

OPPM 5000 – Student Services

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**SKAGIT VALLEY COLLEGE
POLICY
FOR
Admissions**

Section: 5000 Subsection: 5100	Initial Date of Approval: 4-22-09 Revision Date(s):
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PURPOSE

To administer consistent and equitable admissions criteria to Skagit Valley College classes and programs. To allow Skagit Valley College to accept international students from around the world, in compliance with United States immigration regulations, the Patriot Act and the College's academic and financial requirements. To allow students who are under the age of 18 admittance to Skagit Valley College.

REFERENCES:

WAC 131-12-010

WAC 131-12-030

WAC 131-12-040

RCW 28B.50.090 (3) (b)

Patriot Act

State Board for Community and Technical Colleges (SBCTC) Policy Manual Chapter 3.20

POLICY

The college will be open, within budgetary limitations, to all applicants who are qualified according to the admissions requirements.

Under no circumstances will an applicant be denied admission to the college because of age, sex, race, color, religion, disability, national origin, marital status, sexual orientation, pregnancy, veteran's status, familial relationship, expunged juvenile record, association with anyone of a particular race, color, sex, national origin, marital status, age or religion, except as based upon a bona fide educational, state or federal qualification, nor will preference for admissions be based on economic status.

Additional departmental admissions criteria may be used in certain programs or courses and are subject to change.

The college may deny admissions to applicants who have shown the propensity to be disruptive to the educational environment.

All procedures are in compliance with the Patriot Act requirements.

The college may accept International students in compliance with United States Immigration regulations and the college's academic and financial requirements.

International students will be admitted to Skagit Valley College upon fulfillment of the admissions criteria established in the Skagit Valley College Procedure Tool Box.

Under Age 18 Admissions Policy:

Students who are in high school and who are juniors or older may be admitted to Skagit Valley College if they meet the following conditions:

1. Show written documentation of permission from the principal or counselor of the school they are currently attending or the school district in which they reside.
2. Submit a junior high or high school transcript or home school equivalent.
3. Demonstrate placement scores that place the student into or above all of the following: reading level III, English 101, math 97 or 100.

Students who are in high school and who are sophomores or younger may be admitted to Skagit Valley College if they meet the following conditions:

1. Show written documentation of permission from the principal or counselor of the school they are currently attending or the school district in which they reside.
2. Letter from a school official or other non-related adult addressing the issues of motivation, academic ability and social maturity.
3. Submit a junior high or high school transcript or home school equivalent.
4. Demonstrate placement scores that place the student into or above all of the following: reading level III, English 101, math 97 or 100.

Parent or guardian may be required to register with their students who are high school sophomores or younger.

This policy does not apply to Running Start, High School Completion, GED students or Community Serve courses.

PROCEDURE

Admission procedures can be found in the Skagit Valley College Catalog and the Skagit Valley College Student Services Procedures Manual.

**SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE
FOR
Program Admissions**

Section: 5000 Subsection: 5110	Initial Date of Approval: 4/22/09 Revision Date(s):
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PURPOSE

It is the intent of this policy to obtain consistent and equitable admissions criteria to Skagit Valley College classes and programs.

REFERENCES

WAC 131-12-030
WAC 131-12-010

POLICY

The college places students on a Program Interest List in order to give each student equitable admission to a program.

PROCEDURE

- A. Students are admitted to programs equitably. All applicants will be placed on a Program Interest List, while some programs may generate Program Waitlists when space is limited and deemed necessary by the administration.
- B. Some programs may have additional admissions criteria as noted in the College Catalog, College Schedule, and/or program handbook.
- C. Some programs can admit additional students quarterly, some must be entered only at the beginning of the fall quarter, and some programs can admit students on a continuous entry.

**SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE
FOR
Determination of Residency**

Section: 5000 Subsection: 5115	Initial Date of Approval: 4/22/09 Revision Date(s):
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PURPOSE

To meet Residency requirements in compliance with RCW 28B.15.011 and the guidelines adopted by the State of Washington Higher Education Coordinating Board.

REFERENCES

RCW 28B.15.011, 012, 013
WAC 250-18-010 to 060
HB 1079, 58th Legislature Regular Session (Wash. 2003)
Residency Handbook for Tuition Purposes Prepared by the Washington State Attorney General's Office

POLICY

It is the policy of Skagit Valley College to comply with all Washington State residency laws.

PROCEDURE

Determination of Washington State Residency is made by the Admissions Office in compliance with RCW 28B.15.011 and the guidelines adopted by the State of Washington Higher Education Coordinating Board.

The definition of "resident student" for certain students, who are not permanent residents or citizens of the United States, may be eligible for resident student status and eligible to pay resident tuition rates by the guidelines stated in House Bill 1079 legislation.

**SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE
FOR
Adult High School Completion**

Section: 5000 Subsection: 5120	Initial Date of Approval: 4/22/09 Revision Date(s):
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PURPOSE

To provide an alternative to obtaining a high school diploma.

REFERENCES

WAC 180-51-053, 180-51-061

POLICY

Individuals who are 18 or over who do not have a high school diploma may earn an Adult High School Diploma from Skagit Valley College upon the successful completion of requirements.

PROCEDURE

Adult High School Completion Procedure can be found in the Skagit Valley College Student Services Procedures Manual.

**SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE
FOR
Contracted Programs and Degrees Admissions**

Section: 5000 Subsection: 5130	Initial Date of Approval: 4/22/09 Revision Date(s):
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PURPOSE: To set the scope of authority for Contracted Programs and Degrees Admissions Procedure that is outside SBCTC system requirements.

REFERENCES:

WAC 131-28-027
RCW 28B.50.170 (16 WAC 131-28-027)
SBCTC manual Chapter 3

POLICY:

Skagit Valley College may, with the approval of the President, contract with outside agencies to provide programs, degrees and certificates. Under such special circumstances, admissions or graduation requirements may be waived.

PROCEDURE

Contracted Programs and Degrees Admissions procedures can be found in the Skagit Valley College Student Services Procedures Manual.

**SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE
FOR
Assessment Testing**

Section: 5000 Subsection: 5135	Initial Date of Approval: 4/22/09 Revision Date(s):
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PURPOSE To provide placement testing to all students required to take English Composition or math classes.

REFERENCES

RCW 28B.50.090
WAC 131-12-030
WAC 250-61-100
Student Services Manual
SBCTC Manual Chapter 3

POLICY

Degree and Certificate seeking students will be required to show proof of prior English Composition and/or Math courses at an accredited Institution or take a placement test prior to enrolling in English Composition and/or Math courses.

PROCEDURE

Placement testing procedures can be found in the Skagit Valley College Student Services Procedures Manual.

SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE
FOR
Evaluation of Credit, Non-Traditional Credit and Advanced Placement

Section: 5000 Subsection: 5140	Initial Date of Approval: 4/22/09 Revision Date(s):
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PURPOSE

To determine the status of a specific student with regards to that student's chosen educational program, and to determine the applicability of specific courses taken at other educational institutions.

REFERENCES

SBCTC Policy Manual Chapter 4
SVC catalog

POLICY

To accept native credits and transferred-in credits according to the applicability to the student's chosen program.

Skagit Valley College will assess and award credit for prior learning that has occurred outside the classroom and/or through previous educational endeavors per the Washington State Community and Technical College policy manual for Prior Learning Assessment and the procedures which can be found in the Skagit Valley College Student Services procedures manual.

PROCEDURE

The student brings to the registrar's office verification of completion of non-traditional credit by nationally standardized tests such as College Level Examination Program (CLEP), departmental credit by examination, military, vocational, and other non-accredited training programs, independent study, experiential education, and other appropriate educational experiences.

The evaluator will determine which Advanced Placement Program examinations are accepted for credits as well as what score is acceptable to receive credits. Upon receipt of the completed advanced placement courses on official transcript the evaluator at Skagit Valley College will determine applicability of courses to the student's chosen program.

Evaluation procedures can be found in the Skagit Valley College Catalog and the Skagit Valley College Student Services Procedures Manual.

**SKAGIT VALLEY COLLEGE
POLICY AND PROCEDURES
Student Records**

Section: 5000 Subsection: 5200	Initial Date of Approval: 4/22/09 Revision Date(s): 5/17/21
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PURPOSE

To comply with the "Family Educational Rights and Privacy Act" (FERPA) guidelines, federal and state rules and regulations with respect to release of student records.

REFERENCES

[Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#)
(20 U.S.C. § 1232g) AACRAO FERPA 2006 GUIDE

[SBCTC Policy Manual](#)

Approved by WACTC June 5, 2020

POLICY

To comply with the "Family Educational Rights and Privacy Act" (FERPA) guidelines, federal and state rules and regulations with respect to release of student records.

