



BOARD OF TRUSTEES  
COMMUNITY COLLEGE  
DISTRICT VIII



April 24, 2019  
Regular Meeting

**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 Wednesday, April 24, 2019. The business session will begin at 2:30 P.M. in room B201. Merisa Heu-Weller, Chair, will preside.

**AGENDA**

- |         |  |             |
|---------|--|-------------|
| 1:30 PM | EXECUTIVE SESSION (A201)<br>The Board will be meeting in executive session to evaluate the performances of public employees, Board self-evaluations, and to discuss with legal counsel actual or potential litigation. |             |
| 3:00 PM | BUSINESS SESSION (B201)  |             |
|         | I. Call to Order   |             |
|         | II. Roll Call and Introductions  |             |
|         | III. Consent Agenda  |             |
|         | A. Approval of Agenda for April 24, 2019   |             |
|         | B. Meeting Minutes from March 13, 2019   |             |
| 3:10 PM | IV. Constituent Reports  |             |
|         | A. Foundation  | Chesemore   |
|         | B. Student   | Hassan      |
|         | C. Classified  | Turnbull    |
|         | D. Faculty   | Nightingale |
| 3:30 PM | V. First Read  |             |
|         | A. 2210, International High School Completions   | Jones       |
|         | B. 2500, Accommodations for Students with Disabilities   | Jones       |
|         | C. 3010, Course Repeats  | Jones       |
|         | D. 3100, Credit by Examination   | Jones       |
|         | E. 3110, Awarding Non-Traditional Credit   | Jones       |
|         | F. 6880, Student Records   | Jones       |
|         | G. Off-Cycle Tenure  | Jones       |
| 3:45 PM | VI. Action Items   |             |
|         | A. Authorization(s) of Indemnification   | Weber       |
|         | B. Policy 2400, Tuition and Fee Waiver   | Jones       |
|         | C. Policy 3000, Grading  | Jones       |
|         | D. Policy 3210, Academic Forgiveness   | Jones       |
|         | E. Sabbatical Leave Recommendations  | Jones       |

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

- |         |   |                  |
|---------|---|------------------|
| 4:00 PM | VII. Information Items                      |                  |
|         | A. Aquatics Center                          | City of Bellevue |
|         | B. Student Success Report — DECA            | Barber           |
|         | C. Enrollment Report                        | Campbell         |
|         | D. Capital Plan                             | Curran           |
| 4:45 PM | VIII. President’s Report                    | Weber            |
| 4:55PM  | IX. Board Reports                           |                  |
|         | A. Transforming Lives                       | Fukutaki         |
|         | B. Individual Member Reports                |                  |
| 5:05 PM | X. Unscheduled Business/Community Testimony |                  |
| 5:15 PM | XI. Business Meeting Adjournment            |                  |

Next Meeting of Board of Trustees, June 5, 2019 at 12:00 pm Room B201

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

*If you are a person with a disability and require an accommodation while attending the meeting, please contact the President’s Office at 425-564-2303. The Board of Trustees may adjourn to an Executive Session to discuss items provided for in RCW 42.30.110 (1):*

**BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT VIII  
BELLEVUE, WASHINGTON  
March 13, 2019 – Room D106**

A regular meeting of the Board of Trustees of Community College District VIII, State of Washington, was held on March 13, 2019 at Bellevue College, 3000 Landerholm Circle SE, Bellevue, Washington. The business session began at 2:35 p.m. in room D106. Merisa Heu-Weller, Chair, presided.

**EXECUTIVE SESSION**

Chair Merisa Heu-Weller announced that there would be an executive session for approximately ninety minutes to evaluate the performances of public employees, collective bargaining, and to discuss with legal counsel actual or potential litigation. The executive session adjourned at 2:26 pm.

**BUSINESS SESSION**

**I. CALL TO ORDER**

The business session meeting called to order at 2:36 p.m. by Merisa Heu-Weller, Chair.

**II. ROLL CALL**

Ms. Merisa Heu-Weller, Chair; Mr. Richard Fukutaki, Vice-Chair; Ms. Lisa Chin, Mr. Greg Dietzel, Mr. Richard Leigh, Joedy Morrow, Student Representative; Mr. Bruce Marvin, Assistant Attorney General ; President Jerry Weber, and members of the Bellevue College community were present.

**III. CONSENT AGENDA**

Motion to approve Agenda and Minutes from February 6, 2019 by Trustee Heu-Weller. Seconded by Trustee Dietzel. All in favor.

**IV. TRANSFORMING LIVES RECONGITION**

Ester Iiyambo was unable to attend next meeting. Item tabled until the next board meeting. Dr. Weber noted Ester might stop in the President's Office to pick up the award if unable to attend the April meeting.

**V. CONSTITUENT REPORTS**

A. Classified

Rebecca Turnbull, by request of colleagues, reported the following:

- a. Stairway to Stem Conference will be held on May 11, 2019 in room A201. This is an autism spectrum program for students transitioning from high school to college, particularly in STEM fields. It will feature, BC faculty, students and autistic employees from Microsoft.
- b. First BC Illuminate festival was a success.
- c. Classified and exempt staff on February 18 shared a day for Professional Day activities.



- d. Library hours are offering extended hours during finals week. Fourth year of extended hours. Students expressed appreciation to stay later to study and work on projects.
- e. Employees suggest that Trustees meet in one of the classroom to support allocating funds for classroom improvements and view those in disrepair to make more accessible and functional for student.
- f. BC Governance created a compensation taskforce to research ways to pay all staff for their contribution to BC Governance. Currently only faculty members are compensated for chairing a counsel. Classified and exempt staff are not compensated for chairing a counsel. Encouraged Trustees to read the compensation report.
- g. Dr. Weber discussed that the report noted it is not a typical practice to provide compensation for exempt staff. He recommends adding compensation for Governance positions to the next Board retreat.

B. Faculty

Sue Nightingale, Union Representative, reports on the following:

- a. Good News: Labor management meeting with associate VP of Human Resources and VP, Administrative Services, was the best meeting they ever had. Very pleased with Suzette Yaezenko and Dennis Curran.
- b. Legislative work continues. Dr. Weber and Sue Nightingale will meet with Legislators on March 21 in Olympia.
- c. Big News: DECA – student business club
  - 1. BC overall team sweepstake awards for many events as State Champions, fourth year in a row.
  - 2. 2018 DECA State Champions . Thanks to Kyle Barber who runs the DECA program. Dr. Weber will invite members of DECA to the next board meeting. Trustee Chin would like to find a way to celebrate their accomplishments.
- d. Discussed faculty approval for removing the hardship withdrawal in grading Policy 3000. Faculty are delighted removing the hardship withdrawal.

C. Foundation

No Report

D. Student

Nathan Levin, ASG Vice President, reported for Yasmin Hassan, ASG President

- a. ASG feels this fee is not used in the correct manner as it should be. They do not intent to revoke until a more transparent process can be agreed upon and signed. Timeline for next ASG meeting is in April to discuss the Student Technology Fee (STF).
- b. ASG has been updating the content on their website.
- c. Thanked Dr. Weber for his assistance to secure the student recognition gala. The event will be held at the Newcastle Golf Course on May 24, 2019.
- d. ASG is revising job descriptions and preparing for the new ASG election and hiring. New hired officers by May.

- e. Currently have 200 Instagram followers and 1K likes for the Share the Love Tour.

**VI. FIRST READ**

Rae Ellen Reas, title, reported information on the following policies to the Board with proposed revisions.

**A. Policy 2400, Tuition and Fee Waiver**

- a. Two major changes are waiving the non-resident fee for residency status. We would like to give 100% to allow students one or two quarters. A change to 100 percent waiver from the current 40 percent waiver.
- b. One-hundred and seventeen (117) students exercised the option to use 40 percent, as non-resident status is difficult to achieve.
- c. Trustee Dietzel wondered what the overall reason for the change. Ms. Reas response is to increase enrollment. Dr. Weber has asked Ms. Reas to provide data on community colleges that provide 100 percent waiver. Trustee Dietzel would like to see student success reports to show this is an effective approach.

**B. Policy 3000, Grading**

- a. Rae – significant changes to this policy
  - 1. Changes we have – getting rid of X and W grade. The financial office will calculate at 0.0
  - 2. All groups re: extending the withdrawal date
  - 3. Students who are on financial aid it will calculate at 1.0
  - 4. Ex: pass grades on transcripts – P grades may not be accepted until it can be determined it was a 2.0
  - 5. Policy is cleaned up and the repeat section is moved to its own policy
- b. Trustee Leigh asked when it would need approval. Ms. Reas stated May 1, 2019.
- c. Trustee Dietzel – Hardship grades discussion.
- d. Ms. Reas discussed the HW grade – and the elimination thereof.
- e. Trustee Hu-Weller asked what current mechanism is available to help students. Ms. Reas will send emails out to faculty and campus to let them know about the SY

**C. Policy 3210, Academic Forgiveness**

- a. Change to academic forgiveness: it will not be the “academic renewal” renewal policy.
- b. This new policy will assist student who struggle or fail, cannot access financial aid, as they are not eligible until GPA is at a certain level. This would allow a student to access options early and reset GPA to qualify for aid.
- c. Issue – don’t want a student to continue on without addressing issues – Unusual circumstances written in – could make an exception

**D. Sabbatical Leave Recommendations**

- a. Dr. Jones noted that this is the first read for sabbatical request (8) equivalent FTE is six. Brief summary of each project. The committee ranked and requested all projects for funding.

**VII. ACTION ITEMS**

A. Tenure Recommendations

Trustee Chin noted this is her favorite meeting of the entire year, and that Trustees are happy to read the stories. She thanked those in attendance for the addition of pictures this year. The stories and vulnerability was commended, and the grace in which the staff handled situations.

A. Tenure Recommendations

Motion 08:19

It was moved by Trustee Morrow and seconded by Trustee Chin that the Board of Trustees of Bellevue College hereby grants tenure to John Lott, Health Sciences, Education & Wellness Institute (Neurodiagnostic Technology).

The motion passed unanimously.

Motion 09:19

It was moved by Trustee Leigh and seconded by Trustee Dietzel that the Board of Trustees of Bellevue College hereby grants tenure to Yancy Chow, Social Sciences (Business Administration Transfer).

The motion passed unanimously.

Motion 10:19

It was moved by Trustee Dietzel and seconded by Trustee Fukutaki that the Board of Trustees of Bellevue College hereby grants tenure for the 2019–20 academic year to Shana Chung, Health Sciences, Education & Wellness Institute (Health Management and Leadership).

The motion passed unanimously.

Motion 11:19

It was moved by Trustee Chin and seconded by Trustee Leigh that the Board of Trustees of Bellevue College hereby grants tenure to Gwynne Crowder, Science (Physics).

The motion passed unanimously.

Motion 12:19

It was moved by Trustee Fukutaki and seconded by Trustee Dietzel that the Board of Trustees of Bellevue College hereby grants tenure to Carl Freeberg, Institute for Business & Information Technology (Business Intelligence).

The motion passed unanimously.

Motion 13:19

It was moved by Trustee Morrow and seconded by Trustee Chin that the Board of Trustees of Bellevue College hereby grants tenure for the 2019–20 academic year to Trevor Gamble, Science (Physics).

The motion passed unanimously.

Motion 14:19

It was moved by Trustee Leigh and seconded by Trustee Chin that the Board of Trustees of Bellevue College hereby grants tenure to Heath Hayden, Library Media Center (Library).

The motion passed unanimously.

Motion 15:19

It was moved by Trustee Dietzel and seconded by Trustee Chin that the Board of Trustees of Bellevue College hereby grants tenure to Ariane Hayes-Kouadio, Health Sciences, Education & Wellness Institute (Allied Health).

The motion passed unanimously.

Motion 16:19

It was moved by Trustee Chin and seconded by Trustee Dietzel that the Board of Trustees of Bellevue College hereby grants tenure to Ron Holland, Arts & Humanities (English).

The motion passed unanimously.

Motion 17:19

It was moved by Trustee Fukutaki and seconded by Trustee Chin that the Board of Trustees of Bellevue College hereby grants tenure to Lisa Lapointe, Library Media Center (Library).

The motion passed unanimously.

Motion 18:19

It was moved by Trustee Morrow and seconded by Trustee Chin that the Board of Trustees of Bellevue College hereby grants tenure to Elena Maans, Library Media Center (Library).

The motion passed unanimously.

Motion 19:19

It was moved by Trustee Leigh and seconded by Trustee Chin that the Board of Trustees of Bellevue College hereby grants tenure to John Passmore, Art & Humanities (Interior Design).

The motion passed unanimously.

Motion 20:19

It was moved by Trustee Dietzel and seconded by Trustee Fukutaki that the Board of Trustees of Bellevue College hereby grants tenure to Luke Rawlings, Science (Mathematics).

The motion passed unanimously.

Motion 21:19

It was moved by Trustee Chin and seconded by Trustee Leigh that the Board of Trustees of Bellevue College hereby grants tenure for the 2019–20 academic year to Sharon Romppanen, Health Sciences, Education & Wellness Institute (Early Childhood Education).

The motion passed unanimously.

Motion 22:19

It was moved by Trustee Fukutaki and seconded by Trustee Dietzel that the Board of Trustees of Bellevue College hereby grants tenure to Donald Rowe, Institute for Business & Information Technology (Accounting).

The motion passed unanimously.

Motion 23:19

It was moved by Trustee Morrow and seconded by Trustee Dietzel that the Board of Trustees of Bellevue College hereby grants tenure to Fatma Serce, Science (Computer Science).

The motion passed unanimously.

Motion 24:19

It was moved by Trustee Leigh and seconded by Trustee Chin that the Board of Trustees of Bellevue College hereby grants tenure to Sajonna Sletten, Arts & Humanities (Basic and Transitional Studies).

The motion passed unanimously.

Motion 25:19

It was moved by Trustee Dietzel and seconded by Trustee Fukutaki that the Board of Trustees of Bellevue College hereby grants tenure to Yu-ting Su, Counseling Center (Counseling).

The motion passed unanimously.

Motion 26:19

It was moved by Trustee Chin and seconded by Trustee Leigh that the Board of Trustees of Bellevue College hereby grants tenure to Amy Swanson, Health Sciences, Education & Wellness Institute (Health & Physical Education).

The motion passed unanimously.

Motion 27:19

It was moved by Trustee Fukutaki and seconded by Trustee Chin that the Board of Trustees of Bellevue College hereby grants tenure to Jun Xu, Arts & Humanities (English).

The motion passed unanimously.

