer shall conduct a hearing on the summary suspension as soon as practicable after imposition of the summary suspension.
 - (a) During the summary suspension hearing, the issue before the conduct review officer is whether there is probable cause to believe that the summary suspension should be continued pending the conclusion of disciplinary proceedings and/or whether the summary suspension should be less restrictive in scope.
 - (b) The respondent shall be afforded an opportunity to explain why summary suspension should not be continued while disciplinary proceedings are pending or why the summary suspension should be less restrictive in scope.
 - (c) If the respondent fails to appear at the designated hearing time, the conduct review officer may order that the summary suspension remain in place pending the conclusion of the disciplinary proceedings.
 - (d) As soon as practicable following the hearing, the conduct review officer shall issue a written decision which shall include a brief explanation for any decision continuing and/or modifying the summary suspension and notice of any right to appeal.

- (e) To the extent permissible under applicable law, the conduct review officer shall provide a copy of the decision to all persons or offices who may be bound or protected by it.

DISCIPLINE PROCEDURES FOR CASES INVOLVING ALLEGATIONS OF SEXUAL MISCONDUCT

Both the respondent and the complainant in cases involving allegations of sexual misconduct shall be provided the same procedural rights to participate in student discipline matters, including the right to participate in the initial disciplinary decision-making process and to appeal any disciplinary decision. Application of the following procedures is limited to student conduct code proceedings involving allegations of sexual misconduct by a student. In such cases, these procedures shall supplement the student disciplinary procedures in WAC 132H-125-005 through -060. In the event of conflict between the sexual misconduct procedures and the student disciplinary procedures, the sexual misconduct procedures shall take precedence.

SUPPLEMENTAL COMPLAINT PROCESS

- (1) The following supplemental procedures shall apply with respect to complaints or other reports of alleged sexual misconduct by a student.
- (2) The college's Title IX compliance officer shall investigate complaints or other reports of alleged sexual misconduct by a student. Investigations will be completed in a timely manner and the results of the investigation shall be referred to the student conduct officer for disciplinary action.
- (3) Informal dispute resolution shall not be used to resolve sexual misconduct complaints without written permission from both the complainant and the respondent. If the parties elect to mediate a dispute, either party shall be free to discontinue mediation at any time. In no event shall mediation be used to resolve complaints involving allegations of sexual violence.
- (4) College personnel will honor requests to keep sexual misconduct complaints confidential to the extent this can be done without unreasonably risking the health, safety and welfare of the complainant or other members of the college community or compromising the college's duty to investigate and process sexual harassment and sexual violence complaints.
- (5) The student conduct officer, prior to initiating disciplinary action, will make a reasonable effort to contact the complainant to discuss the results of the investigation and possible disciplinary sanctions and/or conditions (if any) that may be imposed upon the respondent if the allegations of sexual misconduct are found to have merit.
- (6) The student conduct officer, on the same date that a disciplinary decision is served on the respondent, will serve a written notice informing the complainant whether the allegations of sexual misconduct were found to have merit and describing any disciplinary sanctions and/or conditions imposed upon the respondent for the complainant's protection, including disciplinary suspension or dismissal of the respondent. The notice will also inform the complainant of his or her appeal rights. If protective sanctions and/or conditions are imposed, the student conduct officer shall make a reasonable effort to contact the complainant to ensure that prompt notice of the protective disciplinary sanctions and/or conditions.

SUPPLEMENTAL APPEAL RIGHTS

- (1) The following actions by the student conduct officer may be appealed by the complainant:
 - (a) the dismissal of a sexual misconduct complaint; or
 - (b) any disciplinary sanction(s) and conditions imposed against a respondent for a sexual misconduct violation, including a disciplinary warning.
- (2) A complainant may appeal a disciplinary decision by filing a notice of appeal with the conduct review officer within twenty-one (21) days of service of the notice of the discipline decision provided for in WAC 132H-125-110(5). The notice of appeal may include a written statement setting forth the grounds of appeal. Failure to file a timely notice of appeal constitutes a waiver of this right and the disciplinary decision shall be deemed final.
- (3) If the respondent timely appeals a decision imposing discipline for a sexual misconduct violation, the college shall notify the complainant of the appeal and provide the complainant an opportunity to intervene as a party to the appeal.

- (4) Except as otherwise specified in this supplemental procedure, a complainant who timely appeals a disciplinary decision or who intervenes as a party to respondent's appeal of a disciplinary decision shall be afforded the same procedural rights as are afforded the respondent.
- (5) An appeal by a complainant from the following disciplinary actions involving allegations of sexual misconduct against a student shall be handled as a brief adjudicative proceeding:
 - (a) exoneration and dismissal of the proceedings;
 - (b) an disciplinary warning;
 - (c) a written reprimand;
 - (d) disciplinary probation;
 - (e) suspensions of ten instructional days or less; and/or
 - (f) any conditions or terms imposed in conjunction with one of the foregoing disciplinary actions.
- (6) An appeal by a complainant from disciplinary action imposing a suspension in excess of ten (10) instructional days or an expulsion shall be reviewed by the student conduct committee.
- (7) In proceedings before the student conduct committee, respondent and complainant shall have the right to be accompanied by a non-attorney assistant of their choosing during the appeal process. Complainant may choose to be represented at the hearing by an attorney at his or her own expense, but will be deemed to have waived that right unless, at least four (4) business days before the hearing, he or she files a written notice of the attorney's identity and participation with the committee chair, and with copies to the respondent and the student conduct officer.
- (8) In proceedings before the student conduct committee, complainant and respondent shall not directly question or cross examine one another. All questions shall be directed to the committee chair, who will act as an intermediary and pose questions on the parties' behalf.
- (9) Student conduct hearings involving sexual misconduct allegations shall be closed to the public, unless respondent and complainant both waive this requirement in writing and request that the hearing be open to the public. Complainant, respondent and their respective non-attorney assistants and/or attorneys may attend portions of the hearing where argument, testimony and/or evidence are presented to the student conduct committee.
- (10) The chair of the student conduct committee, on the same date as the initial decision is served on the respondent, will serve a written notice upon complainant informing the complainant whether the allegations of sexual misconduct were found to have merit and describing any disciplinary sanctions and/or conditions imposed upon the respondent for the complainant's protection, including suspension or dismissal of the respondent. The notice will also inform the complainant of his or her appeal rights.
- (11) The complainant may appeal the student conduct committee's initial decision to the president subject to the same procedures and deadlines applicable to other parties.
- (12) The president, on the same date that the final decision is served upon the respondent, shall serve a written notice informing the complainant of the final decision. This notice shall inform the complainant whether the sexual misconduct allegation was found to have merit and describe any disciplinary sanctions and/or conditions imposed upon the respondent for the complainant's protection, including suspension or dismissal of the respondent.

DEFINITIONS

The following definitions shall apply for purpose of this student conduct code:

Student Conduct Officer

- is a college administrator designated by the president or vice president of student affairs to be responsible for implementing and enforcing the student conduct code. The president or vice president of student affairs is authorized to reassign any and all of the student conduct officer's duties or responsibilities as set forth in this Chapter as may be reasonably necessary.

Conduct Review Officer

- is the vice president of student affairs or other college administrator designated by the president to be responsible for receiving and for reviewing or referring appeals of student disciplinary actions in accordance with the procedures of this code. The president is authorized to reassign any and all of the conduct review officer's duties or responsibilities as set forth in this Chapter as may be reasonably necessary.

The president

- is the president of the college. The president is authorized to delegate any and of his or her responsibilities as set forth in this Chapter as may be reasonably necessary.

Disciplinary action

- is the process by which the student conduct officer imposes discipline against a student for a violation of the student conduct code.

Disciplinary appeal

- is the process by which an aggrieved student can appeal the discipline imposed by the student conduct officer. Disciplinary appeals from a suspension in excess of ten (10) instructional days or an expulsion are heard by the student conduct committee. Appeals of all other appealable disciplinary action shall be reviewed through brief adjudicative proceedings.

Respondent

- is the student against whom disciplinary action is initiated.

Service

- is the process by which a document is officially delivered to a party. Service is deemed complete upon hand-delivery of the document or upon the date the document is emailed and deposited in the mail. Unless otherwise provided, service upon a party shall be accomplished by:
 - (a) hand-delivery of the document to the party; or
 - (b) by sending the document by email and by certified mail or first class mail to the party's last known address.

Filing

- is the process by which a document is officially delivered to a college official responsible for facilitating a disciplinary review. Papers required to be filed shall be deemed filed upon actual receipt during office hours at the office of the specified college official. Unless otherwise provided, filing shall be accomplished by:
 - (a) Hand delivery of the document to the specified college official or college official's assistant; or
 - (b) by sending the document by email and first class mail to the specified college official's office and college email address

College premises

- shall include all campuses of the college, wherever located, and includes all land, buildings, facilities, vehicles, equipment, and other property owned, used, or controlled by the college.

Student

- includes all persons taking courses at or through the college, whether on a full-time or part-time basis, and whether such courses are credit courses, non-credit courses, on-line courses, or otherwise. Persons who withdraw after allegedly violating the code, who are not officially enrolled for particular term but who have a continuing relationship with the college, or who have been notified of their acceptance for admission are considered "students."

Business Day

- means a week-day, excluding weekends and college holidays.

SUPPLEMENTAL DEFINITIONS

The following supplemental definitions shall apply for purposes of student conduct code proceedings involving allegations of sexual misconduct by a student:

- (1) A "**complainant**" is an alleged victim of sexual misconduct, as defined in subsection (2) of this section.
- (2) "**Sexual misconduct**" is prohibited sexual or gender-based conduct by a student, including, but not limited to:
 - (a) sexual activity for which clear and voluntary consent has not been given in advance;
 - (b) sexual activity with someone who is incapable of giving valid consent because, for example, she or he is underage, sleeping or otherwise incapacitated due to alcohol or drugs;
 - (c) sexual harassment;
 - (d) sexual violence, which includes, but is not limited to, sexual assault, domestic violence, intimate violence, and sexual or gender-based stalking;

- (e) non-physical conduct such as sexual or gender-based digital media stalking, sexual or gender based on-line harassment, sexual or gender-based cyber-bullying, nonconsensual recording of a sexual activity, and nonconsensual distribution of a recording of a sexual activity.