PROCEDURE

The Dean of Enrollment Services/Registrar is responsible for reviewing requests for information and assisting in interpretation of the rules and regulations of the "Family Educational Rights and Privacy Act of 1974" and subsequent revisions. "Directory Information" is a term used by the "Family Education Rights and Privacy Act of 1974". Directory Information is a term used by the "Family Educational Rights and Privacy Act of 1974" (FERPA). According to FERPA the directory information definition is "Information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Under FERPA, some information included in a student's education record is defined as directory information. Institutions may disclose that information without violating the law if it has specifically designated that information as "directory information." Directory information may include: name; address; telephone number; major field of study; dates of attendance; current enrollment status (full-time/part-time); class standing; receipt or non-receipt of a degree; academic awards received Each institution of higher education must

define what information constitutes directory information as part of its records policy.

At Skagit Valley College, directory information includes:

- Student name;
- Major field of Study;
- Enrollment Status;
- Dates of attendance;
- Participation in recognized sports;
- Degree or certificate earned;
- Term degree or certificate awarded;
- Honors.

Directory information may not be released without the express permission of the Dean of Enrollment Services/Registrar or their designee(s).

B. Information contained in the student record will not be released without written consent of the student with the exception of directory information. Prospective employers, creditors, parents, or other interested parties must obtain a signed release from the student and submit it to Enrollment Services at the time of the request.

C. A parent wishing to obtain information from these educational records or to grant consent for the release of these records without consent of the student must submit an affidavit stating that the student is a dependent for income tax purposes.

D. The Dean of Enrollment Services/Registrar, or their designee(s), may disclose in writing to the Financial Aid Officer, personally identifiable information from the educational records of a student without the written consent of the eligible student if the disclosure is in connection with financial aid for which a student has applied, or received, for such purposes as:

1. To determine the eligibility of the student for financial aid;
2. To determine the amount of the financial aid;
3. To determine the conditions which will be imposed regarding the financial aid; and/or
4. To enforce the terms and conditions of the financial aid.

E. The Dean of Enrollment Services/Registrar or their designee may disclose personally identifiable information from the educational record of a student without the written consent of the student, to comply with a judicial order or lawfully issued subpoena. Reasonable effort must be made to notify the student of the order or subpoena in advance of compliance, unless the information is

required for a criminal investigation or the judicial order or subpoena states that this not be done.

F. Information obtained during professional medical and psychological treatment or counseling will be released by the professional only in accordance with the ethics of their profession; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice.

G. Where required for the performance of responsibilities to the College, faculty and staff may obtain the following information on the basis of need to know without the consent of the student involved:

1. Academic record and status.
2. Reports of academic and other campus misconduct, including disciplinary action.
3. Results of counseling other than professional medical or psychological.
4. National origin and ethnic background.
5. Standard test data regarding individual tests for decision about an individual.
6. Student-produced papers for class assignments.
7. Financial information including delinquencies, etc.
8. Evaluation materials about a student, with the consent of the author of the evaluation.
9. Determination of student eligibility for athletic participation.
10. College disciplinary and investigating authorities may have access to all of the information in 1 - 9 above if it is required in the performance of their duties.
11. Recognized college student organizations, such as scholastic and service honorarias, may obtain information relating to a student's academic record and status.
12. In special circumstances, qualified research personnel may be permitted access to information contained in a student's records where the student's name will not accompany the data.

H. Students may inspect and review their own educational records at the College with some exceptions. The College is not required to permit a student to inspect and review the following records:

1. Financial records and statements of their parents or any information contained therein;
2. Confidential letters and confidential statements of recommendation which were placed in the educational records of a student prior to January 1, 1975; and
3. Confidential letters and confidential statements of recommendation which were placed in the educational records of the student after January 1, 1975:

- a) respecting admission to an educational institution;
 - b) respecting an application for employment; and
 - c) respecting the receipt of an honor or honorary recognition;
- provided, that the student has waived their right to inspect and review those letters and statements of recommendation.

Administrative Responsibility: Vice President for Student Services

**SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE
FOR
Transcripts and Disciplinary Records**

Section: 5000 Subsection: 5205	Initial Date of Approval: 4/22/09 Revision Date(s):
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PURPOSE

To conform to the Family Educational Rights and Privacy Act (FERPA) regarding educational records.

REFERENCES

FERPA (20 U.S.C. § 1232g; 34 CFR Part 99)

POLICY

Transcripts of a student's scholastic records will contain only information about his/her academic status and eligibility to continue at the College.

PROCEDURE

Disciplinary records will be kept separate from academic records and no notation of any disciplinary action will appear on a student's transcript. Provision will be made for periodic review and routine destruction of non-current disciplinary records by the office maintaining such information.

**SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE
FOR
Request to Amend Educational Records**

Section: 5000 Subsection: 5210	Initial Date of Approval: 4/22/09 Revision Date(s):
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PURPOSE

To conform to the Federal Educational Rights and Privacy Act (FERPA) regarding educational records.

REFERENCES

WAC 132D-125-020
FERPA (20 U.S.C. § 1232g; 34 CFR Part 99)

POLICY

The eligible student who believes that information contained in his/her educational records is inaccurate or misleading or violates his/her privacy or other rights may request that the College amend these records. The Registrar will determine whether to amend the educational records.

PROCEDURE

- 1) The eligible student who believes that information contained in his/her educational records is inaccurate or misleading or violates his/her privacy or other rights may request that the College amend these records.
- 2) Student requests in writing to the registrar a review of his or her file.
- 3) Student informs registrar as to the accuracy of content in writing.
- 4) The College reserves the right to decide to amend the educational record.
- 5) Student may not remove his/her official records from the registration designated area.

**SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE
FOR
Registration Policy**

Section: 5000 Subsection: 5300	Initial Date of Approval: 4/22/09 Revision Date(s):
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PURPOSE: Registration Policy is set to insure that only officially registered students are provided with classroom instruction.

REFERENCES:

RCW 28B.50.140
SBCTC Policy Manual Chapters 3 and 5

POLICY:

Only officially registered students may attend classes. Registration includes the completion and submission of enrollment forms to the Registrar's Office and the payment of tuition and fees.

PROCEDURE:

- (1) Registration times, places, and methods are set by the Registrar.
- (2) Registration will be completed as described in the Quarterly Schedule.
- (3) Full payment of tuition, fees, and other financial obligations is required as outlined in the Quarterly Schedule.
- (4) In instances where a class (or classes) are absolutely essential for completion of a program in a specified period of time usually required for such program, an administrative override considered by Instruction and the Registrar/Dean of Student Services may be granted. Students must use waitlist procedure before an administrative override will be approved. Contact Registration for more information.

**SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE
FOR
Course Wait List**

Section: 5000 Subsection: 5305	Initial Date of Approval: 4/22/09 Revision Date(s):
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PURPOSE: To insure that students are registered into courses on a first come first served bases, in the order in which they registered on the waitlist.

REFERENCES:

RCW 28B.50.140

POLICY:

Students who want to register for a course which is at capacity will be accepted into courses in the order in which they registered on the waitlist.

PROCEDURE:

Course Wait List procedure can be found in the Skagit Valley College Student Services Procedures Manual.

Fines and Other Financial Penalties

Section: 5000 Subsection: 5310	Initial Date of Approval: 4/22/2009 Revision Date(s): 2/9/21
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PURPOSE

To recover outstanding debt(s) owed to Skagit Valley College.

REFERENCES

[WAC 132D-122-010](#)

[WAC 132D-122-020](#)

[WAC 132D-122-030](#)

[RCW 34.05.482](#)

[RCW 34.05.485](#)

[RCW 34.05.488](#)

[RCW 34.05.491](#)

[RCW 34.05.494](#)

[SSHB 2513](#)

POLICY

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

PROCEDURE

In order to collect outstanding parking fines, library fines and obligations, or other institutional commitments, the college may:

1. Decline to re-enroll a student as the Dean of Enrollment Services deems necessary. The student may request an informal hearing on the denial of services. For more information, see the Dean of Enrollment Services.

In order to collect outstanding parking fines, library fines and obligations, or other institutional commitments, the College will place an enrollment block on the person's record until debt to the institution is cleared. The students will be notified of such enrollment block. Once the debt has been collected, the block will be removed and the person shall be in good standing with the College.

(WAC 132D-122-020 Notification)

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

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

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

**SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE
FOR
Withdrawal From College**

Section: 5000 Subsection: 5315	Initial Date of Approval: 4/22/09 Revision Date(s):
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PURPOSE: Complete withdrawal from Skagit Valley College

REFERENCES:

RCW 28B.50.140
RCW 28B.15.605

POLICY:

If a student wishes to withdraw from Skagit Valley College, he/she must complete and submit a withdrawal form with the Registrar's Office prior to 3:00 p.m. the last day of the quarter. If unable to withdraw in person, the student must notify the Registrar in writing regarding intent to withdraw.