Motion 28:19

It was moved by Trustee Morrow and seconded by Trustee Leigh takes no action on Rachel Rosenthal, Health Sciences, Education & Wellness Institute (Health Promotion and Management) until the candidate returns from leave in winter 2020.

The motion passed unanimously.

- B. Dr. Jones, Provost for Academic & Student Affairs, arranged to provide each tenure candidate the opportunity to say a few words in recognition of mentors, colleagues, work teams, BC support systems for the tenure process, and the Board of Trustees. President Weber congratulated those in attendance.

The following candidates spoke:

Amy Swanson	Shana Chung
Carl Freeberg	Sharon Romppanen
Elena Maans	Yancy Chow
Heath Hayden	Dr. Trevor Gamble
Dr. Luke Rawlings	Dr. Jun Xu
Ron Holland	Donald Rowe
Sajonna Sletten	John Lott
Dr. Gwynne Crowder	

**VIII. INFORMATION ITEMS**

A. Student Success Report – Transformational Learning

The focus of the presentation was to highlight the overall mission of the RISE Learning Institute to bring High Impact Practices that have been shown to serve students not only during their time as students but also in work and life after graduation. (Kuh 2008 and Gallup Purdue Survey 2014). We developed the RISE Learning Institute (Research, Innovation, Service, and Experiential Learning) - by combining disparate programs such as our Center for Career Connections and the undergraduate research program, adding other high impact practices such as service and cohort-based learning (including our innovative Autism Spectrum Navigators program). We harness synergies and take transformative learning to the institutional scale. This creates a program unique to Bellevue College that helps provide support throughout the student lifecycle (including

prospective students and alumni). We are a working example of the “Braided Pathway” recommended by Career Connect WA. We help student identify, articulate, build, and apply their strengths. We do this by working directly with students. We partner with employers, non-profits, and 4-year universities to bring students experiential learning opportunities and develop faculty capacity. We collaborate with other units on campus to create an environment for sustainable change. We empower and energize our faculty, creating opportunities for underserved students, and changing the culture of our institution. We are on track to reach roughly more than half our students by 2020-2021

Future directions:

- a. RFP for faculty with Academic Affairs - Setting stretch goals to bring transformative learning to courses that reach 400 or more students.
  - i. Set up a statewide undergraduate research consortium to help smaller institutions to provide the opportunities to their students raising funds at state and national level to build the infrastructure.
- b. Predesign work for the Transdisciplinary Innovations building to create the learning environment of the future.
- c. Expand the Autism Spectrum Navigators program to serve a larger audience and call it Neurodiversity Navigators
- d. Working with external org., startup councils to support entrepreneurial work on real life projects and creating a volunteer corps to utilize the untapped potential of highly
- e. education spouses on non-work visas in the area.

\*Kuh, G. (2008). High-Impact Educational Practices: What They Are, Who Has Access to Them, and Why They Matter. Washington, DC: Association of American Colleges  
<https://news.gallup.com/poll/168848/life-college-matters-life-college.aspx> (accessed 3/11/18)

**B. Board Questions and Comments**

- a. Trustee Leigh asked about examples of capstone projections.
- b. Trustee Dietzel thanked Dr. Bangera. The key is to engage faculty.
- c. The RISE Learning Institute team will work to provide Trustee Dietzel with stories for Legislative outreach.

**IX. PRESIDENT’S REPORT**

- a. Budget Development season is here. We need to find close to \$6 million to balance revenue and expenses.
- b. Aquatic center – City of Bellevue and Bellevue SD and want BC to be a partner due to the land on 148<sup>th</sup>. Projecting a 90-120 million project. A presentation will be slated for the April board meeting. Discussions to include looking at other practices for managing the aquatic center. Trustee Leigh discussed liability, insurance, and management issues.
- c. Meeting with Issaquah City staff and Mayor Pauley, also with Costco and Swedish to discuss concepts on workforce housing. Rich Cummins will put together a report in the



next months to communicate items to the college. Discussed BC land in Issaquah Highlands. BC will be seeking free consulting services from Enterprise, Inc.

- d. BC has two current options for Workforce Housing, KCHA, and Launched Landed.
- e. Legislative Projects – Discussed Town Hall Meetings and upcoming meetings. Trustee Leigh, Trustee Dietzel, and Dr. Weber will be among members to participate.
  - 1. Unica will help with legislative issue, as will Union Rep. Sue Nightingale.
  - 2. (action) Janelle will send Sue Nightingale the Legislative handbook
- f. Dr. Weber will send the legislative updates to the Board of Trustees.
- g. Trustee Morrow shared personal stories about creating pathways to citizenships at ACCT in February in Washington D.C.

**X. BOARD REPORTS**

**A. Annual Process for Board Evaluation**

Chair Heu-Weller reported that Jill Wakefield will facilitate the process.

**B. Trustee Conference Presentations and Awards**

- 1. ACCT in San Francisco presentations – a Trustee has to be a part of the process.
  - a. Put out a presentation on RISE. Dr. Weber will give the Board of Trustees four to five ideas, in which they would be a part of ACCT presentation proposals.
  - b. Kristen will work on faculty awards for ACT, Al will work on the business partners for ACT.
  - c. Trustee Fukutaki wished to put together a program on Diversity – Social Justice.
- 2. Discussed Student Trustee Training –
  - a. Trustee Dietzel talked to Edmonds College and Kim Tanaka at SBCTC regarding nomination for student Trustee. Ideally, they should be at the Governor’s office by April 1, 2019. The goal is to get nomination approved by June 30 in order to get the student trained and on boarded by the September meeting.
- 3. Trustee Leigh commented on how well the Seven Year document was put together. Staff will rely the feedback to Tracy McLean.
- 4. Accreditor Feedback will be held on Friday, March 15, 2019 at 10:00 a.m. in C130. All Trustees are invited to attend.

**XI. UNSCHEDULED BUSINESS/COMMUNITY TESTIMONY**

None.

**XII. BUSINESS ADJORNMENT**

Ms. Heu-Weller motioned to adjourn meeting at 4:54 p.m.

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Merisa Heu-Weller, Chair  
Board of Trustees

ATTEST:

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Janelle M. North  
Secretary, Board of Trustees  
Community College District VIII

DRAFT

## 2210 INTERNATIONAL HIGH SCHOOL COMPLETION

INFORMATION

FIRST READ

ACTION

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### Description

The purpose of this new policy is to allow Bellevue College to award a high school diploma to international students under the age of 21 if they have completed an associate degree. In the past, Bellevue College offered a high school completion program and is still authorized by the SBCTC to offer this diploma based on established WA State Board of Education graduation requirements; however, the college discontinued this program aside from Career Education Options (CEO).

Providing this option for international students will help with recruitment and increase diversity at the college.

### Key Questions

- \* Why should this option be offered to BC's international students?
- \* What is the likely impact on enrollments?
- \* How will student support services be impacted by this policy?

### Analysis

The Office of International Education (OIE) recommends this program to better serve the international community, increase college enrollment in degree and non-degree programs, and contribute to campus diversity. This program will only be offered to international students present in the United States on an F-1 visa.

- OIE will actively recruit international students who have not completed high school in their home countries.
- OIE will evaluate international high school credits earned previously and apply those credits towards the Washington State Board of Education high school graduation requirements.
- OIE will require that students in the program complete high school graduation requirements using college-level courses, including prerequisites for those courses, and concurrently complete requirements that lead to an associate degree.

- English language support classes may also be a requirement based on assessment of English language skills.

### **Background/Supplemental Information**

### **Recommendation/Outcomes**

That the Board of Trustees of Community College District VIII approves Policy 2210, International High School Completion.

Prepared by: Kristen Jones, Provost for Academic and Student Affairs  
kristen.jones@bellevuecollege.edu

## 2210 International High School Completion

Original Date: \* Last Revision Effective:  
Policy Contact: Provost for Academic and Student Affairs

### POLICY

Bellevue College offers a high school completion program for international high school students who wish to earn a high school diploma while concurrently completing an associate degree. Students must meet the following admission requirements:

- Must be at least 16 years old on the first day of the quarter in which the student begins taking classes.
- Must enter or be in the United States on an F-1 student visa.
- Must have completed the United States equivalent of the first year of high school in the student's home country or other location.
- Must not have received a high school diploma in the United States or in another other country.
- Must meet the Office of International Education admission requirements.

Under rare circumstances the college's Chief Admissions Officer or designee may make exceptions to the minimum age requirement and completion of the first year of high school requirement.

The college adheres to the Washington State Board of Education and the Office of Superintendent of Public Instruction (OSPI) high school graduation requirements to determine the acceptance of previous high school credits earned and coursework students must complete to earn a high school diploma.

### RESPONSIBILITIES

Office of International Education

- Determines if students meet program admission requirements.
- Monitors enrollment and progression towards high school diploma and degree completion.

### RELEVANT LAWS AND OTHER RESOURCES

[RCW 28B.50.535: Community or Technical College – Issuance of High School Diploma or certificate](#)

[WAC 180-51-053: Community College Highs School Diploma Programs](#)

[The Washington State Board of Education: Graduation Requirements](#)

[Office of Superintendent of Public Instruction: Offices and Programs](#)

### REVISION HISTORY

[For Policy Coordinator's Use Only]

### APPROVED BY

[Click Here to Insert Text - i.e. President's Staff, Board of Trustees]

## 2500 ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

INFORMATION

FIRST READ

ACTION

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### Description

Student Affairs proposes an update to Policy 2500, Accommodations for Students with Disabilities, to clarify the process of requesting accommodations. This revision will provide the college's overall approach to accommodations. Specifically, it will provide more flexibility in the implementation of student-related policies and procedures—for instance, the flexibility on deadlines described in college procedures—for students with a documented disability.

### Key Questions

- \* Why are these changes to the policy under consideration now?
- \* What is the likely impact on students?
- \* How will this benefit students with a documented disability?

### Analysis

The revision of policy 2500 shifts some information from the procedure to the policy and clarifies the appropriate laws and regulations that guide BC's approach to accommodations.

The revision includes the following:

- Clarification that all documents—including medical and psychiatric records submitted to the Disability Resource Center (DRC)—are considered student records protected under the Family Educational Rights and Privacy Act (FERPA), rather than medical records, which are protected under the Health Insurance Portability and Accountability Act (HIPAA).
- Inclusion of a statement that indicates the college is flexible in implementing specific academic policies and procedures for students with a documented disability. This eliminates the need to include this language in other policies and procedures developed on campus.
- Clarification of the process students must follow to request accommodations.
- Clarification of what is considered an accommodation.

### Background/Supplemental Information

**Recommendation/Outcomes**

That the Board of Trustees of Community College District VIII approves these revisions to Policy 2500, Accommodations for Students with Disabilities.

Prepared by: Kristen Jones, Provost for Academic and Student Affairs  
kristen.jones@bellevuecollege.edu



## **2500 ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES**

Original Date: 9/1/1995 \* Last Revision Effective: 4/6/2015  
Policy Contact: Provost for Academic and Student Affairs

### **POLICY**

Bellevue College complies with all federal and Washington state laws and regulations related to serving students with disabilities. In accordance with the Americans with Disabilities Act, Americans with Disabilities Amendment Act of 2008, Section 504 of the Rehabilitation Act of 1973, and Washington State laws related to discrimination and disabilities, the college provides reasonable accommodations related to college programs and services to all students with a documented disability. The college considers qualified students for the following:

- academic accommodations;
- auxiliary aids and service accommodations;
- other accommodations as needed or required by federal or state law.

These include but are not limited to:

- adjustment to application processes and deadlines, such as registration, financial aid, and due dates for assignments;
- appropriate adjustment to classroom activities; testing and assessment; advising; housing programs; and other non-academic programs and services offered by the college.

Reasonable accommodations do not include attendants, individually prescribed devices, readers for personal use, or other devices of a person nature.

Students seeking an accommodation must submit a request to the Disability Resource Center (DRC) and document the nature and extent of the disability in accordance with procedures 2500P. Medical- and disability-related records and documents submitted to the DRC or other campus departments are treated as confidential and protected student records subject to the Family Education Rights and Privacy Act (FERPA) rules.

To help students with a documented disability achieve their academic and career goals, appropriate personnel may provide additional flexibility and adjustments to specific academic policies and procedures as described in 2500P.

### **RESPONSIBILITIES**

#### **Disability Resource Center (DRC)**

- Documents and establishes appropriate accommodations for students with disabilities.
- Coordinates services and accommodations for qualified students with disabilities requiring academic adjustments and auxiliary aids.
- Acts as a student advocate and provides confidential services to assist disabled students in achieving their academic and career goals.

#### **Associate Vice President of Human Resources**

- Compliance officer and campus contact for Section 504 of the Rehabilitation Act of 1973.

## DEFINITIONS

### Student

- A person admitted to the college and registered for classes in a current or upcoming quarter.

### Disability

- A documented or perceived physical, mental or sensory impairment that substantially limits one or more major life activities, or an abnormal condition that is medically cognizable or diagnosable.