RELEVANT LAWS AND OTHER RESOURCES

- WAC 132H-125-005, -010, -020, -030, -040, -200, -210, -220, -230, -240, -250, -260, -270, -280, -290, -300, -310, -320, -330, -340, -350,

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APPROVED BY

Board of Trustees
President's Cabinet

2050 STUDENT CONDUCT CODE

Original Date: 6/11/1992 [Symbol] Last Revision Effective: 3/24/2015

Policy Contact: Provost for Academic and Student Affairs~~Vice President, Student Affairs~~

Chapter ~~132H-126~~^{132H-125} WAC STUDENT CONDUCT CODE OF BELLEVUE COLLEGE

~~132H-126-010~~^{132H-125-126-010}

Authority.

The board of trustees, acting pursuant to RCW [28B.50.140](#), delegates to the president of Bellevue College the authority to administer student disciplinary action. Administration of the disciplinary procedures is the responsibility of the provost for academic and student affairs~~vice president of student services~~ and/or the designated student conduct officer. The student conduct officer shall serve as the principal investigator and administrator for alleged violations of this code.

[Statutory Authority: RCW [28B.50.140](#). ~~WSR 14 23 084, § 132H 125 010, filed 11/19/14, effective 12/20/14.~~]

~~132H-126-020~~^{132H-125-126-020}

Statement of student rights.

As members of the academic community, students are encouraged to develop the capacity for critical judgment and to engage in an independent search for truth. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the college community.

The following enumerated rights are guaranteed to each student within the limitations of statutory law and college policy, which are deemed necessary to achieve the educational goals of the college:

- (1) Academic freedom.
 - (a) Students are guaranteed the rights of free inquiry, expression, and assembly upon and within college facilities that are generally open and available to the public.
 - (b) Students are free to pursue appropriate educational objectives from among the college's curricula, programs, and services, subject to the limitations of RCW [28B.50.090](#) (3)(b).
 - (c) Students shall be protected from academic evaluation ~~which that~~ is arbitrary, prejudiced, or capricious, but are responsible for meeting the standards of academic performance established by each of their instructors.
 - (d) Students have the right to a learning environment ~~which that~~ is free from unlawful discrimination, inappropriate and disrespectful conduct, and any and all harassment,

including sexual harassment.

(2) Due process.

- (a) The rights of students to be secure in their persons, quarters, papers, and effects against unreasonable searches and seizures is guaranteed.
- (a) No disciplinary sanction may be imposed on any student without notice to the accused of the nature of the charges.
- (b) A student accused of violating this code of student conduct is entitled, upon request, to procedural due process as set forth in this chapter.

[Statutory Authority: RCW [28B.50.140](#), ~~WSR 14 23 084~~, § [132H 125 020](#), filed 11/19/14, effective 12/20/14.]

~~132H 125 126 200030~~

Statement of jurisdiction.

- (1) The student conduct code shall apply to student conduct that occurs
 - (a) ~~On college premises, to conduct that occurs;~~
 - (b) ~~At or in connection with college-sponsored activities;~~ or ~~to~~
 - (c) ~~Off-campus conduct, if that~~ in the judgment of the college the conduct adversely affects the college community or the pursuit of its objectives.
- (2) Jurisdiction extends to, ~~but is not limited to,~~ locations in which students are engaged in official college activities including, but not limited to, foreign or domestic travel, activities funded by the ~~Bellevue College's Associated Students, Government,~~ athletic events, training internships, cooperative and distance education, online education, internships, practicums, supervised work experiences, or any other college-sanctioned social or club activities.
- (3) The college has sole discretion, on a case-by-case basis, to determine whether the student conduct code will be applied to conduct that occurs off campus.
- (4) Students are responsible for their conduct from the time of application for admission through the actual receipt of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment.
— These standards shall apply to a student's conduct even if the student withdraws from college while a disciplinary matter is pending. ~~The college has sole discretion, on a case-by-case basis, to determine whether the student conduct code will be applied to conduct that occurs off campus.~~
- (5)
- (6) In addition to initiating discipline proceedings for violation of the student conduct code, the college may refer any violations of federal, state, or local laws to civil and criminal authorities for disposition. The college shall proceed with student disciplinary proceedings regardless of whether the underlying conduct is subject to civil or criminal prosecution. ~~In addition to initiating discipline proceedings for violation of the student conduct code, the college may refer any violations of federal, state, or local laws to civil and criminal authorities for disposition. The college shall proceed with student disciplinary proceedings regardless of whether the underlying conduct is subject to civil or criminal prosecution.~~

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[Statutory Authority: RCW [28B.50.140](#), [WSR 14-23-084](#), § [132H-125-200](#), filed 11/19/14, effective 12/20/14.]

~~132H-125-126-210040~~

Definitions.

The following definitions shall apply for the purposes of this student conduct code:

- (1) **"Business day"** means a weekday, excluding weekends and college holidays.
- (2) **"College official"** is an employee of the college performing assigned administrative, security, professional, or paraprofessional duties.
- ~~(2)~~(3) **"College premises"** shall include all campuses of the college, wherever located, and includes all land, buildings, facilities, vehicles, equipment, ~~and~~ other property owned, used, or controlled by the college, study abroad program, retreat, and conference sites, and college-sponsored and/or -hosted online platforms.
- ~~(3)~~(4) **"Conduct review officer"** is the provost for academic and student affairs~~vice president of student services~~ or other college administrator designated by the president to be responsible for receiving and ~~for~~ reviewing or referring appeals of student disciplinary actions in accordance with the procedures of this code. The president is authorized to reassign any and all of the conduct review officer's duties or responsibilities, as set forth in this chapter, as may be reasonably necessary.
- ~~(4)~~(5) **"Disciplinary action"** is the process by which the student conduct officer imposes discipline against a student for a violation of the student conduct code.
- ~~(5)~~(6) **"Disciplinary appeal"** is the process by which an aggrieved student can appeal the discipline imposed by the student conduct officer. Disciplinary appeals from a suspension in excess of ten (10) instructional days or an expulsion, dismissal are heard by the student conduct ~~committee~~committee. Appeals of all other appealable disciplinary action shall be reviewed through brief adjudicative proceedings (BAP).
- ~~(6)~~(7) **"Filing"** is the process by which a document is officially delivered to a college official responsible for facilitating a disciplinary review. Papers required to be filed shall be deemed filed upon actual receipt during office hours at the office of the specified college official. Unless otherwise provided, filing shall be accomplished by:
 - (a) Hand delivery of the document to the specified college official or college official's assistant; or
 - (b) Sending the document by email and first class mail to the specified college official's ~~office and~~ college email and office address.
- (8) ~~A "complainant"~~ **"Impacted party"** is a student or another member of the college community directly affected by an alleged violation of this student conduct code. The impacted party may be the reporting party, but not necessarily; witnesses or other third parties may report concerns. In any case involving an allegation of sexual misconduct as defined in this student conduct code, an impacted party is afforded certain rights under this student conduct code including, but not limited to:
 - (a) The right to be informed of all orders issued in the disciplinary case in which this person is an impacted party;
 - (b) The right to appeal a disciplinary decision; and
 - (c) The right to be accompanied by a process advisor.is an alleged victim of sexual misconduct, as defined in subsection (2) of this section.

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~~(7)~~(9) "**Process advisor**" is a person selected by a responding party or an impacted party to provide support and guidance during disciplinary proceedings under this student conduct code.

(10) "**Respondent**~~Responding party~~" is ~~the~~a student against whom disciplinary action is initiated. Each responding party is afforded certain rights including, but not limited to:

(a) The right to be informed of all orders issued in the responding party's disciplinary case;

(b) The right to appeal a disciplinary decision; and

(c) The right to be accompanied by a process advisor.

~~(8)~~(11) "**Service**" is the process by which a document is officially delivered to a party.

Service is deemed complete upon hand delivery of the document or upon the date the document is emailed and deposited in the mail. Unless otherwise provided, service upon a party shall be accomplished by:

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

(b) Sending the document by email and by certified mail or first class mail to the party's last known address.

(12) "**Sexual misconduct**" includes prohibited sexual or gender-based conduct by a student including, but not limited to, sexual harassment, sexual violence, sexual exploitation, indecent exposure, or relationship violence. ~~is prohibited sexual or gender-based conduct by a student including, but not limited to:~~

~~(9)~~(13) "**Student**" includes all persons taking courses at or through the college, whether on a full-time or part-time basis, and whether such courses are credit courses, noncredit courses, online courses, or otherwise. Persons who withdraw, graduate, or complete courses after the date of an alleged violation~~after allegedly violating the code~~, who are not officially enrolled for a particular term but who have a continuing relationship with the college, or who have been notified of their acceptance for admission are considered "students."

~~(10)~~(14) "**Student conduct officer**" is a college administrator designated by the president or provost for academic and student affairs, ~~vice president of student services~~ to be responsible for implementing and enforcing the student conduct code. The president or provost for academic and student affairs, ~~vice president of student services~~ is authorized to reassign any and all of the student conduct officer's duties or responsibilities, as set forth in this chapter, as may be reasonably necessary.

~~(11)~~(15) "**The president**" is the president of the college. The president is authorized to delegate any and all of ~~his or her~~ their responsibilities, as set forth in this chapter, as may be reasonably necessary.

[Statutory Authority: RCW [28B.50.140](#), [WSR 14-23-084](#), § [132H 125-210](#), filed 11/19/14, effective 12/20/14.]

~~132H-125-126-030100~~

Prohibited student conduct.

The college may impose disciplinary sanctions against a student who commits or attempts to commit, or aids, abets, incites, encourages, or assists another person to commit, ~~an act(s) of misconduct, which include, but are not limited to,~~ the following acts of misconduct:

(1) ~~Assault~~Abuse of others. Assault, physical abuse, verbal abuse, threat(s), intimidation,

Commented [MK3]: Prohibited student conduct items were alphabetized. The moves were not tracked to allow for edits to individual text to appear.