PROCEDURE:

Withdrawal from College procedures can be found in the Skagit Valley College Catalog and the Skagit Valley College Student Services Procedures Manual.

**SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE
FOR
Drop for Non-Payment**

Section: 5000 Subsection: 5320	Initial Date of Approval: 4/22/09 Revision Date(s):
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PURPOSE:

Cancellation of student registration due to unpaid tuition or fees.

REFERENCES:

RCW 28B.50.140

POLICY:

Beginning with the tuition due date and prior to the first day of classes, students will be dropped from classes for non payment of tuition unless other official arrangements have been made.

PROCEDURE:

Cancellation of Registration procedures can be found in the Skagit Valley College Student Services Procedures Manual.

SKAGIT VALLEY COLLEGE
UNIT POLICY AND PROCEDURES BOOK
FOR
Honor Roll

Section: 5000 Subsection: 5325.05, 5325.10	Initial Date of Approval: 4/22/09 Revision Date(s): 5/21/20
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PURPOSE: To recognize students' academic achievement.

REFERENCES:

RCW 28B.50.140

POLICY: Subsection 5325.05

Students who meet the following criteria will receive appropriate recognition for Honor Roll, Honors and High Honors, and President's Medal.

Honor Roll

At the conclusion of each quarter, each student's grade point average is computed and those students who obtain a grade point average of 3.75 or better and have carried a 12-credit load are placed on the Honor Roll for the quarter.

Honors and High Honors, and President's Medal

Honors & High Honors

Associate Degree and Certificate students graduating with a degree or state-approved certificate receive Honors for a cumulative Skagit Valley College GPA of 3.50 to 3.79 and High Honors for a cumulative Skagit Valley College GPA of 3.80 to 4.0 in courses numbered over 100. Designations are listed on the student's transcript and in the commencement program.

President's Medal

Graduating students who achieve a 3.9 to 4.0 GPA (all A or A-), with no 'I', 'Z', or 'V' grades in courses numbered over 100 may be eligible for the Skagit Valley College President's Medal. The specific and complete criteria for the President's Medal may be obtained at the Registrar's Office.

POLICY: Subsection 5325.10

A Bachelors of Applied Science student who meets the criteria below at the completion of their final quarter of study will have the following honors designations listed on their transcript. The Grade Point Average calculation will be applied to the program specific courses only. This policy applies to BAS in Applied Management, BAS in Environmental Conservation and to any future BAS programs, unless otherwise requested.

Honors Designation	Program GPA
Cum laude	3.50
Magna cum laude	3.75
Summa cum laude	3.75 + A grade in Capstone course

PROCEDURE:

Honor Roll procedures can be found in the Skagit Valley College Catalog, the Skagit Valley College Student Services Procedures Manual.

Administrative Responsibility: Vice President of Student Services

**SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE
FOR
Grade Forgiveness**

Section: 5000 Subsection: 5330	Initial Date of Approval: 4/22/09 Revision Date(s):
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PURPOSE:

To allow removal of D+ or lower grade point calculations that are more than two years old from a student's Grade Point Average.

REFERENCES:

Skagit Valley College Catalog
RCW 28B.50.140

POLICY:

Currently enrolled Skagit Valley College students making satisfactory progress, who have not been enrolled at Skagit Valley College for a period of two or more years, may petition to have previously earned low grades (D, E) removed from their grade point calculation. The classes will remain on their permanent record, but grades received for these courses will not be included in the cumulative or college level Grade Point Average.

PROCEDURE:

Grade Forgiveness procedures can be found in the Skagit Valley College Student Services Procedures Manual.

Section: 5000
Subsection: 5335

Initial Date of Approval: 4/8/09
Revision Date(s): 3/8/11 – Effective Fall Quarter 2011

PURPOSE:

To record the student's academic GPA on their official transcript and identify students who need intervention to successfully complete coursework.

REFERENCES:

RCW 28B.50.140

POLICY: The provisions of this policy shall be applicable to students enrolled in courses or programs after the tenth instructional day of any quarter. This provision includes "V" and "Z" grades.

Academic Alert

1. A student who has a quarterly grade point average below 2.0 for one quarter shall be placed on Academic Alert.
2. Any student placed on academic alert shall be removed from such status at the conclusion of any subsequent quarter during which he/she has achieved a quarterly grade point average of 2.0 or higher while enrolled for and completing five or more credits.

Probation

1. If a student while on Academic Alert whose overall college level grade point average falls below 2.0 in the subsequent quarter of his/her enrollment at the college, he/she will be placed on academic probation.
2. Any student placed on academic probation shall be removed from such status at the conclusion of any quarter during which he/she has achieved an overall college level grade point average of 2.0 or higher.

Dropped: Low Scholarship

1. If a student while on academic probation receives a quarterly grade point average below 2.0 in the subsequent quarter of his/her enrollment at the college, he/she shall be dropped from enrollment.
2. A student who has been dropped for low scholarship once, who successfully petitions for re-entry and then receives a grade point average of below 2.0 during the quarter of re-enrollment, shall be dismissed from Skagit Valley College for one year.

Readmission

1. A student who has been dismissed for academic reasons set forth in this policy may submit a 'Petition for Readmission' form to the Registrar after consulting with his/her advisor.

2. If the Registrar approves the petition, the student will be readmitted on academic probation and will remain on probation until the student's overall college level GPA exceeds 2.0.

PROCEDURES

Academic Standards student procedures can be found in the Skagit Valley College Student Services Procedures Manual.

**SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE
FOR
Graduation**

Section: 5000 Subsection: 5340	Initial Date of Approval: 4/22/09 Revision Date(s):
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PURPOSE: To ensure students have the necessary information to successfully prepare for graduation.

REFERENCES:

RCW 28B.50.140

POLICY:

Students who have made application and met the degree requirements for a program will receive an entry of graduation-completion on their official record. Student can complete their degrees at the end of any quarter. Only those students who are within ten credits, two classes, or one quarter of completing their degree are eligible to participate in the Commencement ceremony.

PROCEDURE:

Graduation procedures can be found in the Skagit Valley College Student Services Procedures Manual.

Refunds

Section: 5000 Subsection: 5345	Initial Date of Approval: 4/22/2009 Revision Date(s): 3/11/2020
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PURPOSE

To ensure compliance with the refund policy stated in RCW 28B.15.605.

REFERENCES

RCW 28B.15.605

RCW 28B.10.270

POLICY

Payment of Tuition and Fees is the student's responsibility. Failure to attend a class does not constitute a course drop. Students who do not officially withdraw will be assessed full tuition, and fees, and refunds will not be made. Requests for late drops will not be granted simply because the student was unaware of the policies, or failed to submit a drop form.

Upon full payment of tuition, fees and other financial obligations, the student may be reinstated, provided missed course work can be completed.

In the event of non-payment, the college may pursue the collection of amounts due as allowed by law, and will add collection costs to the amount due. In the event of a disagreement about payments due, the student may request an informal hearing with the Registrar.

A full refund is given for any course canceled by the college.

Refunds for Withdrawal from classes are made as follows:

For classes that last eight weeks or longer:

100% refund if a student withdraws through the fifth officially scheduled instructional day of the quarter.

50% refund if a student withdraws after the fifth instructional day of the quarter and before the tenth instructional day of the quarter.

0% if the withdrawal occurs after the tenth instructional day of the quarter.

For Classes that last fewer than eight weeks:

100% refund if a student withdraws through the 3rd officially scheduled instructional day of the quarter.

50% refund if a student withdraws after the 3rd instructional day of the quarter and before the 5th instructional day of the quarter.

0% if the withdrawal occurs after the fifth instructional day of the quarter.

For course sections starting prior to the first officially scheduled day of the quarter or after the fifth officially scheduled day of instruction for the quarter, refunds are calculated for each course section consistent with the above schedule, but using the first day of class in place of the first officially scheduled day of the quarter as used above.

The first official day of class for eLearning courses is the first official day of the quarter.

Withdrawal and Refund due to Medical Reasons:

Students who withdraw from courses who have experienced a serious, debilitating physical and/or mental medical condition who are unable to complete courses due to unanticipated situations that prevent a student from completing his/her academic obligation may petition the Registrar for a complete withdrawal and 100% refund after the published deadline for refunds.

Petition for tuition refund due to Medical Reasons must include a statement from the healthcare provider on official letterhead and include the following: student name, date(s) student consulted with or sought treatment, brief statement of medical situation and how it prevented the student's ability to successfully complete his/her academic obligation, and healthcare provider's name and signature. If a medical withdrawal is approved, the student's academic transcript is altered by placing a "W" in the course grade column and the student is given a refund of tuition paid per RCW 28B.15.605.