## RELEVANT LAWS AND OTHER RESOURCES

- [Americans with Disabilities Act of 1990](#)
- [Americans with Disabilities Amendment Act of 2008](#)
- [Rehabilitation Act of 1973, § 504, as amended](#)
- [28 C.F.R. § 35.130](#)
- [28 C.F.R. § 35.160](#)
- [28 C.F.R. § 35.164](#)
- [34 C.F.R. § 104.44](#)
- The Washington Law Against Discrimination, [RCW 49.60.215](#) and [WAC 162-28-030](#)
- [RCW 28B.10.910, .912, .914](#)
- Bellevue College Procedure [#2500P, Accommodations for Students with Disabilities](#)

## REVISION HISTORY

Original 9/1/1995

Revisions 10/28/2003; 3/22/2005; 5/21/2009; 4/6/2015

## APPROVED BY

Board of Trustees

## 2500 ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Original Date: 9/1/1995 \* Last Revision Effective: 4/6/2015

Policy Contact: [Vice President, Student Affairs](#) [Provost for Academic and Student Affairs](#)

### POLICY

~~Bellevue College complies with all federal and Washington state laws and regulations related to serving students with disabilities. is committed to providing each qualified student with a disability equal opportunity in accessing the benefits, rights, and privileges of college services, programs, and activities. In accordance with the Americans with Disabilities Act, Americans with Disabilities Amendment Act of 2008, Section 504 of the Rehabilitation Act of 1973, and Washington State laws related to discrimination and disabilities, the college provides reasonable accommodations related to college programs and services to all students with a documented disability. These will be provided in compliance with the Americans with Disabilities Act, Americans with Disabilities Amendment Act of 2008, Section 504 of the Rehabilitation Act of 1973, the Washington Law Against Discrimination, RCW 49.60, and RCW 28B.10.910, .912, and .914.~~

~~Section 202 of the 1990 Americans with Disabilities Act states:~~

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

~~Section 504 of the Rehabilitation Act states:~~

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

~~No student shall, on the basis of his or her disability, be excluded from participation in, be denied the benefits or, or otherwise be subject to discrimination under any college program or activity.~~

~~The college considers qualified students for the following:~~

- ~~• [academic accommodations;](#)~~
- ~~• [auxiliary aids and service accommodations;](#)~~
- ~~• [other accommodations as needed or required by federal or state law.](#)~~

~~These include but are not limited to:~~

- ~~• [adjustment to application processes and deadlines, such as registration, financial aid, and due dates for assignments;](#)~~
- ~~• [appropriate adjustment to classroom activities; testing and assessment; advising; housing programs; and other non-academic programs and services offered by the college.](#)~~

~~Reasonable accommodations do not include attendants, individually prescribed devices, readers for personal use, or other devices of a person nature.~~

~~Students seeking an accommodation must submit a request to the Disability Resource Center (DRC) and document the nature and extent of the disability in accordance with procedures 2500P. Medical- and disability-related records and documents submitted to the DRC or other campus departments are treated as confidential and protected student records subject to the Family Education Rights and Privacy Act (FERPA) rules.~~

~~To help students with a documented disability achieve their academic and career goals, appropriate personnel may provide additional flexibility and adjustments to specific academic policies and procedures as described in 2500P.~~

~~Bellevue College is committed to providing reasonable accommodations, including core services, to qualified students with disabilities. To receive appropriate and timely reasonable accommodations, students are responsible for requesting accommodation and documenting the nature and extent of their disability in accordance with college procedures.~~

## RESPONSIBILITIES

### Disability Resource Center (DRC)

- Documents and establishes appropriate accommodations for students with disabilities.
- Coordinates services and accommodations for qualified students with disabilities requiring academic adjustments and auxiliary aids.
- Acts as a student advocate and provides confidential services to assist disabled students in achieving their academic and career goals.

### **Associate Vice President of Human Resources**

- Compliance officer and campus contact for Section 504 of the Rehabilitation Act of 1973.

## DEFINITIONS

### Core Services

- ~~are those services listed in RCW 28B.10.912 that are necessary to ensure students with disabilities are reasonably accommodated at the college.~~

### Accommodations in college programs and services

- ~~are adjustments of those programs, policies, practices, and procedures that enable qualified students with a disability to have an equal opportunity to have access to and benefit from college programs and services. Accommodations mean academic adjustments and auxiliary aids and services.~~

### **Student**

- ~~A person admitted to the college and registered for classes in a current or upcoming quarter is a person enrolled at the college.~~

### A student with a disability

- ~~is a student who: (a) has a physical, mental or sensory impairment that substantially limits one or more of his or her major life activities; (b) has a record of such an impairment; or (c) is perceived to have such an impairment; or a student who has an abnormal condition that is medically cognizable or diagnosable.~~

### **Disability**

- A documented or perceived physical, mental or sensory impairment that substantially limits one or more major life activities, or an abnormal condition that is medically cognizable or diagnosable.

## RELEVANT LAWS AND OTHER RESOURCES

- Americans with Disabilities Act of 1990
- Americans with Disabilities Amendment Act of 2008
- Rehabilitation Act of 1973, § 504, as amended
- 28 C.F.R. § 35.130
- 28 C.F.R. § 35.160
- 28 C.F.R. § 35.164
- 34 C.F.R. § 104.44
- The Washington Law Against Discrimination, RCW 49.60.215 and WAC 162-28-030
- RCW 28B.10.910, .912, .914
- Bellevue College Procedure #2500P, Accommodations for Students with Disabilities

## REVISION HISTORY

Original 9/1/1995

Revisions 10/28/2003; 3/22/2005; 5/21/2009; 4/6/2015

## APPROVED BY

Board of Trustees ~~President's Cabinet~~

## 3010 COURSE REPEAT

INFORMATION

FIRST READ

ACTION

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### Description

Academic Affairs proposes a new policy, 3010, Course Repeat, which will support students who want to repeat courses. In the past, the ability to track the number of times a student registered for a course was hampered by limitations in the HP system. With the new enterprise resource planning software ctLink, this information will be available, and the course repeat policy can be enforced. The intention of this new policy will be to identify at-risk students—those who repeatedly enroll in a course and are unable to successfully complete it—and offer appropriate interventions. The policy allows the college to require that students participate in an intervention if one exists, reducing the chances that they will continue to unsuccessfully enroll in courses repeatedly.

### Key Questions

- \* Why is this policy necessary at this time?
- \* How will this benefit students?
- \* How will Academic Affairs be impacted by this policy?

### Analysis

WA State regulations limit the number of times a student can enroll in the same course to three. Generally, the college has not enforced this regulation partly due to the difficulty in tracking and monitoring student enrollment. Many students repeat courses that they have not successfully completed because they need particular courses as a requirement for graduation.

In anticipation of the ctLink implementation, SBCTC college presidents have agreed to enforce the student enrollment regulation limiting enrollment in a course to three attempts. Academic Affairs recommends this policy because it is consistent with SBCTC regulations, and it also provides the opportunity for BC to provide appropriate success interventions.

The policy also discontinues use of a course repeat form that students currently must submit; designated staff will handle placement of the repeat course indicator internally to reduce the amount of paperwork for students.

**Background/Supplemental Information**

**Recommendation/Outcomes**

That the Board of Trustees of Community College District VIII approves Policy 3010, Course Repeat.

Prepared by: Kristen Jones, Provost for Academic and Student Affairs  
kristen.jones@bellevuecollege.edu

## Policy 3010 Course Repeat

Original Date: \* Last Revision Effective:  
Policy Contact: Provost for Academic and Student Affairs

### POLICY

Bellevue College allows students to repeat any course to improve their skills, course grade, and cumulative grade point average (GPA). The college removes the original grade from the GPA calculation and inserts a repeat indicator (R) next to the original grade on the transcript. The following rules apply to all instances of students repeating courses:

- The repeat indicator is applied only to letter grades A-F received in the same course taken at Bellevue College.
  - In accordance with state board regulations, the college uses the highest grade earned when calculating the cumulative GPA.
  - Other colleges and universities may not recognize the course repeat indicator on transcripts. To avoid possible issues, students should check with other institutions prior to transferring their credits.
- By state regulation and unless otherwise indicated in the college catalog, students may not take a course more than three times.
  - This rule applies to registration in credit-bearing or Adult Basic Education (ABE/ESL) courses, including transferred-in courses.
  - This rule does not apply to non-credit continuing education courses.
- The college may place restrictions on students who attempt to take a course more than once.
  - The college may require students who attempt to take a course more than once to participate in student success interventions designed to help students progress towards completion of their academic goals, degrees, or certificates.
- Students must register for the course they wish to repeat and pay all required tuition and fees.

### RESPONSIBILITIES

Student Central: Enrollment Services

- Responsible for implementation and development of procedures needed for students to access this option.

Academic Affairs

- Responsible for the development of student success interventions.

### RELEVANT LAWS AND OTHER RESOURCES

State Board for Community and Technical Colleges Policy Manual, Chapter 4, Appendix A Course Coding Procedures and Guidelines: Repeat Course Rule

### REVISION HISTORY

[For Policy Coordinator's Use Only]

### APPROVED BY



## 3100 CREDIT BY EXAMINATION

INFORMATION

FIRST READ

ACTION

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### Description

Student Affairs proposes the deletion of Policy 3100, Credit by Examination, in response to SBCTC and Washington Student Achievement Council changes related to the award of prior learning credit. Students will still have the opportunity to earn credit through examinations—what is now known as “course challenge.”

### Key Questions

- \* Why are we deleting this policy?
- \* What impact will this change have on students?
- \* What is the administrative burden of this change?

### Analysis

The WA State legislature has enacted standards and requirements related to the awarding of prior learning credit. In response to this legislation, the State Board for Community and Technical Colleges (SBCTC), and the Washington Student Achievement Council (WSAC) have developed standards and rules colleges must follow when awarding prior learning credit.

Under the new standards, credit by examination—now known as “course challenge”—is now included in the processes related to awarding prior learning credit. The information currently included in policy 3100 has been incorporated into procedure 3110P. This procedure is being revised to bring it into compliance with current state standards.

### Background/Supplemental Information

### Recommendation/Outcomes

That the Board of Trustees of Community College District VIII approves the deletion of Policy 3100, Credit by Examination.

Prepared by: Kristen Jones, Provost for Academic and Student Affairs  
kristen.jones@bellevuecollege.edu

## **3100 CREDIT BY EXAMINATION**

Original Date: 9/1/1995 \* Last Revision Effective: 4/6/2015  
Policy Contact: Vice President, Instruction

### **POLICY**

Bellevue College recognizes that students may already have gained enough competence in a particular area of study to make taking some courses redundant. It is possible to receive credit for prior knowledge without formally taking a course in that area. Examinations for credit in courses offered by Bellevue College may be taken for work completed in private study or at non-accredited institutions, under certain conditions.

- The student must be currently registered at Bellevue College.
- The student must have completed ten (10) quarter credit hours at Bellevue College.
- Individual departments or programs may require that a student complete the next highest sequential course before receiving credit. However, a student cannot receive credit by examination for any course if he or she has already completed a more advanced course in that subject area.
- Students are not allowed to take an examination for a course they have previously enrolled in or audited at Bellevue College.
- If a student has already taken and failed an examination for credit, he or she may not repeat the examination.
- International students cannot receive credit by examination for 100–200-level courses in their native languages.
- Credits earned by examination may be used, but only fifteen (15) such credits are transferable. These credits may be applied to meet distribution requirements for the transfer degree, but require a waiver to do so.
- Although credits received through examination become part of the student's transcript, they are not added into the GPA until graduation.
- Credit is allowed only for examinations in which the student has received a grade of "C" or better.
- When applying for credit by examination, the student must petition the registrar for a Certificate of Approval. The registrar then forwards the certificate to the instructor. After the student successfully completes the examination, the instructor returns the completed form to the registrar for processing.
- A fee equal to one-half the current tuition rate will be charged.

### **REVISION HISTORY**

Original 9/1/1995

Revisions 3/22/2005; 5/21/2009; 9/11/2012; 4/6/2015

### **APPROVED BY**

President's Cabinet

## **3110 ACADEMIC CREDIT FOR PRIOR LEARNING (FORMERLY KNOWN AS AWARD OF NON-TRADITIONAL CREDIT)**

INFORMATION

FIRST READ

ACTION

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### **Description**

Academic Affairs proposes revisions and a name change to Policy 3110, which will be known as Academic Credit for Prior Learning. Minor changes, mostly related to terminology, are needed to align the policy with current standards set by State Board for Community and Technical Colleges (SBCTC), and the Washington Student Achievement Council (WSAC). Bellevue College is also adding a fee for prior experiential learning and course challenges to cover faculty and administrative costs, which will be enumerated in the associated procedures for this policy, 3110P.

### **Key Questions**

- \* Why does this policy require revision?
- \* What impact will changing this policy have on students?
- \* What is the administrative burden of this change?

### **Analysis**

Proposed changes include:

- New policy title of “Academic Credit for Prior Learning”
- Updated links under “Relevant Laws and Other Resources”
- Inclusion of the S (Satisfactory) grade
- Inclusion of a fee for the awarding of prior learning credit so that faculty and administrative costs are covered
- Clarification regarding the limitations on awarding prior learning credit

### **Background/Supplemental Information**

### **Recommendation/Outcomes**

That the Board of Trustees of Community College District VIII approves the revision of Policy 3110, Award of Non-Traditional Credit.

Prepared by: Kristen Jones, Provost for Academic and Student Affairs  
kristen.jones@bellevuecollege.edu

## 3110 ACADEMIC CREDIT FOR PRIOR LEARNING

Original Date: 4/14/2009 \* Last Revision Effective: 9/16/2015

Policy Contact: Provost for Academic and Student Affairs

### POLICY

Bellevue College awards credit for prior learning completed through private study, non-accredited institutions, military training, other industry-related certificates and trainings, and certain examinations Under the following conditions:

1. Prior learning credits awarded by Bellevue College can be applied to Bellevue College certificates and degrees.
2. The college makes no claim regarding the application or transfer of awarded credits to the programs at other institutions.
3. Students who wish to receive credit for prior learning must follow the procedures in 3110P.
4. The college charges a fee, established in 3110P, for prior learning credit.
5. Awarded credits are limited by the college residency requirements and Northwest Commission on Colleges and Universities accreditation standards for prior experiential learning.
6. The college assigns a satisfactory (S) grade for prior learning credits awarded by Bellevue College. This grade does not calculate into the student's college grade point average (GPA).

In accordance with the standards set by the State Board for Community and Technical Colleges and the Washington Student Achievement Council (WSAC), the college recognizes four categories of academic credit for prior learning:

- Credit by testing
- Prior experiential learning
- Extra-institutional learning
- Course challenge

### RESPONSIBILITIES

The Evaluations & Graduation Office

- Works collaboratively with department chairs and faculty to determine the appropriate awarding of credit for prior learning and has responsibility for enforcing procedures that accompany the policy.

Academic Affairs: Department Chairs

- Faculty department chairs work collaboratively with students and the Evaluations & Graduation Office to evaluate and assess the proper awarding of prior learning credit.