- harassment, bullying, stalking or other conduct ~~which that~~ harms, threatens, or is reasonably perceived as threatening the health or safety of another person or another person's property unless otherwise protected by law. ~~For purposes of this subsection:~~
- ~~(a) **Bullying** is physical or verbal abuse, repeated over time, and involving a power imbalance between the aggressor and victim.~~
Stalking is intentional and repeated following of another person, which places that person in reasonable fear that the perpetrator intends to injure, intimidate, or harass that person. Stalking also includes instances where the perpetrator knows or reasonably should know that the person is frightened, intimidated, or harassed, even if the perpetrator lacks such an intent.
- (2) **Academic dishonesty.** Any act of academic dishonesty including, but not limited to, cheating, plagiarism, and fabrication.
- (a) **Cheating**, ~~includes a~~ny attempt to give or obtain unauthorized assistance relating to the completion of an academic assignment.
- (b) **Plagiarism**, ~~includes T~~taking and using as one's own, without proper attribution, the ideas, writings, or work of another person in completing an academic assignment. May also include the unauthorized submission for credit of academic work that has been submitted for credit in another course.
- ~~(c) **Fabrication**, includes F~~falsifying data, information, or citations in completing an academic assignment. ~~Fabrication and~~ also includes providing false or deceptive information to an instructor concerning the completion of an assignment.
- ~~(e)(d) **Multiple submissions.** Submitting the same work in separate courses without the express permission of the instructor(s).~~
- ~~(d)(e) **Deliberate damage.** Taking deliberate action to destroy or damage another's academic work or college property in order to gain an advantage for oneself or another.~~
- (3) ~~**Other Acts of dishonesty.** Any other a~~cts of dishonesty. ~~Such acts~~ include, but are not limited to:
- (a) Forgery, alteration, submission of falsified documents or misuse of any college document, record, or instrument of identification;
- (b) Tampering with an election conducted by or for college students; or
- (c) Furnishing false information, or failing to furnish correct information, in response to the reasonable request or requirement of a college ~~officer~~ official or employee.
- ~~(4) **Alcohol.** Use, possession, manufacture, or distribution of alcoholic beverages or paraphernalia (except as expressly permitted by college policies, and federal, state, and local laws), or public intoxication on college premises or at college-sponsored events. Alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to any person not of legal age.~~
- ~~(4)(5) **Cyber misconduct.** Cyberstalking, cyberbullying, or online harassment. Use of electronic communications including, but not limited to, electronic mail, ~~instant-text~~ messaging, ~~electronic bulletin boards, and~~ social media sites, ~~or applications (apps)~~, to harass, abuse, bully, or engage in other conduct ~~which that~~ harms, threatens, or is reasonably perceived as threatening the health or safety of another person. Prohibited activities include, but are not limited to, unauthorized monitoring of another's ~~electronic mail~~ communications or computer activities directly or through spyware, sending threatening emails or texts, disrupting electronic communications with spam or by~~

- sending a computer virus, ~~or sending false emails or texts messages~~ to third parties using another's email identity (spoofing), ~~nonconsensual recording of sexual activity, and nonconsensual distribution of a recording of sexual activity.~~
- (5) ~~Discriminatory conduct.~~ Discriminatory conduct which harm or adversely affect any member of the college community because of her/his race; color; national origin; sensory, mental or physical disability; use of a service animal; gender, including pregnancy; marital status; age (40+); religion; creed; genetic information; sexual orientation; gender identity; veteran status; or any other legally protected classification.
- (6) ~~Discriminatory H~~**harassment.**
- (a) Unwelcome and offensive conduct, including verbal, nonverbal, or physical conduct, ~~not otherwise protected by law,~~ that is directed at a person because of such person's protected status and that is sufficiently ~~severe, persistent or pervasive so as to; serious as to deny or limit, and that does deny or limit,~~
- i. ~~Substantially Limit~~ the ability of a student to participate in or benefit from the college's educational ~~and/or social programs and/or student housing program;~~
 - ii. ~~Alter the terms of an employee's employment;~~ or ~~that e~~
 - iii. Creates an intimidating, hostile, or offensive environment for other campus community members.
- (a)(b) Protected status includes a person's race; color; ~~creed/religion;~~ national origin; ~~presence of any~~ sensory, mental or physical disability; use of a ~~trained~~ service animal; ~~gendersex,~~ including pregnancy; marital status; age ~~(40+);~~ ~~religion; creed;~~ genetic information; sexual orientation; gender identity ~~or expression;~~ ~~honorably discharged veteran or military status~~ ~~veteran status;~~ ~~HIV/AIDS and hepatitis C status;~~ or ~~any membership in any other group protected by federal, state, or local law.~~ ~~legally protected classification. See "Sexual misconduct" for the definition of "sexual harassment."~~
- (b)(c) ~~Discriminatory harassment may be physical, verbal, or non-verbal conduct and may include written, social media, and electronic communications not otherwise protected by law. Harassing conduct may include, but is not limited to, physical conduct, verbal, written, social media, and electronic communications.~~
- (7) ~~Disorderly conduct.~~ Conduct that is ~~disorderly, lewd, or indecent; disturbing the peace; or assisting or encouraging another person to disturb the peace.~~
- (7)(8) ~~Obstruction or d~~**Disruption or obstruction.** ~~Obstruction or disruption~~ Disruption or obstruction of ~~of:~~ Any instruction, research, administration, disciplinary proceeding, or other college activity, including the obstruction of the free flow of pedestrian or vehicular movement on college property or at a college activity, ~~;~~ or ~~any~~ activity that is authorized to occur on college property, whether or not actually conducted or sponsored by the college.
- (8) ~~Alcohol, drug, and tobacco violations.~~
- (a) ~~Alcohol.~~ The use, possession, delivery, sale, or being visibly under the influence of any alcoholic beverage, ~~except as permitted by law and applicable college policies.~~
- (9) **Ethical violation.** The breach of any generally recognized and published code of ethics or standards of professional practice that governs the conduct of a particular profession for which the student is taking a course or is pursuing as an educational goal or major.
- (10) **Failure to comply with directive.** Failure to comply with the ~~reasonable~~ direction of a college officer ~~or employee~~ ~~ial or employee~~ who is acting in the legitimate performance of

~~his or her~~ their duties, including failure to properly identify oneself to such a person when requested to do so.

(11) **Harassment or bullying.** Conduct unrelated to a protected class that is unwelcome and sufficiently severe, persistent, or pervasive such that it could reasonably be expected to create an intimidating, hostile, or offensive environment, or has the purpose or effect of unreasonably interfering with a person's academic or work performance, or a person's ability to participate in or benefit from the college's programs, services, opportunities, or activities.

(a) Harassing conduct may include, but is not limited to, physical, verbal, or non-verbal conduct, including written, social media and electronic communications unless otherwise protected by law.

~~Bullying is physical or verbal abuse, repeated over time, and involving a power imbalance between the aggressor and victim.~~

~~(a)~~(b) For purposes of this code, "bullying" is defined as repeated or aggressive unwanted behavior not otherwise protected by law when a reasonable person would feel humiliated, harmed or intimidated.

(c) For purposes of this code, "intimidation" is an implied threat. Intimidation exists when a reasonable person would feel threatened or coerced even though an explicit threat or display of physical force has not been made. Intimidation is evaluated based on the intensity, frequency, or duration of the comments or actions.

(12) **Hazing.** Hazing includes, but is not limited to, any initiation into a student organization or any pastime or amusement engaged in with respect to such an organization that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm to any student.

~~(11)~~(13) **Indecent exposure.** The intentional or knowing exposure of a person's genitals or other private body parts when done in a place or manner in which such exposure is likely to cause affront or alarm. Breastfeeding or expressing breast milk is not indecent exposure.

(14) **Marijuana or other drugs.**

(a) **Marijuana.** The use, possession, growing, delivery, sale, or being visibly under the influence of marijuana or the psychoactive compounds found in marijuana and intended for human consumption, regardless of form, or the possession of marijuana paraphernalia on college premises or college-sponsored events. While state law permits the recreational use of marijuana, federal law prohibits such use on college premises or in connection with college activities.

(b) **Drugs.** The use, possession, production, delivery, sale, or being under the influence of any ~~legend-prescription~~ drug or possession of drug paraphernalia, including anabolic steroids, androgens, or human growth hormones as defined in chapter 69.41 RCW, or any other controlled substance under chapter 69.50 RCW, except as prescribed for a student's use by a licensed practitioner.

~~(12)~~(15) **Misuse of electronic resources.** Theft or other misuse of computer time or other electronic information resources of the college. Such misuse includes, but is not limited to:

- (a) Unauthorized ~~use of such resources or~~ opening of a file, message, or other item;
- (b) Unauthorized duplication, transfer, or distribution of a computer program, file, message, or other item;

- (c) Unauthorized use or distribution of someone else's password or other identification;
 - (d) Use of ~~such~~ computer time or resources to interfere with someone else's work;
 - (e) Use of ~~computer such~~ time or resources to send, display, or print an obscene or abusive message, text, or image;
 - (f) Use of ~~computer such~~ time or resources to interfere with normal operation of the college's computing system or other electronic information resources;
 - (g) Use of ~~computer such~~ time or resources in violation of applicable copyright or other law;
 - (h) Adding to or otherwise altering the infrastructure of the college's electronic information resources without authorization; or
 - (i) Failure to comply with the college's electronic use policy.
- (16) Property violation.** ~~Damage to, misappropriation of, unauthorized use or possession of, vandalism of, or other non-accidental damaging or destruction of college property or the property of another person. Property, for purposes of this subsection, also includes computer passwords, access codes, identification cards, personal financial account numbers, other confidential personal information, intellectual property, and college trademarks.~~
- (17) Relationship violence.** ~~The infliction of physical harm, bodily injury, assault, psychological harm, or the fear of imminent physical harm, bodily injury, or assault committed by~~
- ~~(a) The impacted party's current or former spouse;~~
 - ~~(b) Current or former cohabitant;~~
 - ~~(c) A person with whom the person shares a child in common; or~~
 - ~~(d) A person who has been in a romantic or intimate relationship with the impacted party.~~
- ~~Whether such a relationship exists will be gauged by the length, type, and frequency of interaction.~~
- ~~(2) Damage to, or theft or misuse of, real or personal property or money of:~~
 - ~~(3) The college or state;~~
 - ~~(4) Any student or college officer, employee, or organization;~~
 - ~~(5) Any other member of the college community or organization; or~~
 - ~~(6) Possession of such property or money after it has been stolen.~~
- ~~(13)(18) Retaliation. Harming, threatening, intimidating, coercing or taking adverse action of any kind against a person because such person reported an alleged violation of this code or college policy, provided information about an alleged violation, or participated as a witness or in any other capacity in a college investigation or disciplinary proceeding. Retaliation against any individual for reporting, providing information, exercising one's rights or responsibilities, or otherwise being involved in the process of responding to, investigating, or addressing allegations or violations of federal, state, or local law, or college policies including, but not limited to, student conduct code provisions prohibiting discrimination and harassment.~~
- (19) Safety violations.** ~~Safety violations includes committing any reckless or unsafe act any nonaccidental conduct that endangers others, failing to follow established safety procedures (e.g. failing to evacuate during a fire alarm), or interferes-interfering with or otherwise compromises-compromising any college policy, equipment, or procedure relating to the safety and security of the campus community, including, but not limited to, tampering with fire safety or first aid equipment, and-or triggering false alarms or other~~

emergency response systems.