Withdrawal and Refund due to Military Service of the United States:

It is the policy of Skagit Valley College to comply with RCW 28B.10.270.

Continuing and Community Education

A Student will receive a 100% refund if the College cancels the class or if the student officially withdraws 2 business days prior to the first class meeting. Students enrolled in a multisession course are eligible for a 50% refund if they withdraw prior to the second class meeting. No refund will be given thereafter. Material fees will not be refunded. Exceptions must be approved by the Continuing and Community Education Director.

**SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE
FOR
Student Fees and Charges**

Section: 5000 Subsection: 5350	Initial Date of Approval: 4/22/09 Revision Date(s):
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PURPOSE To levy appropriate Student Fees and Charges as set by the legislature of Washington State and the State Board for Community and Technical Colleges.

REFERENCES

RCW 28B.15.067
RCW 28B.15.100
RCW 28B.15.025
RCW 28B.15.031

POLICY

The policy of the college is to charge student fees as provided in RCW 28B.15

PROCEDURE

**SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE
FOR
Veteran's Services**

Section: 5000 Subsection: 5400	Initial Date of Approval: 4/22/09 Revision Date(s):
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PURPOSE

To provide assistance to persons eligible to use Veterans Administration (VA) Education benefits.

REFERENCES

Title 38 USC Chapters 30, 32, 35, and 36
Title 10 USC 1606 and 1607
WAC 250.50

POLICY

Skagit Valley College complies with the Veterans Administration procedures relative to dissemination of educational benefits to veterans.

PROCEDURE

Veteran's procedures can be found in the Skagit Valley College Student Services Procedures Manual.

**SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE
FOR
Disability Support Services**

Section: 5000 Subsection: 5500	Initial Date of Approval: 4/22/09 Revision Date(s):
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PURPOSE

To ensure compliance with Federal and State laws regarding equal access for students with disabilities.

REFERENCES

Rehabilitation Act of 1973, Section 504
American with Disabilities Act of 1990, Title II
RCW 132d-315 (Core Services for Students with Disabilities)
RCW 28B.10.916

POLICY

Skagit Valley College does not discriminate on the basis of sex, disability, race, color, national origin, sexual orientation or age in admission and access to or employment in its programs or activities as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, Title VI of the Civil Rights Act of 1964, the Age Discrimination Act and their implementing regulations.

PROCEDURE

Student must comply with procedures outlined in Student Services Procedures Manual.

**SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE
FOR
Financial Aid and Financial Aid Academic Standards**

Section: 5000 Subsection: 5600	Initial Date of Approval: 4/22/09 Revision Date(s):
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PURPOSE

To provide financial assistance for eligible students, subject to State, Federal, and Institutional rules and regulations and available funds.

REFERENCES

Higher Education Coordinating Board Program Manual
US Department of Education Federal Student Financial Aid Handbook
Title IV
34CFR Ch. IV (7-1-03 Edition)

POLICY

Satisfactory progress standards will be measured for all students receiving financial aid funds to insure that students are making successful quarterly and annual progress towards their intended degree or certificate.

A student who receives a quarterly grade point average below 2.0 and/or does not successfully complete total credits enrolled will be placed on Financial Aid probation. Should this continue a second quarter, the student will be dropped from Financial Aid.

PROCEDURE

Procedures can be found in the Student Services Procedures Manual.

CODE OF STUDENT CONDUCT

Chapter 132D-150 Washington Administrative Code (WAC)

Skagit Valley College provides opportunities for students in pursuit of their educational and employment goals, while contributing to the economic and cultural enrichment of our communities. We do this in a manner that exhibits concern and sensitivity to students, faculty, staff, and others who utilize our services and facilities. It is essential that members of Skagit Valley College exhibit appropriate and conscientious behavior in dealing with others.

We expect all students to conduct themselves according to the standards set below that are consistent with our guiding principles of Respect; Integrity; Open and Honest Communication; and Collaboration. Student conduct which interferes with those standards is not acceptable. Students are expected to comply with these standards for conduct both on and off campus and acknowledge the college's authority to take necessary disciplinary action.

The following Code of Student Conduct provides students with a full understanding of their rights and responsibilities.

WAC 132D-150-010 Authority

WAC 132D-150-020 Statement of Jurisdiction

WAC 132D-150-030 Definitions

WAC 132D-150-040 Statement of Student Rights

WAC 132D-150-050 Prohibited Student Conduct

WAC 132D-150-070 Disciplinary Sanctions – Terms and Conditions

WAC 132D-150-090 Initiation of Disciplinary Action

WAC 132D-150-110 Appeal from Disciplinary Action

WAC 132D-150-130 Brief Adjudicative Proceedings Authorized

WAC 132D-150-150 Brief Adjudicative Proceedings – Initial Hearing

WAC 132D-150-170 Brief Adjudicative Proceedings – Review of an Initial Decision

WAC 132D-150-190 Brief Adjudicative Proceedings – Agency Record

WAC 132D-150-210 Student Conduct Committee

WAC 132D-150-230 Appeal – Student Conduct Committee

WAC 132D-150-250 Student Conduct Committee Hearings – Presentations of Evidence

WAC 132D-150-270 Student Conduct Committee—Initial Decision

WAC 132D-150-290 Appeal from Student Conduct Committee Initial Decision

WAC 132D-150-310 Summary Suspension

WAC 132D-150-330 Classroom Misconduct and Authority to Suspend for No More Than One Day

WAC 132D-150-350 Supplemental Sexual Misconduct Procedures

WAC 132D-150-370 Supplemental Definitions

WAC 132D-150-390 Supplemental Complaint Process

WAC 132D-150-410 Supplemental Appeal Rights

WAC 132D-150-010 Authority

The board of trustees, acting pursuant to RCW 28B.50.140 (14), delegates to the president of the college the authority to administer disciplinary action. Administration of the disciplinary procedures is the responsibility of the vice-president for student affairs or designee. The student conduct officer shall serve as the principal investigator and administrator for alleged violations of this code.

WAC 132D-150-020 Statement of Jurisdiction

The code of student conduct shall apply to student conduct that occurs on college premises, to conduct that occurs at or in connection with college sponsored activities, or to off-campus conduct that in the judgment of the college adversely affects the college community or the pursuit of its objectives. Jurisdiction extends to, but is not limited to, locations in which students are engaged in official college activities including, but not limited to, foreign or domestic travel, activities funded by the associated students, athletic events, training internships, cooperative and distance education, on-line education, practicums, supervised work experiences or any other college-sanctioned social or club activities. Students are responsible for their conduct from the time of application for admission through the actual receipt of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. These standards shall apply to a student's conduct even if the student withdraws from college while a disciplinary matter is pending. The college has sole discretion, on a case-by-case basis, to determine whether the student conduct code will be applied to conduct that occurs off campus.

WAC 132D-150-030 Definitions

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

- (1) **"Student Conduct Officer"** is a college administrator designated by the president or vice-president for student services to be responsible for implementing and enforcing the student conduct code. The president or vice-president for student services is authorized to reassign any and all of the student conduct officer's duties or responsibilities as set forth in this chapter as may be reasonably necessary.
- (2) **"Conduct Review Officer"** is the vice-president for student services or other college administrator designated by the president to be responsible for receiving and for reviewing or referring appeals of student disciplinary actions in accordance with the procedures of this code. The president is authorized to reassign any and all of the conduct review officer's duties or responsibilities as set forth in this chapter as may be reasonably necessary.
- (3) **"The President"** is the president of the college. The president is authorized to delegate any of his or her responsibilities as set forth in this chapter as may be reasonably necessary.
- (4) **"Disciplinary Action"** is the process by which the student conduct officer imposes discipline against a student for a violation of the student conduct code.
- (5) **"Disciplinary Appeal"** is the process by which an aggrieved student can appeal the discipline imposed by the student conduct officer. Disciplinary appeals from a suspension in excess of ten instructional days or an expulsion are heard by the student conduct appeals board. Appeals of all other appealable disciplinary action shall be reviewed through brief adjudicative proceedings.
- (6) **"Respondent"** is the student against whom disciplinary action is initiated.
- (7) **"Service"** is the process by which a document is officially delivered to a party. Unless otherwise provided, service upon a party shall be accomplished by:

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

(b) By sending the document via first class mail to the party's last known address; or

(c) By sending the document by e-mail via Skagit Valley College's online student conduct software. It is the responsibility of each student to regularly check their official Skagit Valley College e-mail address.

Service is deemed complete upon hand delivery of the document or upon the date the document is e-mailed and deposited in the mail.

(8) "**Filing**" is the process by which a document is officially delivered to a college official responsible for facilitating a disciplinary review. Unless otherwise provided, filing shall be accomplished by:

(a) Hand delivery of the document to the specified college official or college official's assistant; or

(b) By sending the document by e-mail and first class mail to the specified college official's office and college e-mail address.