### RELEVANT LAWS AND OTHER RESOURCES

- [Academic Credit for Military Training: RCW 28B.10.057](#)
- [Department of Defense MOU – Higher Education](#)
- [NWCCU Accreditation Policy: Transfer and Award of Academic Credit](#)
- [NWCCU Standards 2.A.14, 2.C.7, and 2.C.8](#)
- [PLA – Washington State Board for Community and Technical Colleges](#)

### REVISION HISTORY

Original 4/14/2009

Revisions 3/10/2010 (Replaced 3110 Award of Credit for Prior Learning); 9/11/2012; 4/6/2015; 9/16/2015

### APPROVED BY

Board of Trustees

## **3110 ~~AWARD OF NON-TRADITIONAL ACADEMIC CREDIT FOR PRIOR LEARNING~~**

Original Date: 4/14/2009 \* Last Revision Effective: 9/16/2015

Policy Contact: ~~Vice President, Instruction~~ [Provost for Academic and Student Affairs](#)

### **POLICY**

~~The college Bellevue College~~ awards credit for ~~non-traditional-prior~~ learning ~~for work~~-completed ~~through~~ ~~in~~private study, ~~at~~-non-accredited institutions, military training, other ~~industry-industry~~-related certificates and trainings, and ~~for~~ certain examinations. ~~Under the~~ ~~The~~ following ~~conditions~~ applies:

- ~~1. Transferability of awarded credits are subject to the policies of the receiving institution and the college makes no claim regarding the application or transfer of awarded credits to the programs at other institutions.~~
- ~~2. Awarded credits are subject to review and recommendation by faculty.~~
- ~~3. The college will establish procedures and guidelines for students to request the awarding of non-traditional credit.~~
- ~~4.1. Prior learning credits awarded by Bellevue College can be applied to Bellevue College certificates and degrees.~~
- ~~5.2. The college makes no claim regarding the application or transfer of awarded credits to the programs at other institutions.~~
- ~~6.3. Students who wish to receive credit for prior learning must follow the procedures in 3110P.~~
- ~~7.4. The college charges a fee, established in 3110P, for prior learning credit.~~
- ~~8.5. Awarded credits are limited by the college residency requirements and Northwest Commission on Colleges and Universities accreditation standards for prior experiential learning.~~
- ~~9.6. The college assigns a satisfactory (S) grade for prior learning credits awarded by Bellevue College. This grade does not calculate into the student's college grade point average (GPA).~~

In accordance with the standards set by the State Board for Community and Technical Colleges and the ~~Northwest Commission on Colleges and Universities, Washington Student Achievement Council (WSAC)~~, the college recognizes four categories of ~~academic credit~~ ~~Credit for~~ ~~non-traditional learning~~ ~~Non-Traditional Learning~~:

~~Credit by Testing~~

~~Prior Experiential Learning~~

~~Extra-Institutional Learning~~

~~Course Challenges (formerly Credit by Examination)~~

- ~~Credit by testing~~
- ~~Prior experiential learning~~
- ~~Extra-institutional learning~~
- ~~Course challenge~~

### **RESPONSIBILITIES**

~~The Evaluations Office unit administrator, in consultation with instructional departments and programs, has responsibility for enforcing procedures that accompany the policy.~~ ~~The Evaluations & Graduation Office~~

- ~~Works collaboratively with department chairs and faculty to determine the appropriate awarding of credit for prior learning and has responsibility for enforcing procedures that accompany the policy.~~

~~Academic Affairs: Department Chairs~~

- ~~Faculty department chairs work collaboratively with students and the Evaluations & Graduation Office to evaluate and assess the proper awarding of prior learning credit.~~

### **RELEVANT LAWS AND OTHER RESOURCES**

- [Academic Credit for Military Training: RCW 28B.10.057](#)
- [Department of Defense MOU – Higher Education](#)
- [NWCCU Accreditation Policy: Transfer and Award of Academic Credit](#)
- [NWCCU Standards 2.A.14, 2.C.7, and 2.C.8](#)
- [PLA – Washington State Board for Community and Technical Colleges](#)



**REVISION HISTORY**

Original 4/14/2009

Revisions 3/10/2010 (Replaced 3110 Award of Credit for Prior Learning); 9/11/2012; 4/6/2015; 9/16/2015

**APPROVED BY**

[President's Cabinet](#)

Board of Trustees

## 6880 STUDENT RECORDS

INFORMATION

FIRST READ

ACTION

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### Description

Student Affairs proposes revisions to Policy 6880, Student Records, in order to comply with state regulations and federal laws. The changes will provide clearer language so that students can better understand the status of their records.

### Key Questions

- \* Why does this policy require revision?
- \* How will these proposed changes impact the college's current process for handling student records?

### Analysis

The current policy does not comply with the state's records retention requirements or with federal laws related to student records. The proposed revisions include the following changes:

- Students may request copies of their records, and the college may charge a fee for the copies.
- Student transcripts are considered a permanent record and must be kept beyond the 75 years that is stipulated in the current version of the policy.
- The college must comply with federal and state records retention requirements; these require retention longer than what the current policy states.
- Privacy and confidentiality requirements related to student records have been added.
- Links have been added for the state's retention rules and the Family Educational Rights and Privacy Act (FERPA).

### Background/Supplemental Information

### Recommendation/Outcomes

That the Board of Trustees of Community College District VIII approves the revision of Policy 6880, Student Records.

Prepared by: Kristen Jones, Provost for Academic and Student Affairs  
kristen.jones@bellevuecollege.edu

## 6880 STUDENT RECORDS

Original Date: 9/1/1995 \* Last Revision Effective: 10/19/2015  
Policy Contact: Provost for Academic and Student Affairs

### POLICY

Bellevue College maintains all student records in accordance with the requirements set forth in the General Retention Schedule for Washington's community and technical college system. The college routinely destroys student records that exceed the retention requirements. An official Bellevue College transcript is considered a permanent academic record and is retained by the college or the state's regional archivist office indefinitely. Official transcripts submitted to the college from other institutions are not considered a permanent academic record and may be destroyed after the college completes its use of the document.

Records submitted to the college become the property of the college. The college does not return original documents to students or others. However, students may request a copy of a student record maintained by the college, and the college reserves the right to charge a fee for these copies.

The college also complies with the requirements of the Family Educational Rights and Privacy Act (FERPA). Except as permitted or required by law, the college does not release student information or records without the student's written consent.

### DEFINITIONS

#### Student Records

- Include all information and documents Bellevue College collects from students or creates for students at the time of admission to the college through graduation, completion of academic goals, or after the student ceases to register for classes.
- Student records do not include information or documents collected or created based on individual counseling sessions provided by the Counseling Center, and records related to law enforcement, which includes the college's Public Safety office.

#### The Family Educational Rights and Privacy Act (FERPA)

- FERPA is a federal law that protects the privacy of student information and education records.

### RELEVANT LAWS AND OTHER RESOURCES

[General Retention Schedule for Washington's Community and Technical College System](#)

[Family Educational Rights and Privacy Act](#)

### REVISION HISTORY

Original 9/1/1995  
Revisions 5/10/2005; 5/21/2009; 10/19/2015

### APPROVED BY

Board of Trustees

## 6880 STUDENT RECORDS

Original Date: 9/1/1995 \* Last Revision Effective: 10/19/2015

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

### POLICY

~~All records forwarded to the college become the property of the college and will not be returned to students or duplicated for any reason.~~

~~Permanent academic transcript information will be kept for a minimum of 75 years from the student's last date of attendance. All other records concerning the student will be retained for one year beyond graduation or withdrawal from the college. Bellevue College maintains all student records in accordance with the requirements set forth in the General Retention Schedule for Washington's community and technical college system. The college routinely destroys student records that exceed the retention requirements. An official Bellevue College transcript is considered a permanent academic record and is retained by the college or the state's regional archivist office indefinitely. Official transcripts submitted to the college from other institutions are not considered a permanent academic record and may be destroyed after the college completes its use of the document.~~

~~Records submitted to the college become the property of the college. The college does not return original documents to students or others. However, students may request a copy of a student record maintained by the college, and the college reserves the right to charge a fee for these copies.~~

~~The college also complies with the requirements of the Family Educational Rights and Privacy Act (FERPA). Except as permitted or required by law, the college does not release student information or records without the student's written consent.~~

### DEFINITIONS

#### Student Records

- Include all information and documents Bellevue College collects from students or creates for students at the time of admission to the college through graduation, completion of academic goals, or after the student ceases to register for classes.
- Student records do not include information or documents collected or created based on individual counseling sessions provided by the Counseling Center, and records related to law enforcement, which includes the college's Public Safety office.

#### The Family Educational Rights and Privacy Act (FERPA)

- FERPA is a federal law that protects the privacy of student information and education records.

### RELEVANT LAWS AND OTHER RESOURCES

General Retention Schedule for Washington's Community and Technical College System

Family Educational Rights and Privacy Act

### REVISION HISTORY

Original 9/1/1995

Revisions 5/10/2005; 5/21/2009; 10/19/2015

### APPROVED BY

~~President's Cabinet~~ Board of Trustees

## TENURE REVIEW COMMITTEE RECOMMENDATIONS

INFORMATION

FIRST READ

ACTION

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### Description

A recommendation from the Tenure Review Committee regarding tenure appointment for the full-time faculty member listed below has been submitted to the College President, in accordance with the "Agreement Between the Board of Trustees of Community College District VIII and the Bellevue College Association of Higher Education."

### Third-Year Candidate Recommended for Tenure

George Juszynski

Health Sciences, Education & Wellness Institute  
(Neurodiagnostic Technology)

### Key Questions

- \* What is the reason for granting tenure to faculty?
- \* Has a process for granting tenure been followed for each candidate under consideration, and what elements are included in the process?

### Analysis

According to the Tenure Guidelines, the reason for tenure, as stated in the Revised Code of Washington, is to protect faculty employment rights. Further, tenure protects academic freedom and promotes collegiality and professionalism among faculty.

In addition to the 20 candidates granted tenure at the March 13, 2019 meeting of the Board of Trustees, there is one final candidate for this academic year. The candidate will be presented for Board action at the June 5, 2019 meeting. This candidate's tenure timeline is "off-cycle" by one quarter due to an approved leave of absence. The candidate has participated in a rigorous tenure process as outlined in the college's tenure guidelines. A recommendation has been forwarded to the Board of Trustees and the President by the Tenure Review Committee (TRC) to grant tenure to the candidate listed above.

As outlined in the Tenure Guidelines, the tenure process at Bellevue College normally consists of a three-year probationary period for each candidate, and includes three levels of review.

- 1) A Tenure Evaluation Subcommittee (TES), composed of members elected within the candidate's division and chosen by the candidate and approved by the Tenure Review Committee (TRC), is formed for each candidate. This group gathers information and data in support of the candidate's tenure, and provides mentoring and assists the candidate throughout the three-year process.
- 2) The Tenure Review Committee, including six members elected by the faculty, reviews the documentation prepared by the TES to ensure that college and program standards and expectations are met across the many disciplines. The TRC provides an objective look at each document to make sure that the case supporting the recommendations of the TES is sound, and provides a recommendation each year to the President.
- 3) During the first two years of a candidate's employment, the President uses the recommendation of the TRC to decide whether or not to continue the probationary period. In the third year, the President considers the recommendation of the TRC in formulating her/his recommendation to the Board of Trustees to grant tenure or to extend the probationary period.

Finally, the Board of Trustees, giving serious consideration to the recommendation of the President and the TRC, decides to grant or not grant tenure.

#### **Background/Supplemental Information**

An electronic notebook in .pdf format has been assembled for the tenure candidate, and all pertinent documents will be included for review by members of the Board of Trustees. Each member of the Board will be able to access the tenure documents via a secure SharePoint site.

#### **Recommendation/Outcomes**

This item will be presented for board action at the June 5, 2019 meeting.

Prepared by: Dr. Kristen Jones, Provost for Academic & Student Affairs  
[kristen.jones@bellevuecollege.edu](mailto:kristen.jones@bellevuecollege.edu)

## INDEMNIFICATION AUTHORIZATION

INFORMATION

FIRST READ

ACTION

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### Description

Bellevue College employees have been named as defendants in a lawsuit and request approval for indemnification to be defended by the State Attorney General's Office. The lawsuit is *Beverly Harrison Tonda and Kathleen Hathaway v. The State of Washington, Bellevue College, Ata Karim and Charles Sims*. Ata Karim and Charles Sims have requested indemnification.

### Recommendation/Outcomes:

That the Board of Trustees of Community College District VIII hereby authorize the defense and indemnification of Ata Karim and Charles Sims.

Prepared by: Peyton Mizell, Co-Interim Secretary to the Board of Trustees  
peyton.mizell@bellevuecollege.edu, 425-564-2302



## POLICY 2400, TUITION AND FEE WAIVERS

INFORMATION

FIRST READ

ACTION

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### Description

Operational information previously included in Policy 2400, Tuition and Fee Waivers, has been moved to the procedures. The policy now contains only the name of each waiver and the amount approved by the board of trustees. A process for appealing a waiver eligibility decision is now included. For the nonresident operating fees waiver, a change to a 100 percent waiver from the current 40 percent waiver has been proposed. A new waiver for students participating in co-curricular activities is also being proposed.

### Key Questions

- \* Why are these changes to tuition and fee waivers needed now?
- \* What is the financial impact of these changes to tuition and fee waivers?
- \* What is the impact on students of these changes to tuition and fee waivers?

### Analysis

For ease of use, procedural information that previously was included in BC Policy 2400 is now contained in the associated procedures. In addition, an appeal process for waiver eligibility decisions is now included.

To address equity and access issues for low-income students, an increase in the nonresident operating fees only waiver is being proposed. Currently the college waives 40 percent of the nonresident differential for any future quarter once residency is approved. The revision includes an increase in the waiver for students approved for residency within the next three quarters from 60 percent to 100 percent to recognize the barriers that cost differential represents. Standard resident tuition for 15 credits is \$1312, versus \$3118 for nonresidents. Under the 40 percent waiver students paid approximately \$1871 for 15 credits. This change would result in an additional savings to the students of approximately \$560. In the past three years, 117 students have obtained the 40 percent waiver.

A new nonresident waiver which would waive the operating fee differential for students participating in co-curricular activities related to performing arts or officially recognized team sports is also included in

this revision. Approval of the waiver would be linked to a student's registration for a required class as part of participating specific co-curricular activities. Other SBCTC institutions currently offer this type of a waiver, which puts Bellevue College at a competitive disadvantage in terms of out-of-state talent recruitment.

**Background/Supplemental Information**

This should be a list of any attachments, recommended websites or links.

**Recommendation/Outcomes**

That the Board of Trustees of Community College District VIII approve these revisions to Policy 2400.

Prepared by: Kristen Jones, Provost for Academic and Student Affairs  
kristen.jones@bellevuecollege.edu

## Policy 2400 Tuition and Fee Waivers

Original Date: 9/12/1995 \* Last Revision Effective: 1/6/2016

Policy Contact: Vice President, Student Affairs

### POLICY

In accordance with state law and regulations, Bellevue College offers tuition and fee waivers for specific categories of students. The State Board for Community and Technical Colleges (SBCTC) regulates the use of waivers, and determines which waivers colleges must offer to students, and which waivers are optional. The Bellevue College Board of Trustees approves the establishment of optional waivers, as well as the amount of the waiver and any adjustments deemed appropriate. Students may appeal a determination of tuition and fee waiver eligibility through a brief adjudicative process as described in 2400P Tuition and Fee Waivers (Procedures).

The board of trustees has approved the following list of optional SBCTC tuition and fee waivers and Bellevue College-specific fee waivers.