- (20) **Sexual exploitation.** Taking nonconsensual or abusive sexual advantage of another for the responding party's own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, when the behavior does not otherwise constitute one of the other sexual misconduct offenses described herein. Examples of sexual exploitation may include, but are not limited to:
- (a) Invading another person's sexual privacy;
 - (b) Prostituting another person;
 - (c) Non-consensual photography and digital or video recording of nudity or sexual activity, or non-consensual audio recording of sexual activity;
 - (d) Unauthorized sharing or distribution of photographs or digital or video recording of nudity or sexual activity, or audio recording of sexual activity, unless otherwise protected by law;
 - (e) Engaging in voyeurism. A person commits voyeurism if they knowingly view, photograph, record, or film another person, without that person's knowledge and consent, while the person being viewed, photographed, recorded, or filmed is in a place where the person has a reasonable expectation of privacy;
 - (f) Knowingly or recklessly exposing another person to a significant risk of sexually transmitted disease or infection; or
 - (g) Causing the non-consensual indecent exposure of another person, as defined by 132H-126-100(13).
- (a) ~~Sexual misconduct.~~ The term "sexual misconduct" includes sexual harassment, sexual intimidation, and sexual violence.
- (14)(21) **Sexual harassment.** The term "sexual harassment" means ~~unwelcome sexual or gender-based conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual or gender-based nature that is sufficiently severe, persistent or pervasive as to deny or limit, and that does deny or limit, based on sex;~~ unwelcome sexual or gender-based conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual or gender-based nature that is sufficiently severe, persistent or pervasive as to deny or limit, and that does deny or limit, based on sex;
- (a) Deny or limit the ability of a student to participate in or benefit from the college's educational program;
 - (b) Alter the terms or conditions of employment; or
 - (a)(c) ~~or that~~ Creates an intimidating, hostile, or offensive environment for other campus community members.
- (b) **Sexual intimidation.** The term "sexual intimidation" incorporates the definition of "sexual harassment" and means ~~threatening or emotionally distressing conduct based on sex including, but not limited to, nonconsensual recording of sexual activity or the distribution of such recording.~~ threatening or emotionally distressing conduct based on sex including, but not limited to, nonconsensual recording of sexual activity or the distribution of such recording.
- (15)(22) **Sexual violence.** "Sexual violence" is ~~a~~ A type of sexual harassment ~~and that~~ includes nonconsensual intercourse, nonconsensual sexual contact, and sexual coercion, sexual exploitation, and stalking. ~~The term further includes acts of dating or domestic violence.~~
- (a) Consent ~~requires is~~ knowing, voluntary, and clear permission by word or action, ~~to~~ engage in mutually agreed upon sexual activity.
 - i. Effective consent cannot result from force, or threat of physical force, coercion, dishonesty, or intimidation.
 - ii. Physical force means someone is physically exerting control of another person

through violence. Physical force includes, but is not limited to, hitting, kicking, and restraining.

iii. Threatening someone to obtain consent for a sexual act is a violation of this policy. Threats exist where a reasonable person would have been compelled by the words or actions of another to give permission to sexual activity to which they otherwise would not have consented.

iv. Each party has the responsibility to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be at the time of the act of sexual intercourse or sexual contact actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact.

v. A person cannot consent if they are unable to understand what is happening or are disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has engaged in nonconsensual conduct. Intoxication is not a defense against allegations that an individual has engaged in nonconsensual sexual conduct.

i. A person may be incapable of giving consent by reason of age, threat or intimidation, lack of opportunity to object, disability, drug or alcohol consumption, or other cause.

~~(a)~~(b) Nonconsensual sexual intercourse: is a Any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a person upon another person, that is without consent and/or by force. Sexual intercourse includes anal or vaginal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.

~~(b)~~(c) Nonconsensual sexual contact: is a Any intentional sexual touching, however slight, with any object, by a person upon another person that is without consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

~~(e)~~ Domestic violence includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

~~(d)~~ Dating violence means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

~~(e)~~(d) Sexual coercion. Unreasonably pressuring another for sexual contact. When an impacted party makes it clear through words or actions that they do not want to engage in sexual contact, want to stop, or do not want to go past a certain point of sexual interaction, continued pressure beyond that point is presumptively unreasonable and coercive. Other examples of coercion may include using blackmail or extortion, or administering drugs and/or alcohol to overcome resistance or gain consent to sexual activity. Sexual contact that is the result of coercion is non-consensual.

~~(46)~~(23) Stalking means: i Intentional and repeated harassment or following of another

person, which places that person in reasonable fear that the perpetrator intends to injure, intimidate, or harass that person. Stalking also includes instances where the perpetrator knows or reasonably should know that the person is frightened, intimidated, or harassed, even if the perpetrator lacks such an intent.

~~(17)~~**(24) Tobacco, electronic cigarettes, and related products.** ~~Tobacco, electronic cigarettes, and related products~~ is prohibited in any building owned, leased, or operated by the college or in any location where such use is prohibited, including twenty-five feet from entrances, exits, windows that open, and ventilation intakes of any building owned, leased, or operated by the college. "Related products" include, but are not limited to, cigarettes, pipes, bidi, clove cigarettes, water pipes, hookahs, chewing tobacco, and snuff.

~~(18)~~**(25) Unauthorized access.** Unauthorized possession, duplication, or other use of a key, keycard, or other restricted means of access to college property, or unauthorized entry onto or into college property. Providing keys to an unauthorized person or providing access to an unauthorized person is also prohibited.

(26) Unauthorized recording. The following conduct is prohibited:

(a) Making audio, video, digital recordings, or photographic images of a person without that person's consent in a location where that person has a reasonable expectation of privacy (e.g. restroom or residence hall room).

(b) Storing, sharing, publishing, or otherwise distributing such recordings or images by any means.

~~(19)~~**(27) Violation of other laws or policies.** Violation of any federal, state, or local law, rule, or regulation or other college rules or policies, including on-campus housing policies and college traffic and parking rules.

(28) Weapons.

(a) Possession~~ing~~, holding, wearing, transporting, ~~storage-storing~~, or ~~presence-exhibiting~~ of any firearm, dagger, sword, knife or other cutting or stabbing instrument, club, explosive device, or any other weapon apparently capable of producing bodily harm is prohibited on the college campus, subject to the following exceptions:

i. Commissioned law enforcement personnel; or

~~(i)~~ii. ~~Legally authorized military personnel while in performance of their official duties~~.

(b) Students with legally issued concealed weapons permits may store their weapons in vehicles parked in accordance with RCW 9.41.050 on campus provided the vehicle is locked and the weapon is concealed from view~~ing~~.

(c) The president or ~~his~~ delegate may authorize possession of a weapon on campus upon a showing that the weapon is reasonably related to a legitimate pedagogical purpose. Such permission shall be in writing and shall be subject to any terms or conditions incorporated therein.

(d) Possession and/or use of disabling chemical sprays for purposes of self-defense is not prohibited.

~~In addition to initiating discipline proceedings for violation of the student conduct code, the college may refer any violations of federal, state, or local laws to civil and criminal authorities for disposition. The college shall proceed with student disciplinary proceedings regardless of whether the underlying conduct is subject to civil or criminal prosecution.~~

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[Statutory Authority: RCW [28B.50.140](#), [WSR 14-23-084](#), § [132H-125-030](#), filed 11/19/14, effective 12/20/14.]

132H-125-126-040110

Disciplinary sanctions - Terms and conditions.

- (1) The following disciplinary sanctions may be imposed upon students found to have violated the student conduct code.
 - (a) **Disciplinary warning.** A verbal statement to a student that they are violating or have violated the student conduct code ~~there is a violation~~ and that continuation of the same or similar behavior ~~violation~~ may result in more severe discipline ~~be cause for further disciplinary action~~.
 - (b) **Written reprimand.** Notice in writing that the student has violated one or more terms of ~~this the code of student~~ conduct code and that continuation of the same or similar behavior may result in more severe disciplinary action.
 - (c) **Disciplinary probation.** Formal action placing specific conditions and restrictions upon the student's continued attendance, depending upon the seriousness of the violation, ~~and~~ which may include a deferred disciplinary sanction. ~~If the student subject to a deferred disciplinary sanction is found in violation of any college rule during the time of disciplinary probation, the deferred disciplinary sanction, which may include, but is not limited to, a suspension or a dismissal from the college, shall take effect immediately without further review. Any such sanction shall be in addition to any sanction or conditions arising from the new violation.~~
 - i. Probation may be for a limited period of time or may be for the duration of the student's attendance at the college.
 - ii. If the student subject to a deferred disciplinary sanction is found in violation of any college rule during the time of disciplinary probation, the deferred disciplinary sanction, which may include, but is not limited to, a suspension or a dismissal from the college, shall take effect immediately without further review. Any such sanction shall be in addition to any sanction or conditions arising from the new violation.
 - (d) **Disciplinary suspension.** Dismissal-Separation from the college and from the student status for a stated period of time.
 - i. There will be no refund of tuition or fees for the quarter in which the action is taken.
 - ii. Conditions of suspension may be imposed and will be specified. Except as otherwise specified in the final order, all conditions must be fulfilled before the end of the suspension period. Failure to fulfill all conditions of suspension in a timely manner will extend the suspension period and any conditions, and may result in additional disciplinary sanctions.
 - iii. The college may put a conduct hold in place during the suspension period.
 - (e) **Dismissal.** The revocation of all rights and privileges of membership in the college community and exclusion from the campus and college-owned or controlled facilities without any possibility of return. There will be no refund of tuition or fees for the quarter in which the action is taken.
- (2) Disciplinary terms and conditions that may be imposed in conjunction with the

imposition of a disciplinary sanction include, but are not limited to, the following:

(a) **Education.** Participation in or successful completion of an educational assignment designed to create an awareness of the student's misconduct.