Papers required to be filed shall be deemed filed upon actual receipt during office hours at the office of the specified college official.

(9) "**College Premises**" shall include all campuses of the college, wherever located, and includes all land, buildings, facilities, vehicles, equipment, and other property owned, used, or controlled by the college.

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

(11) "**Business Day**" means a weekday, excluding weekends and college holidays.

(12) "**Calendar Day**" means days on the calendar including weekends and holidays.

Note: "Day" refers to calendar days unless otherwise specified.

WAC 132D-150-040 Statement of Student Rights

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

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

(a) *Academic freedom.*

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

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

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

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

(b) *Due process.*

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

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

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

WAC 132D-150-050 Prohibited Student Conduct

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

(1) **Academic dishonesty.** Any act of academic dishonesty including, but not limited to, cheating, plagiarism, and fabrication.

(a) Cheating includes any attempt to give or obtain unauthorized assistance relating to the completion of an academic assignment.

(b) Plagiarism includes taking and using as one's own, without proper attribution, the ideas, writings, or work of another person in completing an academic assignment. Prohibited conduct may also include the unauthorized submission for credit of academic work that has been submitted for credit in another course.

(c) Fabrication includes falsifying data, information, or citations in completing an academic assignment and also includes providing false or deceptive information to an instructor concerning the completion of an assignment.

(2) **Other dishonesty.** Any other acts of dishonesty. Such acts include, but are not limited to:

(a) Forgery, alteration, submission of falsified documents or misuse of any college document, record, or instrument of identification;

(b) Tampering with an election conducted by or for college students; or

(c) Furnishing false information, or failing to furnish correct information, in response to the request or requirement of a college officer or employee.

(3) **Obstruction or disruption.** Obstruction or disruption of:

(a) Any instruction, research, administration, disciplinary proceeding, or other college activity, including the obstruction of the free flow of pedestrian or vehicular movement on college property or at a college activity; or

(b) Any activity that is authorized to occur on college property, whether or not actually conducted or sponsored by the college.

(4) **Assault, intimidation, harassment.** Assault, physical abuse, verbal abuse, threat(s), intimidation, harassment, bullying, stalking or other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person or another person's property. For purposes of this subsection:

(a) Bullying is severe or pervasive physical or verbal abuse involving a power imbalance between the aggressor and victim.

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

(5) **Cyber misconduct.** Cyberstalking, cyberbullying or online harassment. Use of electronic communications including, but not limited to, electronic mail, instant messaging, electronic bulletin boards, and social media sites, to harass, abuse, bully or engage in other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person. Prohibited activities include, but are not limited to, unauthorized monitoring of another's e-mail communications directly or through spyware, sending threatening e-mails, disrupting electronic communications with spam or by sending a computer virus, sending false messages to third parties using another's e-mail identity, nonconsensual recording of sexual activity, and nonconsensual distribution of a recording of sexual activity.

(6) **Property violation.** Damage to, or theft or misuse of, real or personal property or money of:

(a) The college or state;

(b) Any student or college officer, employee, or organization;

(c) Any other member of the college community or organization; or

(d) Possession of such property or money after it has been stolen.

(7) **Failure to comply with directive.** Failure to comply with the direction of a college officer or employee who is acting in the legitimate performance of his or her duties, including failure to properly identify oneself to such a person when requested to do so.

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

(a) Commissioned law enforcement personnel or legally authorized military personnel while in performance of their duties;

(b) A student with a valid concealed weapons permit may store a pistol in his or her vehicle parked on campus in accordance with RCW 9.41.050 (2) or (3), provided the vehicle is locked and the weapon is concealed from view; or

(c) The president may grant permission to bring a weapon on campus upon a determination that the weapon is reasonably related to a legitimate pedagogical, religious, or other purpose. Such permission shall be in writing and shall be subject to such terms or conditions incorporated in the written permission.

(d) This policy does not apply to the possession and/or use of disabling chemical sprays when possessed and/or used for self-defense.

(9) **Hazing.** Any act committed as part of a person's recruitment, initiation, pledging, admission into, or affiliation with a student organization, athletic team, or living group, or any pastime or amusement engaged in with respect to such an organization, athletic team, or living group that causes, or is likely to cause, bodily danger or physical harm, or serious psychological or emotional harm, to any student or other person attending a public institution of higher education in this state, including causing, directing, coercing, or forcing a person to consume any food, liquid, alcohol, drug, or other substance which subjects the person to risk of such harm, regardless of the person's willingness to participate. "Hazing" does not include customary athletic events or other similar contests or competitions.

(10) **Alcohol, drug, and tobacco violations.**

(a) **Alcohol.** The use, possession, delivery, sale, or being observably under the influence of any alcoholic beverage, except as permitted by law and applicable college policies.

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

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

(d) **Tobacco, electronic cigarettes, and related products.** The use of tobacco, electronic cigarettes, and related products in any building owned, leased or operated by the college or in any location where such use is prohibited, including twenty-five feet from entrances, exits, windows that open, and ventilation intakes of any building owned, leased or operated by the college. The use of tobacco, electronic cigarettes, and related products on the college campus is restricted to designated smoking areas. "Related products" includes, but is not limited to, cigarettes, pipes, bidi, clove cigarettes, waterpipes, hookahs, chewing tobacco, and snuff.

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

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

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

(a) **Sexual harassment.** The term "sexual harassment" means unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature that is sufficiently serious as to deny or limit, and that does deny or limit, based on sex, the ability of a student to participate in or benefit from the college's educational program or that creates an intimidating, hostile, or offensive environment for other campus community members.

(b) **Sexual intimidation.** The term "sexual intimidation" incorporates the definition of "sexual harassment" and means threatening or emotionally distressing conduct based on sex including, but not limited to, nonconsensual recording of sexual activity or the distribution of such recording.

(c) **Sexual violence.** "Sexual violence" is a type of sexual discrimination and harassment. Nonconsensual sexual intercourse, nonconsensual sexual contact, domestic violence, dating violence, and stalking are all types of sexual violence.

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

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

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

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

(v) Stalking means intentional and repeated harassment or following of another person, which places that person in reasonable fear that the perpetrator intends to injure, intimidate, or harass that person. Stalking also includes instances where the perpetrator knows or reasonably should know that the person is frightened, intimidated, or harassed, even if the perpetrator lacks such intent.

(vi) Consent means knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Each party has the responsibility to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be at the time of the act of sexual intercourse or sexual contact actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact.

A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has engaged in nonconsensual conduct.

Intoxication is not a defense against allegations that an individual has engaged in nonconsensual sexual conduct.

(14) **Harassment.** Unwelcome and offensive conduct, including verbal, nonverbal, or physical conduct, that is directed at a person because of such person's protected status and that is sufficiently serious as to deny or limit, and that does deny or limit, the ability of a student to participate in or benefit from the college's educational program or that creates an intimidating, hostile, or offensive environment for other campus community members. Protected status includes a person's race; color; national origin; sensory, mental or physical disability; use of a service animal; gender, including pregnancy; marital status; age; religion; creed;

genetic information; sexual orientation; gender identity; veteran's status; or any other legally protected classification. See "sexual misconduct" for the definition of sexual harassment. Harassing conduct may include, but is not limited to, physical conduct, verbal, written, social media and electronic.

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

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

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

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

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

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

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

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

WAC 132D-150-070 Disciplinary Sanctions—Terms and Conditions

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

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

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

(b) **Professional evaluation.** Referral for drug, alcohol, psychological or medical evaluation by an appropriately certified or licensed professional may be required. The student may choose the professional within the scope of practice and with the professional credentials as defined by the college. The student will sign all necessary releases to allow the college access to any such evaluation. The student's return to college may be conditioned upon compliance with recommendations set forth in such a professional evaluation. If the evaluation indicates that the student is not capable of functioning within the college community, the student will remain suspended until future evaluation recommends that the student is capable of reentering the college and complying with the rules of conduct.

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

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

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

(d) **No contact order.** An order directing a student to have no contact with a specified student, college employee, a member of the college community, or a particular college facility.

WAC 132D-150-090 Initiation of Disciplinary Action

(1) All disciplinary actions will be initiated by the student conduct officer. If that officer is the subject of a complaint initiated by the respondent, the president shall, upon request and when feasible, designate another person to fulfill any such disciplinary responsibilities relative to the complainant.

(2) The student conduct officer shall initiate disciplinary action by serving the respondent with written notice directing him or her to attend a disciplinary meeting. The notice shall briefly describe the factual allegations, the provision(s) of the conduct code the respondent is alleged to have violated, the range of possible sanctions for the alleged violation(s), and specify the time and location of the meeting. At the meeting, the student conduct officer will present the allegations to the respondent and the respondent shall be afforded an opportunity to explain what took place. If the respondent fails to attend the meeting after proper service of notice, the student conduct officer may take disciplinary action based upon the available information.