- **Eligible Veterans or National Guard Members.** Waives 25 percent of tuition.
- **Other Military or Naval Veterans.** Waives 25 percent of tuition for eligible veterans.
- **Building/S&A Fee Waiver for Department of Defense Tuition Assistance Program.** Waives building and services and activities fees not covered by the program.
  - **Higher Education Employees Waiver.** Waives nonresident differential.
- **International Student Exchange.** Waives nonresident differential for foreign students participating with Bellevue College in a student exchange program. Does not apply to contracted international students.
- **Refugee Waiver.** Waives the nonresident tuition differential for eligible refugees and their spouse and dependents.
  - **Nonresident—Operating Fees Only.** Waives the non-resident operating fee differential (excluding building fees) for the following categories of students:
    - Eligible students taking only online classes.
    - Students who have completed residency paperwork and are approved for residency status within three quarters.
    - Eligible students participating in co-curricular activities and registering for a related and required class for at least one quarter during the regular academic year (fall–spring).
- **Senior Citizens Waiver—Audit Only.** Waives tuition for eligible seniors taking classes with space available at the beginning of the quarter. The college charges a five (5) dollar per class fee and all other college and related classroom fees.
- **State and Educational Employees Waiver.** Waives tuition for eligible state employees taking classes with space available at the beginning of the quarter. Bellevue College employees receive registration priority over other state employees. The college charges a five (5) dollar per class fee and all other college and related classroom fees.
- **Athletic Waiver—Resident/Nonresident.** Waives 25 percent of tuition and fees for eligible students.
- **Financial Need Waiver.** Waives all or a portion of tuition based on student financial aid eligibility.
- **Ungraded Courses—Parent Education.** Waives 85 percent of tuition and all building and services and activities fees.
- **Adult Basic Education (ABE), English as a Second Language (ESL) and GED Preparation Courses.** Waives the \$25 charge for students who demonstrate financial need.
- **Student Transportation Fee.** Waives the college student transportation fee for students who demonstrate financial need and participate in Workforce Education, ABE/GED/ESL, Running Start, Career Education Options, and Multicultural Services.

## DEFINITIONS

- **Tuition** combines operating and building fees.
- **Services and activities (S & A) fees** are collected from students for the purpose of funding student activities and programs.
- **Nonresident differential** is the difference between resident tuition and nonresident tuition.
- **Co-curricular activities** link a required and related class to participation in the activity.

## RELEVANT LAWS AND OTHER RESOURCES

- [WAC 132H-160-052](#): Tuition and Fee Waivers
- RCW [28B:15](#): College and University Fees
- WAC [131-28-026\(4\)\(a\)](#): Tuition charges for certain ungraded courses
- [State Board for Community & Technical Colleges Tuition Waivers and Residency Classification](#)
- [RCW 28B.15.915](#): Waiver of Operating Fees
- Bellevue College Procedure [#2400P Tuition and Fee Waivers](#)

## REVISION HISTORY

Original 9/12/1995

Revisions 10/22/1997; 3/22/2005; 12/13/2005; 9/12/2007; 5/21/2009; 9/11/2012; 4/6/2015; 6/24/2015; 1/6/2016

## APPROVED BY

Board of Trustees  
President's Cabinet

## Policy 2400 Tuition and Fee Waivers

Original Date: 9/12/1995 \* Last Revision Effective: 1/6/2016

Policy Contact: Vice President, Student Affairs

### POLICY

In accordance with state law and regulations, Bellevue College offers ~~both mandatory and optional~~ tuition and fee waivers for specific categories of students. [The State Board for Community and Technical Colleges \(SBCTC\) regulates the use of waivers, and determines which waivers colleges must offer to students, and which waivers are optional.](#) The Bellevue College Board of Trustees approves the establishment of optional waivers, as well as the amount of the waiver and any adjustments deemed appropriate. [Students may appeal a determination of tuition and fee waiver eligibility through a brief adjudicative process as described in 2400P Tuition and Fee Waivers \(Procedures\).](#)

~~The college has developed procedures and detailed information advising students of the availability, the amount, and how to access all mandatory and optional tuition and fee waivers.~~

The board of trustees has approved the following [list of optional SBCTC](#) tuition and fee waivers: [and Bellevue College-specific fee waivers.](#)

- [Eligible Veterans or National Guard Members.](#) Waives 25 percent of tuition.
- [Other Military or Naval Veterans.](#) Waives 25 percent of tuition for eligible veterans.
- [Building/S&A Fee Waiver for Department of Defense Tuition Assistance Program.](#) Waives building and services and activities fees not covered by the program.
  - [Higher Education Employees Waiver.](#) Waives nonresident differential.
- [International Student Exchange.](#) Waives nonresident differential for foreign students participating with Bellevue College in a student exchange program. Does not apply to contracted international students.
- [Refugee Waiver.](#) Waives the nonresident tuition differential for eligible refugees and their spouse and dependents.
  - [Nonresident—Operating Fees Only.](#) Waives the non-resident operating fee differential (excluding building fees) for the following categories of students:
    - [Eligible students taking only online classes.](#)
    - [Students who have completed residency paperwork and are approved for residency status within three quarters.](#)
    - [Eligible students participating in co-curricular activities and registering for a related and required class for at least one quarter during the regular academic year \(fall–spring\).](#)
- [Senior Citizens Waiver—Audit Only.](#) Waives tuition for eligible seniors taking classes with space available at the beginning of the quarter. The college charges a five (5) dollar per class fee and all other college and related classroom fees.
- [State and Educational Employees Waiver.](#) Waives tuition for eligible state employees taking classes with space available at the beginning of the quarter. Bellevue College employees receive registration priority over other state employees. The college charges a five (5) dollar per class fee and all other college and related classroom fees.
- [Athletic Waiver—Resident/Nonresident.](#) Waives 25 percent of tuition and fees for eligible students.
- [Financial Need Waiver.](#) Waives all or a portion of tuition based on student financial aid eligibility.
- [Ungraded Courses—Parent Education.](#) Waives 85 percent of tuition and all building and services and activities fees.
- [Adult Basic Education \(ABE\), English as a Second Language \(ESL\) and GED Preparation Courses.](#) Waives the \$25 charge for students who demonstrate financial need.

- **Student Transportation Fee.** Waives the college student transportation fee for students who demonstrate financial need and participate in Workforce Education, ABE/GED/ESL, Running Start, Career Education Options, and Multicultural Services.
- ~~Financially needy students who are eligible to pay resident tuition: tuition waiver — state support classes only (eligibility determined by the financial aid office)~~
- ~~Eligible veterans or National Guard members: 25 percent waiver of tuition — state support classes only~~
- ~~Other eligible military or naval veterans: 25 percent waiver of tuition — state support classes only~~
- ~~Military service members eligible to participate in the Department of Defense Tuition Assistance Program: waives building fees, and services and activities fees~~
- ~~Athletic waiver — resident and nonresident: 25 percent waiver of tuition and fees for eligible students (up to 15 credits per quarter)~~
- ~~Ungraded courses: parent education — waives 85 percent of tuition and all building and S & A fees~~
- ~~Nonresident — waives operating fee differential for specific student groups
 
  - ~~Students taking only online classes~~
  - ~~Eligible students who have completed the residency paperwork and been approved for a future quarter — limited to 40 percent waiver~~~~
- ~~Nonresident higher education employees: waives nonresident tuition differential~~
- ~~International student exchange: waives nonresident tuition differential
 
  - ~~Limited to 100 foreign exchange students per year, with an equal number of Bellevue College domestic students placed in exchange country~~~~
- ~~Refugees: waives nonresident tuition differential~~
- ~~Senior citizens (audit only): five (5) dollar fee charged — state support classes only (enrollment on space available basis and limited to two course per quarter)~~
- ~~State employees with enrollment preference given to Bellevue College employees: five (5) dollar fee plus all classroom related fees charged — state support classes only (enrollment on a space available basis; and limited to 12 credit per quarter)~~
- ~~Waiver of 25 dollar fee for ABE, ESL, GED preparation classes for financially needy students (eligibility determined by appropriate department)~~
- ~~Transportation fees for Workforce Education, ABE/GED/ESL, Running Start, Career Education Options, and Multicultural Services financially needy students (eligibility determined by appropriate departments)~~

## **RESPONSIBILITIES**

Student Central: Enrollment Services has responsibility for implementation of this policy

## **DEFINITIONS**

- Tuition combines operating and building fees.
- Services and activities (S & A) fees are collected from students for the purpose of funding student activities and programs.
- Nonresident differential is the difference between resident tuition and nonresident tuition.
- Co-curricular activities link a required and related class to participation in the activity.

## **RELEVANT LAWS AND OTHER RESOURCES**

- WAC 132H-160-052: Tuition and Fee Waivers
- RCW 28B:15: College and University Fees
- WAC 131-28-026(4)(a): Tuition charges for certain ungraded courses
- State Board for Community & Technical Colleges Tuition Waivers and Residency Classification
- RCW 28B.15.915: Waiver of Operating Fees
- Bellevue College Procedure #2400P Tuition and Fee Waivers

**REVISION HISTORY**

Original 9/12/1995

Revisions 10/22/1997; 3/22/2005; 12/13/2005; 9/12/2007; 5/21/2009; 9/11/2012; 4/6/2015; 6/24/2015;  
1/6/2016

**APPROVED BY**

Board of Trustees  
President's Cabinet

## POLICY 3000, GRADING

INFORMATION

FIRST READ

ACTION

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### Description

Policy 3000, Grading, has been revised to reflect the adoption of the Satisfactory/Unsatisfactory (S/U) option. In coordination with the development of the S/U option, the Pass/Fail (P/F) option has been removed for both faculty and students. The Hardship Withdrawal (HW) option has also been removed. To ensure a clearer and more robust transfer process for students and transfer institutions, a decimal range for each letter grade has been established. Grade dispute and course repeat processes were removed from this policy and are being addressed in separate policies and procedures.

Overall, this policy's format has been simplified to better convey grading information.

### Key Questions

- \* What is the impact on students and faculty of these changes?
- \* What is the impact on transfer-in and transfer-out?
- \* What is the administrative burden of these changes?

### Analysis

The new policy assigns a range of decimal values to convert transfer-in grades, where applicable, into Bellevue College letter grades. This helps students understand that rationale for assigning a specific letter grade.

The S/U option replaces the P/F option, which created several problems. The previous "pass" grade could range from a "D" to an "A" (1.0 – 4.0). Since transfer institution would only see the "P," they might only accept it as a "D." Some institutions don't accept a "D" grade to transfer-in in any case. Some students also encountered problems because BC's financial aid office treats "P" grades as a 1.0 for eligibility and quarterly GPA calculations, which is below the 2.0 eligibility requirement.

The HW option has been eliminated because it may create problems for students transferring because some institutions may transfer it as a "0.0." Financial aid also treats the HW as a "0.0," which may cause some students to lose their eligibility. Students who have missed the deadline for an official withdrawal



may petition for an exception. In this way, they will not be penalized because of the elimination of this grade designation. In the past, the HW option has been utilized inconsistently by faculty. The title implies a hardship withdrawal, but it has been awarded for different reasons. Students may also not realize that the HW option does not provide a pathway to a medical refund.

Changes to the grading policy were intended to remove these problems.

**Background/Supplemental Information**

This should be a list of any attachments, recommended websites or links.

**Recommendation/Outcomes**

That the Board of Trustees of Community College District VIII approves the revision of Policy 3000, Grading.

Prepared by: Kristen Jones, Provost for Academic and Student Affairs  
kristen.jones@bellevuecollege.edu

## 3000 Grading

Original Date: 6/2/1989 \* Last Revision Effective: 1/10/2018  
Policy Contact: Provost for Academic and Student Affairs

### POLICY

Bellevue College uses a letter grading system to reflect student achievement. Letter grades factor into a student's Bellevue College grade point average (GPA), as indicated below. Generally, all courses are graded A-F unless an alternative grade is indicated in the course catalog.

### Grading Criteria

BC Letter Grades A-F with assigned decimal values and decimal equivalents for transfer-in calculations. The college rounds transfer-in decimal grades to the nearest tenth.

#### A grades indicate outstanding achievement

- A = 4.0 points per credit hour  
Decimal equivalent for transfer-in calculations = 4.0
- A- = 3.7 points per credit hour  
Transfer-in grades of 3.7-3.9 are calculated as an A-

#### B grades indicate high achievement

- B+ = 3.3 points per credit hour  
Transfer-in grades of 3.3-3.6 are calculated as a B+
- B = 3.0 points per credit hour  
Transfer-in grades of 3.0-3.2 are calculated as a B
- B- = 2.7 points per credit hour  
Transfer-in grades of 2.7-2.9 are calculated as a B-

#### C grades indicate adequate achievement

- C+ = 2.3 points per credit hour  
Transfer-in grades of 2.3-2.6 are calculated as a C+
- C = 2.0 points per credit hour  
Transfer-in grades of 2.0-2.2 are calculated as a C
- C- = 1.7 points per credit hour  
Transfer-in grades of 1.7-1.9 are calculated as a C-

#### D grades indicate poor achievement

- D+ = 1.3 points per credit hour  
Transfer-in grades of 1.3-1.6 are calculated as a D+
- D = 1.0 points per credit hour  
Transfer-in grades of 1.0-1.2 are calculated as a D

#### F grades indicate inadequate achievement

- F = 0.0  
The college does not transfer-in grades below a D

### Other Grades

#### Satisfactory

- S = 2.0 points per credit hour or higher
- Indicates a grade of C or higher
  - Students earn credit
  - No points calculated into the Bellevue College GPA

- Use is determined by the college

### **Unsatisfactory**

U = less than 2.0 points per credit hour

- Indicates a grade of less than a C
- Students earn no credit
- No points calculated into the Bellevue College GPA; treated as an F grade for financial aid purposes
- Use is determined by the college

### **Credit**

CR = no decimal value

- Students earn credit
- No points calculated into the Bellevue College GPA
- Use is determined by the college

### **No Credit**

NC = no decimal value

- Students earn no credit
- No points calculated into the Bellevue College GPA; treated as an F grade for financial aid purposes
- Use is determined by the college

## **Other Designations**

### **Official Withdrawal**

W = no decimal value

- Students initiate an official withdrawal during the established deadlines as listed on the academic calendar
- Does not calculate into the Bellevue College GPA
- See Policy 2450, Official Withdrawal from a Course, for details

### **Audit**

N = no decimal value

- Students receive instruction, but do not earn grades or points.
- Available option for all students.
- Does not calculate into the Bellevue College GPA

### **Incomplete**

I = no decimal value

- Students did not fulfill the requirements needed to complete the class.
- Issued at instructor's discretion.
- Students must have completed 85 percent of the required work and have a grade of C or better at the time the incomplete is issued.
- Does not calculate into the Bellevue College GPA

### **Academic Renewal**

X = no decimal value

- Issued retrospectively to students approved for academic renewal
- Does not calculate into the Bellevue College GPA
- See Policy 3210, Academic Renewal, for details

## **REVISION HISTORY**

Original 6/2/1989

Revisions 12/31/1999; 3/22/2005; 5/21/2009; 9/11/2012; 2/5/2014; 1/10/2018

Board of Trustees

**APPROVED BY**

# 3000 Grading

Original Date: 6/2/1989 \* Last Revision Effective: 1/10/2018  
Policy Contact: Vice President, Instruction

## 3000 Grading

Original Date: 6/2/1989 \* Last Revision Effective: 1/10/2018  
Policy Contact: Provost for Academic and Student Affairs

### Policy

~~Bellevue College utilizes a consistent, published letter grading system to reflect a student's achievement. For students who do not wish to take a course for a letter grade, an optional pass/fail grading system is available, as is the option to audit a course. The student is responsible for initiating the removal of an incomplete grade or for correcting a grade he or she believes to be incorrect. Students have the right to repeat a course as described in this policy.~~

### POLICY

Bellevue College uses a letter grading system to reflect student achievement. Letter grades factor into a student's Bellevue College grade point average (GPA), as indicated below. Generally, all courses are graded A-F unless an alternative grade is indicated in the course catalog.