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

(c) **No contact order.** A prohibition of direct or indirect physical, verbal, electronic, and/or written contact with another individual or group.

~~(a)~~(d) **Not in good standing.** A student ~~may be deemed~~found to be "not in good standing" with the college. ~~If so, the student~~ shall be subject to the following restrictions:

i. Ineligible to hold an office in any student organization recognized by the college or to hold any elected or appointed office of the college.

~~(b)~~ii. Ineligible to represent the college to anyone outside the college community in any way, including representing the college at any official function, or any forms of intercollegiate competition or representation.

(e) **Professional evaluation.** Referral for drug, alcohol, psychological, or medical evaluation by an appropriately certified or licensed professional ~~may be required.~~

i. The student may choose the professional within the scope of practice and with the professional credentials as defined by the college.

ii. The student will sign all necessary releases to allow the college access to any such evaluation.

iii. The student's return to college may be conditioned upon compliance with recommendations set forth in such a professional evaluation. If the evaluation indicates that the student is not capable of functioning within the college community, the student will remain suspended until future evaluation recommends that the student is capable of reentering the college and complying with the rules of conduct.

(f) **Residence hall suspension.** Separation of the student from a residence hall or halls for a definite period of time, after which the student may be eligible to return. Conditions for reacceptance may be specified.

~~(e)~~(g) **Residence hall dismissal.** Permanent separation of the student from a residence hall or halls.

(h) **Restitution.** Reimbursement for damage to or misappropriation of property, or for injury to persons, or for reasonable costs incurred by the college in pursuing an investigation or disciplinary proceeding. This may take the form of monetary reimbursement, appropriate service, or other compensation.

(i) **Trespass or restriction.** A student may be restricted from any or all college premises and/or college-sponsored activities based on the violation.

(3) More than one of the disciplinary terms and conditions listed above may be imposed for any single violation.

(4) If a student withdraws from the college or fails to reenroll before completing a disciplinary sanction or condition, the disciplinary sanction or condition must be completed either prior to or upon the student's reenrollment, depending on the nature of the sanction, condition, and/or the underlying violation. Completion of disciplinary sanctions and conditions may be considered in petitions for readmission to the college.

[Statutory Authority: RCW [28B.50.140](#). WSR 14-23-084, § 132H 125-040, filed 11/19/14, effective 12/20/14.]

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132H-125-126-220120

Initiation of disciplinary action.

- (1) Any member of the college community may file a complaint against a student for possible violations of the student conduct code.
- (2) Upon receipt, a student conduct officer, or designee, may review and investigate any complaint to determine whether it appears to state a violation of the student conduct code.
 - (a) ~~Student on Sstudent Ssexual Mmisconduct.~~ The college's Title IX Coordinator or designee shall investigate complaints or other reports of alleged sexual misconduct by a student against a student.
 - (b) ~~Sexual Mmisconduct involving an eEmployee.~~ The college's Human Resource Office or designee shall investigate complaints or other reports of sexual misconduct in which an employee is either the impacted or responding party.
 - (c) Investigations will be completed in a timely manner and the results of the investigation shall be referred to the student conduct officer for student disciplinary action.
 - (d) College personnel will honor requests to keep sexual misconduct complaints confidential to the extent this can be done in compliance with federal and state laws and without unreasonably risking the health, safety, and welfare of the impacted party or other members of the college community.
- (3) If a student conduct officer determines that a complaint appears to state a violation of the student conduct code, the student conduct officer will consider whether the matter might be resolved through agreement with the responding party or through alternative dispute resolution proceedings involving the impacted party and the reporting party.
 - (a) Informal dispute resolution shall not be used to resolve sexual misconduct complaints without written permission from both the impacted party and the responding party.
 - (b) If the parties elect to mediate a dispute, either party shall be free to discontinue mediation at any time.
- (4) If the student conduct officer has determined that a complaint has merit and if the matter is not resolved through agreement or alternative dispute resolution, the student conduct officer may initiate disciplinary action against the responding party.
 - (a) Both the responding party and the impacted party in cases involving allegations of sexual misconduct shall be provided the same procedural rights to participate in student discipline matters, including the right to participate in the initial disciplinary decision-making process and to appeal any disciplinary decision.
 - (b) The student conduct officer, prior to initiating disciplinary action in cases involving allegations of sexual misconduct, will make a reasonable effort to contact the impacted party to discuss the results of the investigation and possible disciplinary sanctions and/or conditions, if any, that may be imposed upon the responding party if the allegations of sexual misconduct are found to have merit.
- ~~(4)~~(5) All disciplinary actions will be initiated by ~~the a~~ student conduct officer. If that officer is the subject of a complaint initiated by the responding party or the impacted party~~respondent~~, the president shall, upon request and when feasible, designate another person to fulfill any such disciplinary responsibilities ~~relative to the complainant~~.
- ~~(6)~~~~The A~~ student conduct officer shall initiate disciplinary action by serving the responding

~~party respondent~~ with written notice directing ~~him or her~~them to attend a disciplinary meeting.

(a) The notice shall briefly describe the factual allegations, the provision(s) of the student conduct code the ~~responding party respondent~~ is alleged to have violated, the range of possible sanctions for the alleged violation(s), and it will specify the time and location of the meeting.

(b) At the disciplinary meeting, the student conduct officer will present the allegations to the ~~respondent~~responding party, and the ~~responding party respondent~~ shall be afforded an opportunity to explain what ~~took place~~occurred.

~~(a)(c)~~ If the ~~responding party respondent~~ fails to attend the meeting, the student conduct officer may take disciplinary action based upon the available information.

~~(2)(7)~~ Within ten (10) days of the initial disciplinary meeting and after considering the evidence in the case, including any facts or argument presented by the responding party respondent, the student conduct officer shall serve the responding party respondent with a written decision setting forth the facts and conclusions supporting ~~his or her~~ the decision, the specific student conduct code provisions found to have been violated, the discipline imposed, if any, and a notice of any appeal rights with an explanation of the consequences of failing to file a timely appeal. This period may be extended if the student conduct officer, based on information presented at the disciplinary meeting, concludes that additional investigation is necessary. If the period is extended, the student conduct officer will notify the responding party, and the impacted party in cases involving allegations of sexual misconduct, of this extension, the reason(s) and the anticipated extension timeframe.

~~(3)(8)~~ The A student conduct officer may take any of the following disciplinary actions:

(a) Exonerate the responding party respondent and terminate the proceedings.

(b) Impose a disciplinary sanction(s), with or without condition(s), as described in WAC ~~132H-125-126-040-110~~and BC Policy 2050.

(c) Refer the matter directly to the student conduct committee for such disciplinary action as the committee deems appropriate. Such referral shall be in writing, to the attention of the chair of the student conduct committee, with a copy served on the responding party respondent.

~~(4)(9)~~ In cases involving allegations of sexual misconduct, the student conduct officer, on the same date that a disciplinary decision is served on the responding party, will serve a written notice informing the impacted party of the decision, the reasons for the decision, and any disciplinary sanctions and/or conditions that may have been imposed upon the responding party, including disciplinary suspension or dismissal of the responding party. The notice will also inform the impacted party of their appeal rights. If protective sanctions and/or conditions are imposed, the student conduct officer shall make a reasonable effort to contact the impacted party to ensure prompt notice of the protective disciplinary sanctions and/or conditions.

[Statutory Authority: RCW 28B.50.140.] WSR 14-23-084, § 132H-125-220, filed 11/19/14, effective 12/20/14.]

132H-125-126-230130

Appeal from disciplinary action.

- (1) The responding party ~~respondent~~ may appeal a disciplinary action by filing a written notice of appeal with the conduct review officer within twenty-one (21) days of service of the student conduct officer's decision. Failure to timely file a notice of appeal constitutes a waiver of the right to appeal and the student conduct officer's decision shall be deemed final.
- (2) The notice of appeal must include a brief statement explaining why the ~~respondent~~ responding party is seeking review.
- (3) The parties to an appeal shall be the responding party ~~respondent~~ and the student conduct ~~review~~ officer. If a case involves allegations of sexual misconduct, an impacted party also has a right to appeal a disciplinary decision or to intervene in the responding party's appeal of a disciplinary decision to the extent the disciplinary decision, sanctions or conditions related to allegations of sexual misconduct against the responding party.
- (4) A ~~responding party~~ respondent, who timely appeals a disciplinary action or whose case is referred to the student conduct committee, has a right to a prompt, fair, and impartial hearing as provided for in these procedures.
- (5) On appeal, the college bears the burden of establishing the evidentiary facts underlying the imposition of a disciplinary sanction by a preponderance of the evidence.
- (6) Imposition of disciplinary action for violation of the student conduct code shall be stayed pending appeal, unless ~~the respondent~~ responding party has been summarily suspended.
- (7) The student conduct committee shall hear appeals ~~from~~ regarding:
 - (a) The imposition of disciplinary suspensions in excess of ten (10) instructional days;
 - (b) Dismissals; and
 - (c) Discipline cases referred to the committee by the student conduct officer, the conduct review officer, or the president.
- (8) Student conduct appeals from the imposition of the following disciplinary sanctions shall be reviewed through a brief adjudicative proceeding:
 - (a) Residence hall dismissals;
 - (b) Residence hall suspensions;
 - ~~(c)~~ (c) Suspensions of ten (10) instructional days or less;
 - ~~(d)~~ (d) Disciplinary probation;
 - ~~(e)~~ (e) Written reprimands; and
 - (f) Any conditions or terms imposed in conjunction with one of the foregoing disciplinary actions.
 - (g) Appeals by an impacted party in student disciplinary proceedings involving allegations of sexual misconduct in which the student conduct officer:
 - i. Dismisses disciplinary proceedings based upon a finding that the allegations of sexual misconduct have no merit; or
 - ii. Issues a verbal warning to the responding party.
- (9) Except as provided elsewhere in these rules, disciplinary warnings and dismissals of disciplinary ~~complaints~~ actions are final actions and are not subject to appeal.
- (10) In cases involving allegations of sexual misconduct, the impacted party has the right to appeal the following actions by the student conduct officer following the same procedures as set forth above for the responding party:
 - (a) The dismissal of a sexual misconduct complaint; or
 - (b) Any disciplinary sanction(s) and conditions imposed against a responding party for a sexual misconduct violation, including a disciplinary warning.