(3) Within ten business days of the initial disciplinary meeting, and after considering the evidence in the case, including any facts or argument presented by the respondent, the student conduct officer shall serve the respondent with a written decision setting forth the facts and conclusions supporting his or her decision, the specific student conduct code provisions found to have been violated, the discipline imposed, if any, and a notice of any appeal rights with an explanation of the consequences of failing to file a timely appeal.

(4) The student conduct officer may take any of the following disciplinary actions:

(a) Exonerate the respondent and terminate the proceedings.

(b) Impose a disciplinary sanction(s), as described in WAC 132D-150-070.

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

WAC 132D-150-110 Appeal from Disciplinary Action

(1) The respondent may appeal a disciplinary action by filing a written notice of appeal with the conduct review officer within ten business days of service of the student conduct officer's decision. Failure to timely file a notice of appeal constitutes a waiver of the right to appeal and the student conduct officer's decision shall be deemed final.

(2) The notice of appeal must include a brief statement explaining why the respondent is seeking review.

(3) The parties to an appeal shall be the respondent and the conduct review officer.

- (4) A respondent, who timely appeals a disciplinary action or whose case is referred to the student conduct committee, has a right to a prompt, fair, and impartial hearing as provided for in these procedures.
- (5) On appeal, the college bears the burden of establishing the evidentiary facts underlying the imposition of a disciplinary sanction by a preponderance of the evidence.
- (6) Imposition of disciplinary action for violation of the student conduct code shall be stayed pending appeal, unless respondent has been summarily suspended.
- (7) The student conduct committee shall hear appeals from:
- (a) The imposition of disciplinary suspensions in excess of ten instructional days;
 - (b) Dismissals; and
 - (c) Discipline cases referred to the committee by the student conduct officer, the conduct review officer, or the president.
- (8) Student conduct appeals from the imposition of the following disciplinary sanctions shall be reviewed through a brief adjudicative proceeding:
- (a) Suspensions of ten instructional days or less;
 - (b) Disciplinary probation;
 - (c) Written reprimands; and
 - (d) Any conditions or terms imposed in conjunction with one of the foregoing disciplinary actions.
- (9) Except as provided elsewhere in these rules, disciplinary warnings and dismissals of disciplinary actions are final action and are not subject to appeal.

WAC 132D-150-130 Brief Adjudicative Proceedings Authorized

This rule is adopted in accordance with RCW 34.05.482 through 34.05.494. Brief adjudicative proceedings shall be used, unless provided otherwise by another rule or determined otherwise in a particular case by the president, or a designee, in regard to:

- (1) Parking violations.
- (2) Outstanding debts owed by students or employees.
- (3) Use of college facilities.
- (4) Residency determinations.
- (5) Use of library - Fines.

(6) Challenges to contents of education records.

(7) Loss of eligibility for participation in institution sponsored athletic events.

(8) Student conduct appeals involving the following disciplinary actions:

(a) Suspensions of ten instructional days or less;

(b) Disciplinary probation;

(c) Written reprimands;

(d) Any conditions or terms imposed in conjunction with one of the foregoing disciplinary actions; and

(e) Appeals by a complainant in student disciplinary proceedings involving allegations of sexual misconduct in which the student conduct officer:

(i) Dismisses disciplinary proceedings based upon a finding that the allegations of sexual misconduct have no merit; or

(ii) Issues a verbal warning to respondent.

(9) Appeals of decisions regarding mandatory tuition and fee waivers.

Brief adjudicative proceedings are informal hearings and shall be conducted in a manner which will bring about a prompt fair resolution of the matter.

WAC 132D-150-150 Brief Adjudicative Proceedings—Initial Hearing

(1) Brief adjudicative proceedings shall be conducted by a conduct review officer. The conduct review officer shall not participate in any case in which he or she is a complainant or witness, or in which they have direct or personal interest, prejudice, or bias, or in which they have acted previously in an advisory capacity.

(2) Before taking action, the conduct review officer shall conduct an informal hearing and provide each party:

(a) An opportunity to be informed of the agency's view of the matter; and

(b) An opportunity to explain the party's view of the matter.

(3) The conduct review officer shall serve an initial decision upon both the parties within ten business days of consideration of the appeal. The initial decision shall contain a brief written statement of the reasons for the decision and information about how to seek administrative review of the initial decision. If no request for review is filed within twenty-one calendar days of service of the initial decision, the initial decision shall be deemed the final decision.

(4) If the conduct review officer upon review determines that the respondent's conduct may warrant imposition of a disciplinary suspension of more than ten instructional days or expulsion, the matter shall be referred to the student conduct committee for a disciplinary hearing.

WAC 132D-150-170 Brief Adjudicative Proceedings—Review of an Initial Decision

(1) An initial decision is subject to review by the president, provided the respondent files a written request for review with the conduct review officer within twenty-one days of service of the initial decision.

(2) The president shall not participate in any case in which he or she is a complainant or witness, or in which they have direct or personal interest, prejudice, or bias, or in which they have acted previously in an advisory capacity.

(3) During the review, the president shall give each party an opportunity to file written responses explaining their view of the matter and shall make any inquiries necessary to ascertain whether the sanctions should be modified or whether the proceedings should be referred to the student conduct committee for a formal adjudicative hearing.

(4) The decision on review must be in writing and must include a brief statement of the reasons for the decision and must be served on the parties within twenty days of the initial decision or of the request for review, whichever is later. The decision on review will contain a notice that judicial review may be available. A request for review may be deemed to have been denied if the president does not make a disposition of the matter within twenty days after the request is submitted.

(5) If the president upon review determines that the respondent's conduct may warrant imposition of a disciplinary suspension of more than ten instructional days or expulsion, the matter shall be referred to the student conduct committee for a disciplinary hearing.

WAC 132D-150-190 Brief Adjudicative Proceedings—Agency Record

The agency record for brief adjudicative proceedings shall consist of any documents regarding the matter that were considered or prepared by the presiding officer for the brief adjudicative proceeding or by the reviewing officer for any review. These records shall be maintained as the official record of the proceedings.

WAC 132D-150-210 Student Conduct Committee

(1) The student conduct committee shall consist of five members:

(a) Two full-time students appointed by the student government;

(b) Two faculty members appointed by the president;

(c) One faculty member or administrator, other than an administrator serving as a student conduct or conduct review officer, appointed by the president at the beginning of the academic year.

(2) The faculty member or administrator appointed on a yearly basis shall serve as the chair of the committee and may take action on preliminary hearing matters prior to convening the committee. The chair shall receive annual training on protecting victims and promoting accountability in cases involving allegations of sexual misconduct.

(3) Hearings may be heard by a quorum of three members of the committee so long as one faculty member and one student are included on the hearing panel. Committee action may be taken upon a majority vote of all committee members attending the hearing.

(4) Members of the student conduct committee shall not participate in any case in which they are a party, complainant, or witness, in which they have direct or personal interest, prejudice, or bias, or in which they have acted previously in an advisory capacity. Any party may petition for disqualification of a committee member pursuant to RCW 34.05.425(4).

WAC 132D-150-230 Appeal—Student Conduct Committee

(1) Proceedings of the student conduct committee shall be governed by the Administrative Procedure Act, chapter 34.05 RCW, and by the model rules of procedure, chapter 10-08 WAC. To the extent there is a conflict between these rules and chapter 10-08 WAC, these rules shall control.

(2) The student conduct committee chair shall serve all parties with written notice of the hearing no less than seven days in advance of the hearing date, as further specified in RCW 34.05.434 and WAC 10-08-040 and 10-08-045. The chair may shorten this notice period if both parties agree, and also may continue the hearing to a later time for good cause shown.

(3) The committee chair is authorized to conduct prehearing conferences and/or to make prehearing decisions concerning the extent and form of any discovery, issuance of protective decisions, and similar procedural matters.

(4) Upon request filed at least five days before the hearing by any party or at the direction of the committee chair, the parties shall exchange, no later than the third day prior to the hearing, lists of potential witnesses and copies of potential exhibits that they reasonably expect to present to the committee. Failure to participate in good faith in such a requested exchange may be cause for exclusion from the hearing of any witness or exhibit not disclosed, absent a showing of good cause for such failure.

(5) The committee chair may provide to the committee members in advance of the hearing copies of:

(a) The conduct officer's notification of imposition of discipline, or referral to the committee; and

(b) The notice of appeal, or any response to referral, by the respondent. If doing so, however, the chair should remind the members that these "pleadings" are not evidence of any facts they may allege.