### Grading Criteria

#### Letter A-F Grades

"A" grades indicate "outstanding" achievement

A = 4.0 points per credit hour

A- = 3.7 points per credit hour

The "A" student:

demonstrates consistent mastery of learning outcomes for the course;

demonstrates ability to interpret, integrate, and apply learning outcomes beyond the context of the course

through application of critical and creative thinking skills;

completes work assignments that consistently exceed requirements and that interpret and apply objectives in

new, unique, or creative ways;

demonstrates consistent leadership in class participation activities.

### Grading Criteria

BC Letter Grades A-F with assigned decimal values and decimal equivalents for transfer-in calculations. The college rounds transfer-in decimal grades to the nearest tenth.

### A grades indicate outstanding achievement.

- A = 4.0 points per credit hour  
Decimal equivalent for transfer-in calculations = 4.0
- A- = 3.7 points per credit hour  
Transfer-in grades of 3.7-3.9 are calculated as an A-

"B" grades indicate "high" achievement

B+ = 3.3 points per credit hour

B = 3.0 points per credit hour

B- = 2.7 points per credit hour

The "B" student:

- demonstrates a high level of competence in learning outcomes for the course;
- demonstrates ability to interpret, integrate, and apply learning outcomes within the context of the course through application of critical and creative thinking skills;

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- completes work assignments that consistently meet most requirements;
- contributes regularly to class participation activities.

**B grades indicate high achievement**

- B+ = 3.3 points per credit hour  
Transfer-in grades of 3.3-3.6 are calculated as a B+
- B = 3.0 points per credit hour  
Transfer-in grades of 3.0-3.2 are calculated as a B
- B- = 2.7 points per credit hour  
Transfer-in grades of 2.7-2.9 are calculated as a B-

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"C" grades indicate "adequate" achievement

- C+ = 2.3 points per credit hour
- C = 2.0 points per credit hour
- C- = 1.7 points per credit hour

The "C" student:

- demonstrates an adequate level of competence in learning outcomes for the course;
- demonstrates competent ability to interpret, integrate, and apply learning outcomes within the context of the course;
- completes work assignments that satisfy minimum requirements for the course;
- satisfies minimum requirements for class participation activities.

**C grades indicate adequate achievement**

- C+ = 2.3 points per credit hour  
Transfer-in grades of 2.3-2.6 are calculated as a C+
- C = 2.0 points per credit hour  
Transfer-in grades of 2.0-2.2 are calculated as a C
- C- = 1.7 points per credit hour  
Transfer-in grades of 1.7-1.9 are calculated as a C-

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"D" grades indicate "poor" achievement

- D+ = 1.3 points per credit hour
- D = 1.0 point per credit hour

The "D" student:

- demonstrates minimum competence in some learning outcomes for the course;
- completes work assignments that usually meet minimum requirements;
- contributes inconsistently or infrequently to class participation activities.

"F" grades indicate "inadequate" achievement

- F = 0 points per credit hour

The "F" student:

- cannot demonstrate competence in many or fundamental outcomes for the course;
- submits work assignments that frequently do not meet minimum requirements, or does not complete the assigned work;
- does not satisfy minimum requirements for attendance or contribution to class activities.

Students should be aware that the instructor determines whether the class will be evaluated using the "F" grade.

**D grades indicate poor achievement**

- D+ = 1.3 points per credit hour  
Transfer-in grades of 1.3-1.6 are calculated as a D+
- D = 1.0 points per credit hour  
Transfer-in grades of 1.0-1.2 are calculated as a D

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**F grades indicate inadequate achievement**

- F = 0.0  
The college does not transfer-in grades below a D

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Other Grades

### Satisfactory/Unsatisfactory ("S/U") Grades

Satisfactory/Unsatisfactory ("S/U") is a grade granted for specific courses as determined by the college. Students may not choose this grading option. An "S" grade indicates a letter grade of at least a "C." A grade of "U" indicates a letter grade of less than a "C." No points are calculated into the GPA for either grade.

*"S" grades indicate "satisfactory" achievement*

- an "S" grade indicates a letter grade of "C" or better;
- students earn credit, but no points are calculated into the GPA;
- the use of the "S" grade is determined by the college;
- students may not choose the "S" grade as an option.

*"U" grades indicate "unsatisfactory" achievement*

- a "U" grade indicates a letter grade lower than a "C";
- no points are calculated into the GPA;
- the use of the "U" grade is determined by the college.

#### Satisfactory

S = 2.0 points per credit hour or higher

- Indicates a grade of C or higher
- Students earn credit
- No points calculated into the Bellevue College GPA
- Use is determined by the college

#### Unsatisfactory

U = less than 2.0 points per credit hour

- Indicates a grade of less than a C
- Students earn no credit
- No points calculated into the Bellevue College GPA; treated as an F grade for financial aid purposes

Use is determined by the college

- 

### Credit/Non-credit = CR/NC

Credit/non-credit ("CR/NC") grades are granted for specific courses as determined by the college. Students may not choose this grading option. No points are calculated into the grade-point average.

#### Credit

CR = no decimal value

- Students earn credit
- No points calculated into the Bellevue College GPA
- Use is determined by the college

#### No Credit

NC = no decimal value

- Students earn no credit
- No points calculated into the Bellevue College GPA; treated as an F grade for financial aid purposes
- Use is determined by the college

### Pass/Fail = P/F

No points are calculated for a "P" grade, which is issued in two separate instances: for those courses institutionally recognized as using the "P" grade and for courses graded using "A" through "F" in which a student elects to be evaluated "pass/fail." In the latter instance, all "P" grades must be supported with traditional letter grades, and when the student fails to receive a grade of "A" through "D," a grade of "F" will be assigned and calculated in the grade-point average.

Courses which a student elects to take "pass/fail" may not be used to satisfy distribution requirements in the arts and sciences or science degrees. A student must declare intention for a "P/F" grade within the first ten (10) days of the quarter by filling the request in the student service center.

*Pass/Fail Grading System*

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Students may ask to be graded on a "pass/fail" basis in a course by filing a request form at the registration office by the tenth instructional day of the quarter (for fall, winter, and spring; summer quarter has an alternate schedule). "Pass/fail" may also be determined at the time the student enrolls for the course.

- A "pass/fail" option cannot be used for a course for which a student has already received a letter grade.
- Instructors are required to transmit a traditional letter grade for transcript support for each student who elects the "pass/fail" option, except in those courses which have been approved by the institution for "pass/fail" grading; e.g., physical education activity, clinical nursing courses, etc. The records office will retain the letter grade for later release to authorized agencies who may request it, but will print "pass" or "fail" on the student grade report and permanent record.
- No more than fifteen (15) credits may be taken "pass/fail" in satisfying requirements for an Associate Degree. Courses requiring a "P" grade are not included in the fifteen (15) credits.
- A grade of "P" earned in a course taken "pass/fail" will not be factored into the student's grade point average, but a grade of "F" will be calculated as "0" points for GPA purposes.

#### Other Designations

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#### **Official Withdrawal = W**

Official withdrawals are accepted and recorded on one schedule for fall, winter, and spring quarters, and on a different schedule for summer quarter.

During fall, winter, and spring quarters withdrawals are recorded as follows:

- Through the tenth day of the quarter, the dropped course does not become part of the transcript.
- After the tenth school day and through the end of the seventh week of the quarter, the "W" grade will become part of the student's transcript record, regardless of grade status at the time.
- No official withdrawal will be permitted after the start of the eighth week of the quarter.

During summer quarter withdrawals are recorded as follows:

- Through the sixth day of the quarter, the dropped course does not become a part of the transcript record.
- After the sixth day and through the end of the fifth week of the quarter, the "W" grade will become part of the student's transcript record, regardless of grade status at this time.
- No official withdrawal will be permitted after the start of the sixth week of a summer quarter.

#### **Official Withdrawal**

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#### W = no decimal value

- Students initiate an official withdrawal during the established deadlines as listed on the academic calendar
- Does not calculate into the Bellevue College GPA
- See Policy 2450, Official Withdrawal from a Course, for details

#### **Hardship Withdrawal = HW**

"HW" indicates a withdrawal request made because of extenuating circumstances after the official withdrawal period is over. The student must contact the instructor to request this withdrawal option, or the faculty member may initiate the contact. No points are calculated into the grade point average.

#### **Course in Progress = Y**

This symbol indicates a course which, by authorization of the vice president of instruction, officially continues beyond the terminal date of the present quarter. Normally, the course is completed and graded on or before the termination of the subsequent quarter.

#### **Incomplete = I**

No points are calculated for this grade. An "I" grade indicates that the student has not completed specific prescribed requirements for a course, usually for unforeseen reasons beyond the student's control. The student is responsible for requesting the assignment of an "I" grade and for demonstrating why the "I" is appropriate. Granting the request and assigning the "I" grade is the prerogative of the instructor. If a student has performed at a passing level during the quarter but for some reason is unable to complete the course requirements, he/she may be assigned an "I" grade at the course instructor's discretion. The nature of the deficiency must be such that removal of an "I" grade is not contingent on subsequent enrollment in the same course by the student.

An "I" will be posted to the transcript when submitted by the instructor with a contractual form which specifically indicates the work the student must complete to make up the deficiency and the date by which



the deficiency must be resolved. Both the instructor and the student must sign the contract. The work for the course must be completed before the end of the next quarter (by the end of the following fall term if the "I" is given in the spring term), and an extension can be granted only with the instructor's approval. If the student fails to complete the designated assignment(s), an "F" grade will be posted.

*Removal of an incomplete grade*

After the student completes the course requirements, resolving the deficiencies outlined on the contractual form within the negotiated time limit, the instructor is then responsible for returning the change of grade form to the records office for processing.

**Audit – "N"**

Not counted for credit or grade point average. A student must declare an intention to audit a course within the first ten (10) days of a quarter by filing the request in the registration office.

*Auditing a course*

An optional audit grade is available to all students and is governed by the following provisions and stipulations:

- Students may ask to audit a course by filing a request form at the registration office by the tenth instructional day of the quarter (for Fall, Winter, and Spring; Summer Quarter has an alternate schedule). The intent to audit may also be determined at the time the student enrolls for the course.
- Any person may enroll in a credit course as an auditor upon payment of the required enrollment fees.
- Auditors in a course are required to participate in all activities and meet all minimum standards expected of other students in the course, except that they will be excused from the final examination. Instructors are not required to transmit a traditional letter grade for an auditor.
- Audited courses do not satisfy the requirements for an Associate of Arts degree or a certificate.
- A grade of "N" earned in an audited course will not be factored into the student's grade point average.

**Audit**

N = no decimal value

- Students receive instruction, but do not earn grades or points.
- Available option for all students.
- Does not calculate into the Bellevue College GPA

**Incomplete**

I = no decimal value

- Students did not fulfill the requirements needed to complete the class.
- Issued at instructor's discretion.
- Students must have completed 85 percent of the required work and have a grade of C or better at the time the incomplete is issued.
- Does not calculate into the Bellevue College GPA

**Academic Renewal**

X = no decimal value

- Issued retrospectively to students approved for academic renewal
- Does not calculate into the Bellevue College GPA
- See Policy 3210, Academic Renewal, for details

## Correcting a Grade

If a student wishes to contest the accuracy of a grade, it is important to consult with the instructor involved immediately.

Instructors receive audit sheets of all grades they have in all classes during the first ten (10) days of the next regular quarter. Errors may be noted on this audit sheet, and corrected, with minimal problem to the student. After the tenth day of the following quarter, the student has one (1) year in which to correct a grading error. If the instructor is no longer employed at this college, or is away from the campus for an extended time,

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students wishing to correct a grading error should talk with the division dean of that faculty member. After one year, grades are not changed except for extraordinary reasons.

## Repeating a Course

Students may repeat a course taken at Bellevue College in order to improve their skills or the course grade. All course repeats must comply with the Procedures for Repeating a Course.

- The course repeat policy only applies to courses that are taken at Bellevue College.
- A course may be repeated only twice (that is, taken a total of three times) unless otherwise specified in the college catalog.
- Credit for any course is earned only once (except courses designed to be taken multiple times, as noted in the Bellevue College Catalog).
- Only the highest grade awarded will be used in computing the Bellevue College GPA.
- Each grade received will remain on the student's transcript; the Registrar will place an "R" next to other grade(s) received for that course.
- Courses must be repeated for a letter grade unless the course is only offered only as "satisfactory/unsatisfactory," "credit/non-credit," or "pass/fail."
- The course repeat process DOES NOT apply to grade symbols: I, NC, W, HW, Y or Z.
- The Bellevue College repeat policy may or may not be recognized by other institutions, at their sole discretion.
- To repeat a course, students must re-register and pay all necessary tuition and fees.