- (1) If the responding party timely appeals a decision imposing discipline for a sexual misconduct violation, the college shall notify the impacted party of the appeal and provide the impacted party an opportunity to intervene as a party to the appeal.
- (12) Except as otherwise specified in this Chapter, an impacted party who timely appeals a disciplinary decision or who intervenes as a party to responding party's appeal of a disciplinary decision shall be afforded the same procedural rights as are afforded the responding party.

[Statutory Authority: RCW [28B.50.140](#).] WSR 14 23 084, § 132H 125 230, filed 11/19/14, effective 12/20/14.]

132H-126-140

Conduct hold on student records.

- (1) A student conduct officer or other designated college official may place a conduct hold on the student's record if the student is the responding party in a pending complaint of prohibited conduct, a pending conduct proceeding under this code, or in conjunction with a disciplinary sanction or condition under this code.
- (2) A conduct hold may restrict the student from registering for classes, requesting an official transcript, or receiving a degree from the college until the hold has been removed.
- (3) If the conduct hold is placed pending or during a conduct proceeding, the student will be notified of the hold and be advised how to raise an objection about the hold or request that it be made less restrictive. The hold will remain in place until lifted by the student conduct officer or other designated college official with authority to do so.
- (4) Implementation of any conduct hold prior to disciplinary action does not assume any determination of, or create any expectation of, responsibility for prohibited conduct under this conduct code.

[Statutory Authority: RCW [28B.50.140](#).]

132H-126-150

Amnesty policy.

- (1) Bellevue College values the health, safety and wellness of those in our college community. Students are encouraged to report crimes, share concerns, and seek medical attention for themselves or others in need.
- (2) A student conduct officer may elect not to initiate disciplinary action against a student who, while in the course of helping another person seek medical or other emergency assistance, admits to a possible policy violation under this student conduct code, provided that any such violations did not and do not place the health or safety of any other person at risk.
- (3) A student conduct officer may elect not to initiate disciplinary action against a student who, while in the course of reporting violence, sexual misconduct, or a crime in progress, admits to personal consumption of alcohol or drugs at or near the time of the incident, provided that any such use did not place the health or safety of any other person at risk.
- (4) While policy violations cannot be overlooked, the college may elect to offer educational

options or referrals, rather than initiating disciplinary action against students who report crimes, serve as witnesses, or seek medical attention as described in this section.

- (5) This amnesty policy may not apply to students who repeatedly violate college policies in regards to alcohol, drugs, or other prohibited conduct.

[Statutory Authority: RCW 28B.50.140]

132H-126-160

Interim measures.

- (1) After receiving a report of alleged sexual misconduct or other serious student misconduct, a student conduct officer or designee may implement interim measures which may include, but are not limited to:
- (a) A no-contact order prohibiting direct or indirect contact, by any means, with an impacted party, a responding party, a reporting party, other specified persons, and/or a specific student organization;
 - (b) Reassignment of on-campus housing;
 - (c) Changes to class schedules, assignments, or test schedules;
 - (d) Modified on-campus employment schedule or location;
 - (e) Restrictions on access to portions of campus, including, but not limited to, on-campus housing; or
 - (f) Alternative safety arrangements such as campus safety escorts.
- (2) If an interim measure is put in place pending or during a conduct proceeding, the student will be notified of the interim measure and be advised how to raise an objection about the interim measure or request that it be made less restrictive. The student conduct officer may adjust or modify interim measures as students' situations and schedules change and evolve over time. Interim measures will remain in place until the student receives notice they have been lifted or modified from the student conduct officer.
- (3) Implementation of any interim measure does not assume any determination of, or create any presumption regarding responsibility for, a violation under this student conduct code.

[Statutory Authority: RCW.]

132H-125-126-310170

Summary suspension.

- (1) Summary suspension is a temporary exclusion from specified college premises or denial of access to all activities or privileges for which a ~~responding party respondent~~ might otherwise be eligible, while an investigation and/or formal disciplinary procedures are pending.
- (2) The student conduct officer may impose a summary suspension if there is reasonable basis ~~probable cause~~ to believe that the ~~responding party respondent~~:
- (a) Has violated ~~any a~~ provision of the ~~code of student~~ conduct code; and
 - (b) Presents an immediate danger to the health, safety, or welfare of members of the college community; or
 - (c) Poses an ongoing threat of substantial disruption of, or interference with, the operations of the college.
- (3) Notice. Any ~~responding party respondent~~ who has been summarily suspended shall be

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served with oral or written notice of the summary suspension. If oral notice is given, a written notification shall be served on the responding party respondent within two business days of the oral notice.

- (4) The written ~~notification notice~~ shall be entitled "Notice of Summary Suspension" and shall include:
- (a) The reasons for imposing the summary suspension, including a description of the conduct giving rise to the summary suspension and reference to the provisions of the student conduct code or the law allegedly violated;
 - (b) The date, time, and location when the responding party respondent must appear before the conduct review officer for a hearing on the summary suspension; and
 - (c) The conditions, if any, under which the responding party respondent may physically access the campus or communicate with members of the campus community. If the responding party respondent has been trespassed from the campus, a notice against trespass shall be included that warns the student that ~~his or her their~~ privilege to enter ~~into~~ or remain on college premises has been withdrawn ~~and~~; that the responding party respondent shall be considered to be trespassing and subject to arrest for criminal trespass if the responding party respondent enters the college campus ~~other than to meet with the student conduct officer or conduct review officer, or to attend a disciplinary hearing.~~ The responding student may be authorized to access college premises for the limited purpose of meeting with the student conduct officer, the conduct review officer, or to attend a disciplinary hearing. All such meetings and hearings shall be confirmed in writing in advance and the responding party entering college premises shall be required to produce the written permission to a college official on request.
- (5) The conduct review officer shall conduct a hearing on the summary suspension as soon as practicable after imposition of the summary suspension.
- ~~(d)~~(a) During the summary suspension hearing, the issue before the conduct review officer is whether there is probable cause to believe that the summary suspension should be continued pending the conclusion of disciplinary proceedings and/or whether the summary suspension should be less restrictive in scope.
 - ~~(a)~~(b) The responding party respondent shall be afforded an opportunity to explain why the summary suspension should not be continued while disciplinary proceedings are pending or why the summary suspension should be less restrictive in scope.
 - ~~(b)~~(c) If the responding party respondent fails to appear at the designated hearing time, the conduct review officer may order that the summary suspension remain in place pending the conclusion of the disciplinary proceedings.
 - ~~(e)~~(d) As soon as practicable following the hearing, the conduct review officer shall issue a written decision which shall include a brief explanation for any decision continuing and/or modifying the summary suspension and notice of any right to appeal.
 - (e) To the extent permissible under applicable law, the conduct review officer shall provide a copy of the decision to all persons or offices who may be bound or protected by it.
- (6) In cases involving allegations of sexual misconduct, the impacted party shall be notified that a summary suspension has been imposed on the same day that the summary suspension notice is served on the responding party. The college will also provide the

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impacted party with timely notice of any subsequent changes to the summary suspension order.

~~(6)~~

[Statutory Authority: RCW 28B.50.140.] WSR 14 23 084, § 132H 125 310, filed 11/19/14, effective 12/20/14.]

132H-126-180

Records.

- (1) Student conduct code records are maintained in accordance with the college's records retention schedule.
- (2) The disciplinary record is confidential, and is released only as authorized under the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. Sec. 1232g; 34 C.F.R. Part 99).

[Statutory Authority: RCW 28B.50.140.]

132H 125 240200

Brief adjudicative proceedings - Initial hearing.

- (1) Brief adjudicative proceedings shall be conducted by a conduct review officer designated by the president. The conduct review officer shall not participate in any case in which ~~he or she is~~ they are an complainant impacted party or witness, or in which they have direct or personal interest, prejudice, or bias, or in which they have acted previously in an advisory capacity.
- (2) Before taking action, the conduct review officer shall conduct an informal hearing and provide each party:
 - (a) An opportunity to be informed of the agency's view of the matter; and
 - (b) An opportunity to explain the party's view of the matter.
- (3) The conduct review officer shall serve an initial decision upon ~~both~~ the parties within ten (10) business days of consideration of the appeal. The initial decision shall contain a brief written statement of the reasons for the decision and information about how to seek administrative review of the initial decision. If no request for review is filed within twenty ~~one (21)~~ (210) days of service of the initial decision, the initial decision shall be deemed the final decision.
- (4) If the matter is an appeal by the responding party, or the impacted party in the case of sexual misconduct, the conduct review officer may affirm, reverse, or modify the disciplinary sanctions and/or conditions imposed by the student conduct officer and/or impose additional disciplinary sanctions or conditions as authorized herein. If the conduct review officer, upon review, determines that the respondent's conduct may warrant imposition of a disciplinary suspension of more than ten (10) instructional days or expulsion, the matter shall be referred to the student conduct committee for a disciplinary hearing.
- (5) In cases involving allegations of sexual misconduct, the conduct review officer, on the same date as the initial decision is served on the responding party, will serve a written notice upon the impacted party of the decision, the reasons for the decision, and a description of any disciplinary sanctions and/or conditions that may have been imposed

upon the responding party. The notice will also inform the impacted party of their appeal rights. ~~If the conduct review officer, upon review, determines that the respondent's conduct may warrant imposition of a disciplinary suspension of more than ten instructional days or expulsion, the matter shall be referred to the student conduct committee for a disciplinary hearing.~~

[Statutory Authority: RCW [28B.50.140](#), WSR 14-23-084, § 132H 125-240, filed 11/19/14, effective 12/20/14.]

~~132H-125-126-250~~210

Brief adjudicative proceedings - Review of an initial decision.