(6) The parties may agree before the hearing to designate specific exhibits as admissible without objection and, if they do so, whether the committee chair may provide copies of these admissible exhibits to the committee members before the hearing.

(7) The student conduct officer, upon request, shall provide reasonable assistance to the respondent in obtaining relevant and admissible evidence that is within the college's control.

(8) Communications between committee members and other hearing participants regarding any issue in the proceeding, other than procedural communications that are necessary to maintain an orderly process, are generally prohibited without notice and opportunity for all parties to participate, and any improper "ex parte" communication shall be placed on the record, as further provided in RCW 34.05.455.

(9) Each party may be accompanied at the hearing by a nonattorney assistant of his/her choice. A respondent may elect to be represented by an attorney at his or her own cost, but will be deemed to have waived that right unless, at least four business days before the hearing, written notice of the attorney's identity and participation is filed with the committee chair with a copy to the student conduct officer. The committee will

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

WAC 132D-150-250 Student Conduct Committee Hearings—Presentations of Evidence

(1) Upon the failure of any party to attend or participate in a hearing, the student conduct committee may either:

- (a) Proceed with the hearing and issuance of its decision; or
- (b) Serve a decision of default in accordance with RCW 34.05.440.

(2) The hearing will ordinarily be closed to the public. However, if all parties agree on the record that some or all of the proceedings be open, the chair shall determine any extent to which the hearing will be open. If any person disrupts the proceedings, the chair may exclude that person from the hearing room.

(3) The chair shall cause the hearing to be recorded by a method that he/she selects, in accordance with RCW 34.05.449. That recording, or a copy, shall be made available to any party upon request. The chair shall assure maintenance of the record of the proceeding that is required by RCW 34.05.476, which shall also be available upon request for inspection and copying by any party. Other recording shall also be permitted, in accordance with WAC 10-08-190.

(4) The chair shall preside at the hearing and decide procedural questions that arise during the hearing, except as overridden by majority vote of the committee.

(5) The student conduct officer, unless represented by an assistant attorney general, shall present the case for imposing disciplinary sanctions.

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

WAC 132D-150-270 Student Conduct Committee—Initial Decision

(1) At the conclusion of the hearing, the student conduct committee shall permit the parties to make closing arguments in whatever form it wishes to receive them. The committee also may permit each party to propose findings, conclusions, and/or a proposed decision for its consideration.

(2) Within twenty days following the later of the conclusion of the hearing or the committee's receipt of closing arguments, the committee shall issue an initial decision in accordance with RCW 34.05.461 and WAC 10-08-210. The initial decision shall include findings on all material issues of fact and conclusions on all material issues of law, including which, if any, provisions of the student conduct code were violated. Any findings based substantially on the credibility of evidence or the demeanor of witnesses shall be so identified.

(3) The committee's initial order shall also include a determination on appropriate discipline, if any. If the matter was referred to the committee by the student conduct officer, the committee shall identify and impose disciplinary sanction(s) or conditions, if any, as authorized in the student code. If the matter is an appeal by the respondent, the committee may affirm, reverse, or modify the disciplinary sanction and/or conditions imposed by the student conduct officer and/or impose additional disciplinary sanction(s) or conditions as authorized herein.

(4) The committee chair shall cause copies of the initial decision to be served on the parties and their legal counsel of record. The committee chair shall also promptly transmit a copy of the decision and the record of the committee's proceedings to the president.

WAC 132D-150-290 Appeal From Student Conduct Committee Initial Decision

(1) A respondent who is aggrieved by the findings or conclusions issued by the student conduct committee may appeal the committee's initial decision to the president by filing a notice of appeal with the president's office within twenty-one days of service of the committee's initial decision. Failure to file a timely appeal constitutes a waiver of the right and the initial decision shall be deemed final.

(2) The notice of appeal must identify the specific findings of fact and/or conclusions of law in the initial decision that are challenged and must contain argument why the appeal should be granted. If necessary to aid review, the president may ask for additional briefing from the parties on issues raised on appeal. The president's review shall be restricted to the hearing record made before the student conduct committee and will normally be limited to a review of those issues and arguments raised in the notice of appeal.

(3) The president shall provide a written decision to all parties within forty-five days after receipt of the notice of appeal. The president's decision shall be final and shall include a notice of any rights to request reconsideration and/or judicial review.

(4) The president shall not engage in an ex parte communication with any of the parties regarding an appeal.

WAC 132D-150-310 Summary Suspension

(1) Summary suspension is a temporary exclusion from specified college premises or denial of access to all activities or privileges for which a respondent might otherwise be eligible, while an investigation and/or formal disciplinary procedures are pending.

(2) The student conduct officer may impose a summary suspension if there is probable cause to believe that the respondent:

(a) Has violated any provision of the code of conduct; and

(b) Presents an immediate danger to the health, safety, or welfare of members of the college community; or

(c) Poses an ongoing threat of substantial disruption of, or interference with, the operations of the college.

(3) Notice. Any respondent who has been summarily suspended shall be served with oral or written notice of the summary suspension. If oral notice is given, a written notification shall be served on the respondent within two business days of the oral notice.

(4) The written notification shall be entitled "Notice of Summary Suspension" and shall include:

(a) The reasons for imposing the summary suspension, including a description of the conduct giving rise to the summary suspension and reference to the provisions of the student conduct code or the law allegedly violated;

(b) The date, time, and location when the respondent must appear before the conduct review officer for a hearing on the summary suspension; and

(c) The conditions, if any, under which the respondent may physically access the campus or communicate with members of the campus community. If the respondent has been trespassed from the campus, a notice against trespass shall be included that warns the student that his or her privilege to enter into or remain on college premises has been withdrawn, that the respondent shall be considered trespassing and subject to arrest for criminal trespass if the respondent enters the college campus other than to meet with the student conduct officer or conduct review officer, or to attend a disciplinary hearing.

(5) The conduct review officer shall conduct a hearing on the summary suspension as soon as practicable after imposition of the summary suspension.

(a) During the summary suspension hearing, the issue before the conduct review officer is whether there is probable cause to believe that the summary suspension should be continued pending the conclusion of disciplinary proceedings and/or whether the summary suspension should be less restrictive in scope.

(b) The respondent shall be afforded an opportunity to explain why summary suspension should not be continued while disciplinary proceedings are pending or why the summary suspension should be less restrictive in scope.

(c) If the student fails to appear at the designated hearing time, the conduct review officer may order that the summary suspension remain in place pending the conclusion of the disciplinary proceedings.

(d) As soon as practicable following the hearing, the conduct review officer shall issue a written decision which shall include a brief explanation for any decision continuing and/or modifying the summary suspension and notice of any right to appeal.

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

WAC 132D-150-330 Classroom Misconduct and Authority to Suspend for No More Than One Day

(1) Faculty members have the authority to take appropriate action to maintain order and proper conduct in the classroom and to maintain the effective cooperation of students in fulfilling the objectives of the course.

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

(3) Faculty members or college administrators have the right to suspend any student from any single class or related activity for no more than one instructional day per incident, if the student's misconduct creates disruption to the point that it is difficult or impossible to maintain the decorum of the class, related activity, or the learning and teaching environment. The faculty member or college administrator shall report this suspension to the student conduct officer or designee on the same day of the suspension. In consultation with

the faculty member, the student conduct officer may set conditions for the student upon return to the class or activity.

WAC 132D-150-350 Supplemental Sexual Misconduct Procedures

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

Application of the following procedures is limited to student conduct code proceedings involving allegations of sexual misconduct by a student. In such cases, these procedures shall supplement the student disciplinary procedures in WAC 132D-150-005 through 132D-150-080. In the event of conflict between the sexual misconduct procedures and the student disciplinary procedures, the sexual misconduct procedures shall prevail.

WAC 132D-150-370 Supplemental Definitions

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

(1) A "complainant" is an alleged victim of sexual misconduct, as defined in subsection (2) of this section.

(2) "Sexual misconduct" has the meaning ascribed to this term in WAC 132D-150-025.

WAC 132D-150-390 Supplemental Complaint Process

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

(1) The college's Title IX coordinator or designee shall investigate complaints or other reports of alleged sexual misconduct by a student. Investigations will be completed in a timely manner and the results of the investigation shall be referred to the student conduct officer for disciplinary action.

(2) Informal dispute resolution shall not be used to resolve sexual misconduct complaints without written permission from both the complainant and the respondent. If the parties elect to mediate a dispute, either party shall be free to discontinue mediation at any time. In no event shall mediation be used to resolve complaints involving allegations of sexual violence.

(3) College personnel will honor requests to keep sexual misconduct complaints confidential to the extent this can be done without unreasonably risking the health, safety and welfare of the complainant or other members of the college community or compromising the college's duty to investigate and process sexual harassment and sexual violence complaints.