## Revision History

### REVISION HISTORY

Original 6/2/1989

Revisions 12/31/1999; 3/22/2005; 5/21/2009; 9/11/2012; 2/5/2014; 1/10/2018

## Approved By

Board of Trustees

### APPROVED BY

Board of Trustees

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## Policy 3210, ACADEMIC RENEWAL

INFORMATION

FIRST READ

ACTION

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### Description

Policy 3210, Academic Renewal (previously called “Academic Forgiveness”) has been revised to remove systemic barriers, which created inequities for students who need access to financial aid. An example of a barrier is that the current policy requires students to wait until they are ready to submit a graduation application before they can access this option. Without access to financial aid, for students below a 2.0, they won’t get to that point. Students who wish to access a selective admission program have a similar barrier if their GPA is too low.

An additional barrier is related to the requirement that students must pick a quarter in which they seek academic forgiveness, and all preceding quarters are included in the removal of the grades. Many students do well for a quarter or two, and then experience a difficulty or an extenuating circumstance. These students do not need to erase prior quarters in which they did well. The name has been changed to reflect a more positive and less punitive attitude.

### Key Questions

- \* Why is it important to revise this policy at this time?
- \* Does this revision have any financial impact?
- \* How are students helped with this revision?

### Analysis

Not being able to overcome a low GPA creates problems for students that could prevent them from achieving their educational goals. As the college moves towards a proactive approach to supporting students and their success, academic renewal provides an important element and conveys the message that the college cares about each individual student’s success.

### Background/Supplemental Information

This should be a list of any attachments, recommended websites or links.

### Recommendation/Outcomes

That the Board of Trustees of Community College District VIII approves revisions to Policy 3210.

Prepared by: Kristen Jones, Provost for Academic and Student Affairs  
kristen.jones@bellevuecollege.edu

## **3210 ACADEMIC RENEWAL**

Original Date: 2/28/2006 \* Last Revision Effective: 4/7/2015  
Policy Contact: Provost for Academic and Student Affairs

### **POLICY**

Students returning to Bellevue College after a break in taking credit classes or those who have completed all of the coursework and requirements for a degree or certificate may petition for academic renewal. Academic renewal replaces all original grades students earned in select quarters with a grade of "X," which is not included in the calculation of their Bellevue College grade point average (GPA). By enabling returning students to improve their GPA, academic renewal supports student success and completion of students' academic goals. The college allows this as a one-time irreversible option for students who meet the following criteria:

- The student took a minimum one-year (four consecutive quarters) break in taking classes and earns at least a "B-" quarterly and cumulative GPA in three (3) consecutive quarters starting immediately upon the student's return to the college; or
- The student has completed all coursework and requirements necessary for degree or certificate completions, and has applied for graduation.

Students may designate any quarter or quarters for academic renewal under the following conditions:

- In the case of students returning after a minimum one-year break, the quarter or quarters selected must predate their return to the college.
- If multiple quarters are selected, they must be consecutive.
- The quarter or quarters selected may not include classes previously used to meet the requirements of an awarded degree or certificate.

Academic renewal permanently removes the original grades from a student's transcript; the college does not keep a record of those original grades. Students cannot choose individual class grades for academic renewal as it is implemented on a quarter basis only. Students planning to transfer to other institutions should note that the original class names and associated credits remain on the transcript after academic renewal and may be considered as attempted credits or they may be assigned a default grade by the receiving institution.

### **REVISION HISTORY**

Original 02/28/2006  
Revision 5/21/2009; 4/7/2015

### **APPROVED BY**

President's Cabinet  
Board of Trustees

## 3210 ACADEMIC ~~FORGIVENESS~~ RENEWAL

Original Date: 2/28/2006 \* Last Revision Effective: 4/7/2015

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

### POLICY

~~Students returning to Bellevue College after a break in taking credit classes or those who have completed all of the coursework and requirements for a degree or certificate may petition for academic renewal. Academic renewal replaces all original grades students earned in select quarters with a grade of "X," which is not included in the calculation of their Bellevue College grade point average (GPA). By enabling returning students to improve their GPA, academic renewal supports student success and completion of students' academic goals. The college allows this as a one-time irreversible option for students who meet the following criteria:~~

~~Bellevue College allows enrolled students pursuing a degree or certificate to petition for academic forgiveness as a one-time irreversible option for which students petition at the time of graduation. Students select a quarter on their transcript at which point any quarter(s) preceding the selected quarter, course grades will be forgiven and excluded from their BC transcript cumulative GPA.~~

- ~~— The student took a minimum one-year (four consecutive quarters) break in taking classes and ~~t~~.~~
- ~~• The student earns at least a "B-" quarterly and cumulative GPA in three (3) consecutive quarters starting immediately upon the student's return to the college; or~~
- ~~• The student has completed all coursework and requirements necessary for degree or certificate completions, and has applied for graduation.~~

~~Students may designate any quarter or quarters for academic renewal under the following conditions:~~

- ~~• In the case of students returning after a minimum one-year break, ~~t~~ the quarter or quarters selected must predate their return to the college. ~~after the minimum one-year break in taking classes.~~~~
- ~~• If multiple quarters are selected, they must be consecutive.~~
- ~~• The quarter or quarters selected may not include classes previously used to meet the requirements of an awarded degree or certificate.~~

~~Course(s) which are forgiven cannot be used to meet pre-requisites, degree or certificate requirements. Students should be aware that other colleges and universities may include forgiven course(s) and/or grades in their eligibility for admission or graduation.~~

~~Academic renewal permanently removes the original grades from a student's transcript; the college does not keep a record of those original grades. Students cannot choose individual class grades for academic renewal as it is implemented on a quarter basis only. Students planning to transfer to other institutions should note that the original class names and associated credits remain on the transcript after academic renewal and may be considered as attempted credits or they may be assigned a default grade by the receiving institution.~~

### DEFINITIONS

~~Academic forgiveness~~

~~Designated courses will not count in the calculation of the student's Bellevue College cumulative grade point average for the purposes of graduation; however, other colleges and universities may include forgiven course(s) and/or grades in their eligibility for admission or graduation.~~

### RELEVANT LAWS AND OTHER RESOURCES

~~Bellevue College Procedure #3210P Academic Forgiveness~~

### REVISION HISTORY

Original 02/28/2006

Revision 5/21/2009; 4/7/2015

### APPROVED BY

President's Cabinet  
Board of Trustees



## SABBATICAL LEAVE AUTHORIZATION FOR THE 2019–20 ACADEMIC YEAR

INFORMATION

FIRST READ

ACTION

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### Description

The purpose of a Sabbatical Leave shall be to improve the professional skills of the faculty member through study, research, and creative work. The College will receive direct benefit of such an experience through the increasing effectiveness of those persons participating in a professional leave program.

### Key Questions

- \* What is the final recommendation of the Sabbatical Leave Committee regarding sabbatical leave requests for the 2019–20 academic year?
- \* What is the President’s recommendation regarding the granting of sabbatical leaves for the 2019–20 academic year?
- \* What is the replacement cost for this recommendation?
- \* What is the Board of Trustees’ role in the sabbatical leave process?

### Analysis

At the March 13, 2019 Board meeting, Board members were informed that the Sabbatical Leave Committee has received requests from eight (8) faculty members for sabbatical leaves during the 2019–20 academic year. The total number of quarters requested was equivalent to 6.00 FTEF.

The Board of Trustees has committed, through the Negotiated Agreement, to make “every reasonable effort to grant at least five (5) FTE Sabbatical Leaves annually; provided that at least that number of applicants have applied and are ranked by the Sabbatical Leave Committee...” (Article 22, Section 3.6). The number of leaves granted is subject to fiscal and budget constraints and also the calculation of potential cost of replacement.

The Sabbatical Leave Committee has ranked the eight (8) requests and submitted its recommendation to the President. The President recommends that the Board of Trustees grant eight (8) sabbatical leave requests equivalent to 6.00 FTEF, at the cost of \$224,198 for the 2019–20 academic year.

### Background/Supplemental Information

Summary of Sabbatical Leave Requests for 2019–20.



**Recommendation/Outcomes**

That the Board of Trustees of Community College District VIII concurs with the recommendation of the President and authorizes sabbatical leaves equivalent to 6.00 FTEF, at the cost of \$224,198 for the 2019–20 academic year.

Prepared by: Dr. Kristen Jones, Provost for Academic & Student Affairs  
[kristen.jones@bellevuecollege.edu](mailto:kristen.jones@bellevuecollege.edu)



**BELLEVUE  
COLLEGE**

## REGULAR MEETING AGENDA ITEM

### CITY OF BELLEVUE AQUATIC CENTER FEASIBILITY STUDY

INFORMATION

FIRST READ

ACTION

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#### Description

Built in 1970, the existing Bellevue Aquatic Center (143<sup>rd</sup> Ave and NE 8<sup>th</sup>) has served Bellevue's 140,000 residents for nearly 50 years, but its age and capacity are inadequate to meet current and future demand for aquatic programming. The City of Bellevue is evaluating a contemporary, state-of-the-art health and wellness facility that meets the aquatics needs of the community and potential partner groups. This facility will not only meet core aquatics needs, but will be a place that promotes community health and wellness through medically integrated fitness. The facility will be culturally inclusive, operationally sustainable, and a vibrant hub for the entire community. The facility will serve the full range of fitness, recreation, health, wellness, and competitive programs for all ages, abilities, and backgrounds. This includes a 50-meter pool with movable bulkheads, deep water, therapy/wellness, lesson program pool, and leisure pool. In addition, the facility will include dry-side amenities including classrooms, therapy spaces, event facilities, and fitness rooms.

The scale of the facility and the broad spectrum of activities and demographics to be served has prompted the exploration of potential partnership opportunities. The City of Bellevue is very interested in exploring partnership interests with Bellevue College. The Bellevue School District has confirmed their interest. We will also seek partnership opportunities with health care providers because of the therapeutic and fitness aspects of the facility and corporate sponsorship will also be explored. The City is currently working with ARC Architects to evaluate alternatives and partnership opportunities for this project. ARC has assembled a team of consultants that have expertise in integrating and developing sustainable aquatics facilities within college campuses, including student activity centers. It is expected that the feasibility study will be completed this year.

#### Key Questions

- \* Should Bellevue College participate in the Bellevue Aquatic Center Feasibility Study, including exploring a range of options that would incorporate Bellevue College interests such as the development of a Bellevue College student activity center?
- \* Would the Bellevue College campus be an appropriate location for a community Aquatic and Wellness Facility, requiring approximately 4-7 acres?

## REGULAR MEETING AGENDA ITEM

*continued*

### Analysis

The analysis would examine whether the specific interests of Bellevue College would align with those of the City and the Bellevue School District resulting in better facility and program outcomes for the entire community. Initial brainstorming of potential alignment produced the following thoughts.

- Bellevue needs to replace its small, nearly 50-year-old swimming pool and warm water therapy pool to meet the contemporary and future aquatic and therapy needs of a population of over 140,000 residents. Although other sites are being considered, Bellevue College campus and the potential partnership that represents stands out at delivering multiple community and institutional benefits.
- To further Bellevue College's path as a four-year institution and to complement the new student housing on campus, an aquatic center could be the core of a new student activity center that could significantly enhance student and faculty quality of life. The facility would also generate student employment and internship opportunities.
- The warm water therapy pool and certain dry side elements could support curriculum development and community education programs in the College's Health and Physical Education studies; wellness, rehabilitation, medically integrated fitness, physical training, business/sports marketing and adult education focused on prevention and treatment of chronic illnesses such as Type II Diabetes. Partnerships with regional healthcare providers could also support enhancing curriculum in these areas.
- The College expressed an interest in developing a community partnership on campus to give the College a more outward facing identity throughout the region. The Aquatic Center as described will be of statewide significance, drawing heavily from the region serving all ages and abilities with a broad spectrum of programs, activities and events (recreational, athletic, health and wellness, medical rehabilitation and education). The volume, variety of activities, and regional impact will serve to showcase Bellevue College statewide.
- The Bellevue School District has no aquatic facility to serve four high schools, each with swim and dive programs. The School District and the City also wish to significantly expand our current therapeutic recreation programs that serve the District's Special Education populations. Bellevue College student populations with disabilities would also benefit.
- Partnerships can reduce the overall community costs as well as individual agency costs. Partnerships broaden the menu of financing alternatives and generally improve the competitiveness of grant proposals.
- The analysis will also include preliminary campus site planning, cost sharing amounts, financing alternatives, governance and operating models. Aquatic Center consultants working on this project have extensive experience in developing sustainable facilities, including student activity centers on college campuses throughout the country.

## **REGULAR MEETING AGENDA ITEM**

*continued*

### **Background/Supplemental Information**

Attachment: Bellevue Aquatic Center Concepts

### **Recommendation/Outcomes**

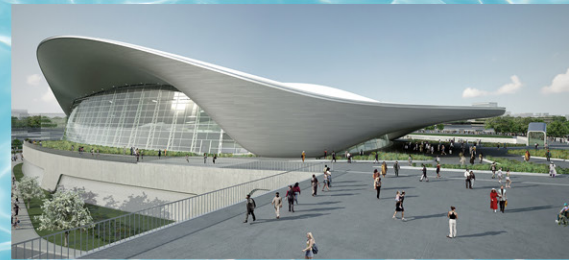
That the Board of Trustees of Community College District VIII directs staff to participate in the Bellevue Aquatic Center Feasibility Study. No firm commitment is required at this time beyond a willingness to explore whether this facility is consistent with the long-term goals and campus plans of Bellevue College.

Prepared by: Patrick Foran, Director, Bellevue Parks & Community Services  
Pforan@bellevuewa.gov



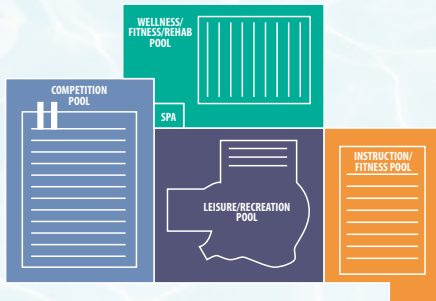
# Bellevue Aquatic Center Concepts

Built in 1970, the existing Bellevue Aquatic Center has served Bellevue's 140,000 residents for nearly 50 years, but its age and capacity is inadequate to meet the current and future demand for aquatic programming in Bellevue. The city is in an exploratory phase to evaluate alternatives and partnerships to develop a new, year-round aquatic facility that considers the full range of activity and demographic market segments associated with contemporary, state of the art aquatic facilities.