- (1) An initial decision is subject to review by the president, provided the responding party ~~respondent~~ files a written request for review with the conduct review officer within twenty-one (21) days of service of the initial decision.
- (2) The president shall not participate in any case in which ~~he or she is~~they are an ~~complainant-impacted party~~ or witness, or in which ~~he/she has~~they have direct or personal interest, prejudice, or bias, or in which ~~he/she has~~they have acted previously in an advisory capacity.
- (3) During the review, the president shall give each party an opportunity to file written responses explaining their view of the matter and shall make any inquiries necessary to determine whether the findings or sanctions should be modified or whether the proceedings should be referred to the student conduct committee for a formal adjudicative hearing.
- (4) The decision on review must be in writing, ~~and must~~ include a brief statement of the reasons for the decision and typically must be served on the parties within twenty (20) days ~~of the initial decision or~~ of the request for review, ~~whichever is later~~. The decision on review will contain a notice that judicial review may be available. A request for review may be deemed to have been denied if the president does not make a disposition of the matter within twenty (20) days after the request is submitted without a response from the president.
- (5) If the president, upon review, determines that the respondent's conduct may warrant imposition of a disciplinary suspension of more than ten (10) instructional days or ~~expulsion~~dismissal, the matter shall be referred to the student conduct committee for a disciplinary hearing.
- ~~(5)~~(6) In cases involving allegations of sexual misconduct, the president, on the same date as the final decision is served on the responding party, will serve a written notice upon the impacted party informing the impacted party of the decision, the reasons for the decision, and a description of any disciplinary sanctions and/or conditions that may have been imposed upon the responding party. The notice will also inform the impacted party of their appeal rights.

[Statutory Authority: RCW [28B.50.140](#), WSR 14-23-084, § 132H 125-250, filed 11/19/14, effective 12/20/14.]

~~132H-125-126-260~~300

Student conduct committee.

- (1) The student conduct committee shall consist of six members:
 - (a) Two (2) full-time students appointed by the student government;
 - (b) Two (2) faculty members appointed by the president;
 - (c) Two (2) administrative staff members, other than an administrator serving as a student conduct or conduct review officer, appointed by the president prior to the beginning of the academic year for alternating two-year terms.
- (2) One of the administrative staff members shall serve as the chair of the committee and may take action on preliminary hearing matters prior to convening the committee. The administrative staff members shall receive annual training on protecting victims and promoting accountability in cases involving allegations of sexual misconduct.
- (3) Hearings may be heard by a quorum of three members of the committee, so long as one faculty member, one student, and one administrative staff member are included on the hearing panel. Committee action may be taken upon a majority vote of all committee members attending the hearing.
- (4) Members of the student conduct committee shall not participate in any case in which they:
 - (a) ~~are a party, complainant, an impacted party~~ or witness;
 - (b) ~~in which they h~~ave direct or personal interest, prejudice, or bias, ~~or in which they~~
 - (c) ~~h~~ave acted previously in an advisory capacity.
- ~~(4)~~(5) Any party may petition for disqualification of a committee member pursuant to RCW 34.05.425(4).

[Statutory Authority: RCW 28B.50.140.] WSR 14 23 084, § 132H 125 260, filed 11/19/14, effective 12/20/14.]

132H-125--126-270310

Appeal – Student conduct committee - Prehearing.

- (1) Proceedings of the student conduct committee shall be governed by the Administrative Procedure Act, chapter 34.05 RCW, and by the Model Rules of Procedure, chapter 10-08 WAC. To the extent there is a conflict between these rules and chapter 10-08 WAC, these rules shall control.
- (2) The student conduct committee chair shall serve all parties with written notice of the hearing not less than seven (7) days in advance of the hearing date, as further specified in RCW 34.05.434 and WAC 10-08-040 and 10-08-045. The chair may shorten this notice period if both parties agree, and also may continue the hearing to a later time for good cause shown.
- (3) The committee chair is authorized to conduct prehearing conferences and/or to make prehearing decisions concerning the extent and form of any discovery, issuance of protective decisions, and similar procedural matters.
- (4) Upon request, filed at least five (5) days before the hearing by any party or at the direction of the committee chair, the parties shall exchange, no later than the third day prior to the hearing, lists of potential witnesses and copies of potential exhibits that they reasonably expect to present to the committee. Failure to participate in good faith in such a requested exchange may be cause for exclusion from the hearing of any witness or exhibit not disclosed, absent a showing of good cause for such failure.
- (5) The committee chair may provide to the committee members in advance of the hearing

copies of (a) the conduct officer's ~~notification of imposition~~notice of discipline, or referral to the committee, and (b) the notice of appeal, or any response to referral, by the ~~responding party or, in a case involving allegations of sexual misconduct, the impacted party~~respondent. If doing so, however, the chair should remind the members that these "pleadings" are not evidence of any facts they may allege.

- (6) The parties may agree before the hearing to designate specific exhibits as admissible without objection and, if they do so, whether the committee chair may provide copies of these admissible exhibits to the committee members before the hearing.
- (7) The student conduct officer, upon request, shall provide reasonable assistance to the ~~responding party and impacted party~~ respondent in obtaining relevant and admissible evidence that is within the college's control.
- (8) Communications between committee members and other hearing participants regarding any issue in the proceeding, other than procedural communications ~~that are~~ necessary to maintain an orderly process, are generally prohibited without notice and opportunity for all parties to participate. ~~and a~~ Any improper "ex parte" communication shall be placed on the record, as further provided in RCW [34.05.455](#).
- (9) ~~Each party~~All parties may be accompanied at the hearing by a non-attorney ~~process~~ advisor ~~assistant~~ of ~~his/her~~their choice.
- (10) ~~The responding party, in all appeals before the committee, and the impacted party, in an appeal involving allegations of sexual misconduct before the committee, A respondent~~ may elect to be represented by an attorney at ~~his or her~~ their own ~~cost~~expense. ~~The responding and/or impacted party, but~~ will be deemed to have waived ~~the right to be represented by an attorney that right~~ unless, at least four (4) business days before the hearing, written notice of the attorney's identity and participation is filed with the committee chair with a copy to the student conduct officer.
- ~~(10)~~(11) The committee will ordinarily be advised by an assistant attorney general. If the ~~responding party and/or the impacted party~~ respondent is represented by an attorney, the student conduct officer may also be represented by a second, appropriately screened, assistant attorney general.

[Statutory Authority: RCW [28B.50.140](#), WSR 14-23-084, § 132H-125-270, filed 11/19/14, effective 12/20/14.]

~~132H-125-126-280~~320

Student conduct committee ~~hearings~~ - Presentations of evidence.

- (1) Upon the failure of any party to attend or participate in a hearing, the student conduct committee may either:
 - (a) Proceed with the hearing and issuance of its decision; or
 - (b) Serve a decision of default in accordance with RCW [34.05.440](#).
- (2) The hearing will ordinarily be closed to the public. However, if all parties agree on the record that some or all of the proceedings be open, the chair shall determine any extent to which the hearing will be open. If any person disrupts the proceedings, the chair may exclude that person from the hearing room.
- (3) The chair shall cause the hearing to be recorded by a method that ~~he/she/they~~ selects, in accordance with RCW [34.05.449](#). That recording, or a copy, shall be made available to any party upon request. The chair shall assure maintenance of the record of the

proceeding that is required by RCW [34.05.476](#), which shall also be available upon request for inspection and copying by any party. Other recording shall also be permitted, in accordance with WAC [10-08-190](#).

- (4) The chair shall preside at the hearing and decide procedural questions that arise during the hearing, except as overridden by majority vote of the committee.
- (5) The student conduct officer, unless represented by an assistant attorney general, shall present the case for imposing disciplinary sanctions.

(6) All testimony shall be given under oath or affirmation. Evidence shall be admitted or excluded in accordance with RCW [34.05.452](#).

(7) In cases involving allegations of sexual misconduct, the responding and the impacted parties shall not directly question or cross-examine one another. Attorneys for the responding and impacted parties are also prohibited from directly questioning opposing parties absent express permission from the committee chair. Subject to this exception, all cross-examination questions by the responding and impacted parties shall be directed to the committee chair, who in their discretion shall pose the questions on the party's behalf. All cross-examination questions submitted to the chair in this manner shall be memorialized in writing and maintained as part of the hearing record.

[Statutory Authority: RCW [28B.50.140](#). WSR 14 23 084, § 132H 125 280, filed 11/19/14, effective 12/20/14.]

132H-125-126-290330

Student conduct committee - Initial decision.

- (1) At the conclusion of the hearing, the student conduct committee shall permit the parties to make closing arguments in whatever form it wishes to receive them. The committee also may permit each party to propose findings, conclusions, and/or a proposed decision for its consideration.
- (2) Within twenty (20) days following the ~~later of the~~ conclusion of the hearing or the committee's receipt of closing arguments, whichever is later, the committee shall issue an initial decision in accordance with RCW [34.05.461](#) and WAC [10-08-210](#). The initial decision shall include findings on all material issues of fact and conclusions on all material issues of law, including which, if any, provisions of the student conduct code were violated. Any findings based substantially on the credibility of evidence or the demeanor of witnesses shall be so identified.
- (3) The committee's initial order shall also include a determination on appropriate discipline, if any. If the matter was referred to the committee by the student conduct officer, the committee shall identify and impose disciplinary sanctions~~(s)~~ or conditions, if any, as authorized in the student conduct code. If the matter is an appeal by the responding party or the impacted party in the case of sexual misconduct~~respondent~~, the committee may affirm, reverse, or modify the disciplinary sanctions and/or conditions imposed by the student conduct officer and/or impose additional disciplinary sanction~~(s)~~ or conditions as authorized herein. The notice will also inform the responding party of their appeal rights.
- (4) The committee chair shall cause copies of the initial decision to be served on the parties and their legal counsel of record. The committee chair shall also promptly transmit a copy of the decision and the record of the committee's proceedings to the president.
- (5) In cases involving allegations of sexual misconduct, the chair of the student conduct

committee will make arrangements to have a written notice served on the impacted party informing the impacted party of the decision, the reasons for the decision, and a description of any disciplinary sanctions and/or conditions that may have been imposed upon the responding party, including suspension or dismissal of the responding party. The notice will also inform the impacted party of their appeal rights. This notice shall be served on the impacted party on the same date as the initial decision is served on the responding party. The impacted party may appeal the student conduct committee's initial decision to the president subject to the same procedures and deadlines applicable to other parties.

~~(4)~~

[Statutory Authority: RCW [28B.50.140](#).]