# Conceptual Facility Layout and Amenities



- 6,000 SF leisure/recreation pool with zero depth entry, interactive play features, water walk, lazy river, and slides
- 8 lane by 25 yard instruction/fitness pool
- 10-lane, 50 meter by 25 yd competitive pool with 1 and 3 meter diving boards and seating for 1,200
- Wellness/Fitness/Rehab warm water therapy pool
- Indoor support spaces and dry land amenities
- Annual Estimated Visits: 500,000+



## Market Segments

### Leisure/ Recreation

Designed to be a flexible size and shape this pool will feature interactive play and a variety of features to entertain participants of all ages; generally shallow warmer water with a zero entry, water walk, lazy river, and slides.

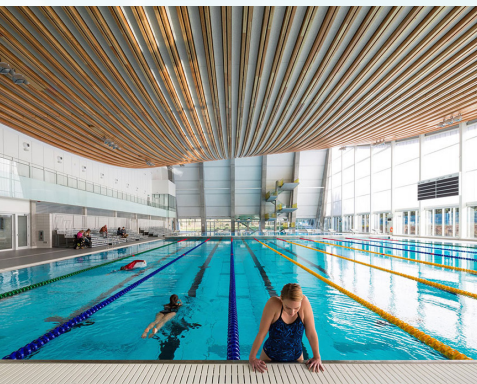


### Instruction/Fitness

This pool will feature deeper water (4'-5') and generous deck space for programs such as learn-to-swim, lifesaving certification, fitness classes, and lap swimming to name a few.

### Competitive Programs

This pool will feature a 10 lane, 50 meter by 25 yard pool with 1 and 3 meter diving boards for all ages of youth and adult swimming competitions, diving, water polo, etc. Spectator seating and associated amenities will be included.







## Wellness/Fitness/Rehab

This pool will be designed to be a state of the art, medically integrated health and fitness facility, (including dry land amenities) featuring professionally administered programs and services to clients/patients providing a continuum of care for a variety of chronic or temporary health conditions. Programs and service that also focus on prevention will be key to a healthy community in the future. Requires 90-92 degree water, shallow water, gradual entry and dry land amenities.



## User Demographics

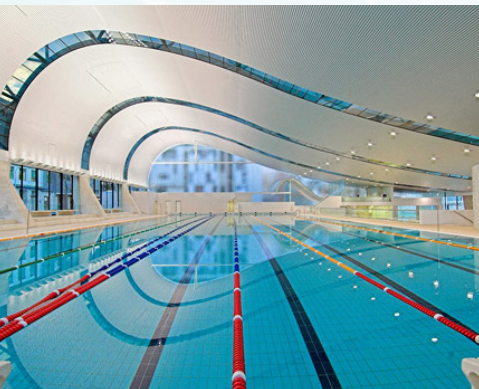
- **Pre-school children** — generally needs zero-depth, warm water designed for interactive play with parents
- **School-aged children** — a wide range of needs from recreational swimming to competition and learn-to-swim programs
- **Teens** — similar to school-aged requirements, with greater emphasis on recreational elements and designated "teen" use
- **Families** — facilities that encourage multiple ages to participate in fun, interactive activities
- **Older Adults** — requires an increasing range of services, including aqua exercise, lap swimming and therapeutic conditioning
- **Competitors** — mainly school-aged through teen, with activities ranging from swim and dive teams to water sports
- **Wellness/Fitness/Rehab** — require warm, shallow water features and amenities as well as dry land features





# Partnership Opportunities

Partnerships are encouraged and can include other municipalities and public agencies, private nonprofit organizations and private for profit companies. The viability of partnerships will be evaluated based on whether they enhance the likelihood of meeting the current and future demand for aquatic facilities and programs. Partnerships must be consistent with and support the underlying principle of universal public access. Program capacity must be distributed equitably and fee structures should not pose a barrier to public participation.



*To get involved contact Patrick Foran at 425-452-5377 or [pforan@bellevuewa.gov](mailto:pforan@bellevuewa.gov)*





## STUDENT SUCCESS – DECA

INFORMATION

FIRST READ

ACTION

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### Description

DECA is a bridge between academic instruction and securing employment, helping students develop professional skills through competition, community building, and leadership. It offers training to students in the fields of marketing, business, finance, hospitality, and technology by developing critical thinking skills that many employers have identified as the most in-demand training for recent graduates.

### Key Points

- Tenured Associate Professor, Kyle Barber, will present on DECA
- The presentation will describe how Bellevue DECA has evolved over the past five years to a national-championship winning organization, as well as the skills developed in competition to support student success.

Prepared by: Kristen Jones, Provost of Student and Academic Affairs  
[kristen.jones@bellevuecollege.edu](mailto:kristen.jones@bellevuecollege.edu)

## WINTER ENROLLMENT REPORT

X INFORMATION

FIRST READ

ACTION

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### Description

The attached tables provide data on overall enrollment for Bellevue College for the 2018-2019 academic year. Data for summer, fall and winter quarters are final, spring quarter data are provisional.

### Key Questions

- 1) What enrollment trends do the data reveal?
- 2) Is the college likely to meet the State Board enrollment allocation?

### Analysis

Compared to 2017-18 annual enrollment is stable. Quarterly data show that enrollments were

- Down substantially in Summer
- Up slightly in Fall and Winter

Disaggregated data show

- Allocation eligible enrollment continues to decline. Year over year these enrollments were even in fall and down in winter
- Running Start enrollments are up about 8% over last year
- International enrollment outside of ELI is down
- ELI enrollments are up in winter
- CEO enrollments have grown in each quarter

### Background/Supplemental Information

### Recommendation/Outcomes

Prepared by: Alec Campbell, Associate VP of Effectiveness and Strategic Planning  
[alec.campbell@bellvuecollege.edu](mailto:alec.campbell@bellvuecollege.edu)

**BELLEVUE COLLEGE**  
**SUMMER 2018 ENROLLMENT UPDATE (September 5 2018, Final)**

	Current (18) Final	LYTD (17) Final	LYF (17) Final	LYTD vs. Current	LYF vs. Current
<b>TOTAL STATE</b>	3,099	3,279	3,279	95%	95%
<b>ALLOCATION ELIGIBLE</b>	2,714	2,805	2,805	97%	97%
BASE ALLOCATION	2,644	2,718	2,718	97%	97%
WORKER RETRAINING	67	76	76	88%	88%
HEET**	3	11	11	0%	0%
<b>ALLOCATION INELIGIBLE</b>	362	450	461	81%	79%
INTERNATIONAL	362	450	450	80%	80%
RUNNING START	0	0	0	0%	0%
CEO	1	0	12	200%	6%
OTHER	23	24	13		
<b>ALLOCATION UNKNOWN</b>		0			
<b>TOTAL CONTRACT/SELF-SUPPOR</b>	160	249	249	64%	64%
GENERAL	37	60	60		
ELI: UP/IBP	115	177	177		
BACHELORS SELF SUPPOR	1	0	0		
RUNNING START	0	0	0		
COLLEGE IN THE HIGH SCH	0	0	0		
CEO	7	12	12		
<b>GRAND TOTAL DISTRICT</b>	<b>3,259</b>	<b>3,527</b>	<b>3,527</b>	<b>92%</b>	<b>92%</b>

\* Quarterly FTES = Annualized FTES \* 3    \*\*HEET: Hospital Education and Training Grant

**BELLEVUE COLLEGE**  
**FALL 2018 ENROLLMENT UPDATE (December 13, 2018, Final)**

	Current (18) Final	LYTD (17) Final	LYF (17) Final	LYTD vs. Current	LYF vs. Current
<b>TOTAL STATE</b>	10,342	10,239	10,239	101%	101%
<b>ALLOCATION ELIGIBLE</b>	7,133	7,117	7,117	100%	100%
BASE ALLOCATION	6,996	6,975	6,975	100%	100%
WORKER RETRAINING	129	134	134	96%	96%
HEET**	9	9	9	0%	0%
<b>ALLOCATION INELIGIBLE</b>	3,148	3,053	3,053	103%	103%
INTERNATIONAL	752	849	849	89%	89%
RUNNING START	2,233	2,061	2,061	108%	108%
CEO	162	143	143	114%	114%
OTHER	62	69	69		
<b>ALLOCATION UNKNOWN</b>					
<b>TOTAL CONTRACT/SELF-SUPPORT</b>	678	654	654	104%	104%
GENERAL	99	105	105		
ELI: UP/IBP***	224	288	288		
BACHELORS SELF SUPPORT	28	24	24		
INTERNATIONAL OTHER (CREI	28	21	21		
RUNNING START	82	26	26		
COLLEGE IN THE HIGH SCHOC	18	14	14		
CEO	197	175	175		
<b>GRAND TOTAL DISTRICT</b>	<b>11,020</b>	<b>10,893</b>	<b>10,893</b>	<b>101%</b>	<b>101%</b>

\*Quarterly FTES = Annualized FTES \* 3   \*\*HEET: Hospital Education and Training Grant

\*\*\* Last year, ELI: UP/IBP and International Other were not being separately racked at this point, so to-date numbers are estimates

**BELLEVUE COLLEGE**  
**WINTER 2019 ENROLLMENT UPDATE (March 27 2019, Final)**

	Current (19) Final	LYTD (18) Final	LYF (18) Final	LYTD vs. Current	LYF vs. Current
<b>TOTAL STATE</b>	9,941	9,883	9,883	101%	101%
<b>ALLOCATION ELIGIBLE</b>	6,632	6,755	6,755	98%	98%
BASE ALLOCATION	6,040	6,579	6,234	92%	97%
WORKER RETRAINING	133	150	150	89%	89%
BACHELORS	449	362	362	124%	124%
HEET**	9	9	9	101%	101%
<b>ALLOCATION INELIGIBLE</b>	3,255	3,070	3,130	106%	104%
INTERNATIONAL	754	829	829	91%	91%
RUNNING START	2,308	2,087	2,087	111%	111%
CEO	192	155	155	124%	124%
BACHELORS OTHER	1	2	2		
OTHER	54	58	58		
<b>ALLOCATION UNKNOWN</b>	0	0			
<b>TOTAL CONTRACT/SELF-SUPPORT</b>	664	572	572	116%	116%
GENERAL	81	89	89		
ELI: UP/IBP	210	190	190		
BACHELORS SELF SUPPORT	34	21	21		
INTERNATIONAL OTHER (CREI	21	12	12		
RUNNING START	20	19	19		
COLLEGE IN THE HIGH SCHOC	135	115	115		
CEO	165	127	127		
<b>GRAND TOTAL DISTRICT</b>	<b>10,605</b>	<b>10,456</b>	<b>10,456</b>	<b>101%</b>	<b>101%</b>

\*Quarterly FTES = Annualized FTES \* 3    \*\*HEET: Hospital Education and Training Grant

## CAPITAL PLAN

INFORMATION

FIRST READ

ACTION

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### Description

Each biennium Bellevue College receives funding (approx. \$2.5m) from the state for minor capital repairs, maintenance and improvements as part of the state capital budget plan. This is typically supplemented by local funds (\$2-6m) to address infrastructure needs.

#### How is the minor capital list prepared and prioritized?

The list is prepared by the Capital Projects Team and VP of Admin Services in consultation with BC governance. Projects on the list are identified through the SBCTC Facilities Condition Survey, failing systems, code requirements and program need.

The list is then prioritized based on the following criteria:

- a. This project will enhance Health & Safety and/or address an Accessibility issue.
- b. The project will help to recruit and retain students.
- c. The project will significantly enhance a program, major or minor field of study.
- d. The project has direct connection to the recently-adopted Campus Master Plan.
- e. The project will significantly enhance a department's service level to students.
- f. The project supports a revenue generation or cost reduction initiative.
- g. The project simultaneously provides an upgrade to an existing space and resolves a deferred maintenance item.
- h. Number of persons affected by improvement
- i. Code compliance

#### What things did NOT make it onto this list? And why?

Funds may be required for office moves due to the opening of the Student Success Center, however the total costs are unknown at this time as space planning is ongoing.

Total estimate for required electrical infrastructure upgrades on campus is \$4.23 million. We are currently asking for a total of \$1.45 million for the next biennium. Full ask has not been made in order to reduce capital expenditure.

### Analysis

The two-year work plan is consistent with past history and practice. It reflects the need to upgrade existing facilities to meet life/safety and ADA code requirements and provide effective instructional spaces.

### Local Funding Request

<b>2019-2021 Minor Capital Budget Program - Estimated Maximum Cost</b>			
<b>Project</b>	<b>Project Type</b>	<b>Est. Cost Year One</b>	<b>Est. Cost Year Two</b>
<b>LOCAL FUNDS</b>			
B Building Classroom Renovations	<i>Remodel</i>	\$ 600,000	\$ 1,000,000
Campus Electrical Infrastructure Testing / Upgrades	<i>End of Life Replacement</i>	\$ 200,000	\$ 1,250,000
Parking Lot Replacement (10,12) & Improvements	<i>Repairs / Enhancement</i>	\$ 150,000	\$ 850,000
Athletic Fields Dugout Roofs	<i>Enhancement / Compliance</i>	\$ 150,000	
A & B Building Sprinkler Addition	<i>Life Safety &amp; Code Req</i>	\$ 50,000	\$ 100,000
Phased Fire Alarm Upgrades - Campus LAN	<i>Life Safety</i>	\$ 80,000	
Minor Repair	<i>Repairs / Enhancement</i>	\$ 40,000	40,000
Concrete Repairs	<i>Repairs / Enhancement</i>	\$ 50,000	
Campus Classroom Clock Replacement	<i>Repairs / Enhancement</i>	\$ 25,000	
House Demo	<i>Repairs / Enhancement</i>		\$ 25,000
Bookstore Entrance	<i>Repairs / Enhancement</i>	\$ 25,000	
	Sub Total	\$ 1,370,000	\$ 3,265,000
	<b>Total Local Funds</b>		<b>\$ 4,635,000</b>
<b>STATE FUNDS</b>			
Modify Sprinkler System in A& B Buildings	<i>Code Req/Life Safety</i>	\$ 100,000	\$ 231,000
Replace Failing Fire Alarm In C Building	<i>End of Life Replacement</i>	\$ 100,000	\$ 314,000
HVAC Rooftop Replacement	<i>End of Life Replacement</i>	\$ 80,000	\$ 474,000
B Building Classroom Renovations	<i>Remodel</i>	\$ 450,000	\$ 845,000
	Sub Total	\$ 730,000	\$ 1,864,000
	<b>Total State Funds</b>		<b>\$ 2,594,000</b>
	<b>Total Minor Capital Program 2019-2021</b>		<b>\$ 7,229,000</b>

**Recommended Motion**

The Board of Trustees of Community College District VIII approves the 2019-2021 Minor Capital Program as proposed;

- The two-year minor capital work plan of \$7,229,000 inclusive of \$4,635,000 of local funds.

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