~~WSR 14-23-084, § 132H 125-290, filed 11/19/14, effective 12/20/14.~~

~~132H-125-126-300340~~

Student conduct committee - Review of an initial decision~~Appeal from student conduct committee initial decision.~~

- (1) A responding party, or an impacted party in a case involving allegations of sexual misconduct, respondent who is aggrieved by the findings or conclusions issued by the student conduct committee may appeal-request a review of the committee's initial decision to the president by filing a notice of appeal with the president's office within twenty-one (21) days of service of the committee's initial decision or a written notice. Failure to file a timely appeal request within this timeframe constitutes a waiver of the right and the initial decision shall be deemed final.
- (2) The notice of appeal must identify the specific findings of fact and/or conclusions of law in the initial decision that are challenged and must contain an argument as to why the appeal should be granted. The president's review shall be restricted to the hearing record made before the student conduct committee and will normally be limited to a review of those issues and arguments raised in the notice of appeal. As part of the review process, the president may ask the non-appealing party(s) to respond to the arguments contained in the notice of appeal.
- (3) The president shall provide a written decision to all parties within forty-five-thirty (30) days after receipt of the notice of appeal or receipt of the response from non-appealing parties, whichever is later. The president's decision shall be final and shall include a notice of any rights to request reconsideration and/or judicial review.
- ~~(4)~~ The president may, at his or her discretion, suspend any disciplinary action pending review of the merits of the findings, conclusions, and disciplinary actions imposed.
- ~~(5)~~ (4) In cases involving allegations of sexual misconduct, the president, on the same date that the final decision is served upon the responding party, shall serve a written notice informing the impacted party of the final decision. This notice shall inform the impacted party whether the sexual misconduct allegation was found to have merit and describe any disciplinary sanctions and/or conditions imposed upon the responding party for the impacted party's protection, including suspension or dismissal of the responding party.
- ~~(6)~~ (5) The president shall not engage in an ex parte communication with any of the parties regarding an appeal.

[Statutory Authority: RCW [28B.50.140](#). ~~WSR 14-23-084, § 132H 125-300, filed 11/19/14, effective 12/20/14.~~]

132H-125-320**Discipline procedures for cases involving allegations of sexual misconduct.**

Both the respondent and the complainant in cases involving allegations of sexual misconduct shall be provided the same procedural rights to participate in student discipline matters, including the right to participate in the initial disciplinary decision-making process and to appeal any disciplinary decision.

Application of the following procedures is limited to student conduct code proceedings involving allegations of sexual misconduct by a student. In such cases, these procedures shall supplement the student disciplinary procedures in WAC

through. In the event of conflict between the sexual misconduct procedures and the student disciplinary procedures, the sexual misconduct procedures shall take precedence.

[Statutory Authority: RCW . WSR 14-23-084, § 132H-125-320, filed 11/19/14, effective 12/20/14.]

132H-125-330**Supplemental definitions.**

The following supplemental definitions shall apply for purposes of student conduct code proceedings involving allegations of sexual misconduct by a student:

- ~~(2) A "complainant" is an alleged victim of sexual misconduct, as defined in subsection (2) of this section.~~
- (3) "Sexual misconduct" is prohibited sexual or gender-based conduct by a student including, but not limited to:
 - (a) Sexual activity for which clear and voluntary consent has not been given in advance;
 - (b) Sexual activity with someone who is incapable of giving valid consent because, for example, she or he is underage, sleeping, or otherwise incapacitated due to alcohol or drugs;
 - (c) Sexual harassment;
 - (d) Sexual violence which includes, but is not limited to, sexual assault, domestic violence, intimate violence, and sexual or gender-based stalking; and
 - (e) Nonphysical conduct such as sexual or gender-based digital media stalking, sexual or gender-based online harassment, sexual or gender-based cyberbullying, nonconsensual recording of a sexual activity, and nonconsensual distribution of a recording of a sexual activity.

[Statutory Authority: RCW . WSR 14-23-084, § 132H-125-330, filed 11/19/14, effective 12/20/14.]

132H-125-340**Supplemental complaint process.**

The following supplemental procedures shall apply with respect to complaints or other reports of alleged sexual misconduct by a student:

- (1) The college's Title IX compliance officer shall investigate complaints or other reports of alleged sexual misconduct by a student. Investigations will be completed in a timely manner and the results of the investigation shall be referred to the student conduct officer for disciplinary action.
- (2) Informal dispute resolution shall not be used to resolve sexual misconduct complaints

without written permission from both the complainant and the respondent. If the parties elect to mediate a dispute, either party shall be free to discontinue mediation at any time. In no event shall mediation be used to resolve complaints involving allegations of sexual violence.

- (3) College personnel will honor requests to keep sexual misconduct complaints confidential to the extent this can be done without unreasonably risking the health, safety, and welfare of the complainant or other members of the college community or compromising the college's duty to investigate and process sexual harassment and sexual violence complaints.
- (4) The student conduct officer, prior to initiating disciplinary action, will make a reasonable effort to contact the complainant to discuss the results of the investigation and possible disciplinary sanctions and/or conditions, if any, that may be imposed upon the respondent if the allegations of sexual misconduct are found to have merit.
- (5) The student conduct officer, on the same date that a disciplinary decision is served on the respondent, will serve a written notice informing the complainant whether the allegations of sexual misconduct were found to have merit and describing any disciplinary sanctions and/or conditions imposed upon the respondent for the complainant's protection, including disciplinary suspension or dismissal of the respondent. The notice will also inform the complainant of his or her appeal rights. If protective sanctions and/or conditions are imposed, the student conduct officer shall make a reasonable effort to contact the complainant to ensure prompt notice of the protective disciplinary sanctions and/or conditions.

[Statutory Authority: RCW . WSR 14 23 084, § 132H 125 340, filed 11/19/14, effective 12/20/14.]

132H 125 350

Supplemental appeal rights.

- (1) The following actions by the student conduct officer may be appealed by the complainant:
 - (a) The dismissal of a sexual misconduct complaint; or
 - (b) Any disciplinary sanction(s) and conditions imposed against a respondent for a sexual misconduct violation, including a disciplinary warning.
- (2) A complainant may appeal a disciplinary decision by filing a notice of appeal with the conduct review officer within twenty one days of service of the notice of the discipline decision provided for in WAC (5). The notice of appeal may include a written statement setting forth the grounds of appeal. Failure to file a timely notice of appeal constitutes a waiver of this right and the disciplinary decision shall be deemed final.
- (3) If the respondent timely appeals a decision imposing discipline for a sexual misconduct violation, the college shall notify the complainant of the appeal and provide the complainant an opportunity to intervene as a party to the appeal.
- (4) Except as otherwise specified in this supplemental procedure, a complainant who timely appeals a disciplinary decision or who intervenes as a party to the respondent's appeal of a disciplinary decision shall be afforded the same procedural rights as are afforded the respondent.
- (5) An appeal by a complainant from the following disciplinary actions involving allegations of sexual misconduct against a student shall be handled as a brief adjudicative

proceeding:

- (a) Exoneration and dismissal of the proceedings;
 - (b) Disciplinary warning;
 - (c) Written reprimand;
 - (d) Disciplinary probation;
 - (e) Suspensions of ten instructional days or less; and/or
 - (f) Any conditions or terms imposed in conjunction with one of the foregoing disciplinary actions.
- (6) An appeal by a complainant from disciplinary action imposing a suspension in excess of ten instructional days or an expulsion shall be reviewed by the student conduct committee.
- (7) In proceedings before the student conduct committee, respondent and complainant shall have the right to be accompanied by a nonattorney assistant of their choosing during the appeal process. Complainant may choose to be represented at the hearing by an attorney at his or her own expense, but will be deemed to have waived that right unless, at least four business days before the hearing, he or she files a written notice of the attorney's identity and participation with the committee chair, and with copies to the respondent and the student conduct officer.
- (8) In proceedings before the student conduct committee, complainant and respondent shall not directly question or cross-examine one another. All questions shall be directed to the committee chair, who will act as an intermediary and pose questions on the parties' behalf.
- (9) Student conduct hearings involving sexual misconduct allegations shall be closed to the public, unless respondent and complainant both waive this requirement in writing and request that the hearing be open to the public. Complainant, respondent and their respective nonattorney assistants and/or attorneys may attend portions of the hearing where argument, testimony, and/or evidence are presented to the student conduct committee.
- (10) The chair of the student conduct committee, on the same date as the initial decision is served on the respondent, will serve a written notice upon complainant informing the complainant whether the allegations of sexual misconduct were found to have merit and describing any disciplinary sanctions and/or conditions imposed upon the respondent for the complainant's protection, including suspension or dismissal of the respondent. The notice will also inform the complainant of his or her appeal rights.
- (11) The complainant may appeal the student conduct committee's initial decision to the president subject to the same procedures and deadlines applicable to other parties.
- (12) The president, on the same date that the final decision is served upon the respondent, shall serve a written notice informing the complainant of the final decision. This notice shall inform the complainant whether the sexual misconduct allegation was found to have merit and describe any disciplinary sanctions and/or conditions imposed upon the respondent for the complainant's protection, including suspension or dismissal of the respondent.

[Statutory Authority: RCW . WSR 14 23 084, § 132H 125 350, filed 11/19/14, effective 12/20/14.]

RELEVANT LAWS AND OTHER RESOURCES

- WAC 132H-125-005, -010, -020, -030, -040, -200, -210, -220, -230, -240, -250, -260, -270, -280, -290, -300, -310, -320, -330, -340, -350, —

REVISION HISTORY

Original 6/11/1992

Revisions 5/14/2003; 3/22/2005; 8/4/2005; 5/21/2009; 9/11/2012; 9/10/2014; 3/24/2015

APPROVED BY

Board of Trustees
President's Cabinet

REGULAR MEETING AGENDA ITEM



**BELLEVUE
COLLEGE**

STUDENT SUCCESS – INTERIOR DESIGN

INFORMATION

FIRST READ

ACTION

Description

The Interior Design Program at Bellevue College provides a comprehensive, high quality interior design education that is responsive to the changing needs of its students and the design profession. Two educational pathways provide flexible, accessible options that promote student success and which are supported by outstanding faculty committed to teaching excellence.

Key Points

- Assistant Professor Mark Mappala will present on student success within the Interior Design Program and the industry.
- The presentation will cover the Capstone experience and how Bellevue College's program measures success by focusing on two students who demonstrated commitment and excellence with all their coursework and with their final projects in the 400-level thesis Capstone course (INDES 471/472).

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