(4) The student conduct officer, prior to initiating disciplinary action, will make a reasonable effort to contact the complainant to discuss the results of the investigation and possible disciplinary sanctions and/or conditions, if any, that may be imposed upon the respondent if the allegations of sexual misconduct are found to have merit.

(5) The student conduct officer, on the same date that a disciplinary decision is served on the respondent, will serve a written notice informing the complainant whether the allegations of sexual misconduct were found to have merit and describing any disciplinary sanctions and/or conditions imposed upon the respondent for the complainant's protection, including disciplinary suspension or dismissal of the respondent. The notice will also inform the complainant of his or her appeal rights. If protective sanctions and/or conditions are imposed, the student conduct officer shall make a reasonable effort to contact the complainant to ensure prompt notice of the protective disciplinary sanctions and/or conditions.

WAC 132D-150-410 Supplemental Appeal Rights

(1) The following actions by the student conduct officer may be appealed by the complainant:

(a) The dismissal of a sexual misconduct complaint; or

(b) Any disciplinary sanction(s) and conditions imposed against a respondent for a sexual misconduct violation, including a disciplinary warning.

(2) A complainant may appeal a disciplinary decision by filing a notice of appeal with the conduct review officer within twenty-one days of service of the notice of the discipline decision provided for in WAC 132D-150-390. The notice of appeal may include a written statement setting forth the grounds of appeal. Failure to file a timely notice of appeal constitutes a waiver of this right and the disciplinary decision shall be deemed final.

(3) If the respondent timely appeals a decision imposing discipline for a sexual misconduct violation, the college shall notify the complainant of the appeal and provide the complainant an opportunity to intervene as a party to the appeal.

(4) Except as otherwise specified in this supplemental procedure, a complainant who timely appeals a disciplinary decision or who intervenes as a party to respondent's appeal of a disciplinary decision shall be afforded the same procedural rights as are afforded the respondent.

(5) An appeal by a complainant from the following disciplinary actions involving allegations of sexual misconduct against a student shall be handled as a brief adjudicative proceeding:

(a) Exoneration and dismissal of the proceedings;

(b) A disciplinary warning;

(c) A written reprimand;

(d) Disciplinary probation;

(e) Suspensions of ten instructional days or less; and/or

(f) Any conditions or terms imposed in conjunction with one of the foregoing disciplinary actions.

(6) An appeal by a complainant from disciplinary action imposing a suspension in excess of ten instructional days or an expulsion shall be reviewed by the student conduct committee.

(7) For such appeals that involve sexual misconduct allegations, the student conduct committee shall consist of three members:

(a) Two faculty members appointed by the president;

(b) One faculty member or administrator, other than an administrator serving as a student conduct or conduct review officer, appointed by the president at the beginning of the academic year.

(8) In proceedings before the student conduct committee, respondent and complainant shall have the right to be accompanied by a non-attorney assistant of their choosing during the appeal process. Complainant may choose to be represented at the hearing by an attorney at his or her own expense, but will be deemed to have waived that right unless, at least four business days before the hearing, he or she files a written notice of the attorney's identity and participation with the committee chair, and with copies to the respondent and the student conduct officer.

(9) In proceedings before the student conduct committee, complainant and respondent shall not directly question or cross examine one another. All questions shall be directed to the committee chair, who will act as an intermediary and pose questions on the parties' behalf.

(10) Student conduct hearings involving sexual misconduct allegations shall be closed to the public, unless respondent and complainant both waive this requirement in writing and request that the hearing be open to the public. Complainant, respondent and their respective non-attorney assistants and/or attorneys may attend portions of the hearing where argument, testimony and/or evidence are presented to the student conduct committee.

(11) The chair of the student conduct committee, on the same date as the initial decision is served on the respondent, will serve a written notice upon complainant informing the complainant whether the allegations of sexual misconduct were found to have merit and describing any disciplinary sanctions and/or conditions imposed upon the respondent for the complainant's protection, including suspension or dismissal of the respondent. The notice will also inform the complainant of his or her appeal rights.

(12) Complainant may appeal the student conduct committee's initial decision to the president subject to the same procedures and deadlines applicable to other parties.

(13) The president, on the same date that the final decision is served upon the respondent, shall serve a written notice informing the complainant of the final decision. This notice shall inform the complainant whether the sexual misconduct allegation was found to have merit and describe any disciplinary sanctions and/or conditions imposed upon the respondent for the complainant's protection, including suspension or dismissal of the respondent.

Revised September 12, 2023



Student Complaint Policy

This document can also be found in the student Life section of the Skagit Valley College web site www.Skagit.edu.

Skagit Valley College provides a drug-free environment and does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, or age in its programs and employment.

Revised May, 2017

Skagit Valley College
Student Complaint Process Overview

Student Complaint Policy

Student complaints

Complaints excluded from this section.

Initial complaint

Complaint procedure.

Grievance procedure--Sex and disability discrimination

Grievance review committee procedures.

Final decision regarding process review--Extra-institutional appeals.

Nature of grievance proceedings

Withdrawal of grievance

Administrative, faculty and staff grievances.

Effective date of the rules of conduct.

Student complaints.

The purpose of this section is to protect enumerated rights outlined in WAC 132D-150-040 are guaranteed to each student within the limitations of statutory law and college policy which are deemed necessary to achieve the educational goals of the college:

These academic freedoms include:

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

Students may follow the college policy on sexual harassment and/or may file complaints with outside agencies, as referenced in WAC 132D-305-005(10). Students should determine the time deadlines that apply to the filing of

complaints with such outside agencies, as the college's internal processing of student complaints may not recognize such time periods.

WAC 132D-120-240 Complaints excluded from this section.

- (1) A student may not use the provisions of this section as the basis for filing a complaint based on the outcome of disciplinary proceedings described in sections of the code of student conduct.
- (2) Federal and state laws, rules and regulations, in addition to policies, regulations and procedures adopted by the state board for community and technical colleges or the board of trustees of Community College District No. 4 shall not be grievable matters. College personnel actions are considered confidential. Results may not be made available for review.

Initial complaint.

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

Complaint procedure.

- (1) The complaint procedures set forth in this section concern only those complaints that do not involve violation of Title IX of the Education Amendments of 1972 (sex discrimination) or section 504 of the Rehabilitation Act of 1973 (disability discrimination).
- (2) A student wishing to pursue a resolution to his or her concern may contact the office where counseling services are provided. That office will serve as a source of information and direction for complainants.
- (3) A student shall contact the faculty or staff member with whom he or she has a concern and attempt to resolve the matter through direct discussion. Students are expected to meet with their instructor about issues related to grades, assignments, class projects, group work, conflicts with classmates, and other classroom related issues. A student or faculty member may ask a support person to accompany him or her in this discussion.

If a student is concerned about inappropriate or unprofessional instructor conduct, then the student should contact the instructor's supervising Dean or Vice President.

- (4) If direct discussion does not resolve the concern to the student's satisfaction, the student shall take the matter to the faculty member's Division or Department Chair or the staff member's immediate supervisor. The supervisor shall attempt to resolve the matter promptly and fairly. The student should provide to the supervisor any documentation to support the complaint, such as-but not limited to-the course syllabus, a copy of the student's grades in the Learning Management System (e.g. Canvas), feedback from assignment, and written feedback and/or correspondence with the instructor.
- (5) If the issue is not resolved, the supervisor shall forward the complaint to the appropriate administrator who shall meet with the student and, within ten business days, write a letter to the student involved, copied to the faculty or staff member involved that details the resolution proposed. In appropriate cases, the student shall also be informed of his or her right to file a petition to have the complaint heard before the grievance review committee.
- (6) In order to have his/her complaint heard by the grievance review committee:
 - (a) The student must submit this request to the office of the vice president for instruction within five business days of his/her receipt of the administrator's letter;
 - (b) The student's complaint must fall into one of the following categories to be reviewed by the grievance review committee:
 - i. Alleged deviation from course grading policies as specified in the syllabus;
 - ii. Alleged errors in applying grading procedures;
 - iii. Alleged lowering of grades for nonacademic reasons;

The vice president of instruction shall have the authority to determine if a complaint meets the eligibility requirements to be forwarded to the grievance review committee. The vice president of instruction may request additional information or evidence from the student: in such cases, the student shall provide the additional information or evidence within 5 business days. Appeals to the vice president of instruction's decisions regarding the eligibility of grade complaints shall be subject to the Brief Adjudicated Proceedings outlined in WAC 1320-150-130.

Other complaints about instructional issues (including the appeal of test questions, curriculum issues, and quality of instruction) and/or college employees will be considered and acted upon at the discretion of the appropriate administrator and are not eligible to be heard by the grievance review committee.

Appeals regarding the validity of test questions and other curriculum issues are normally adjudicated at the department level, and the appropriate administrator will only review the appeal process to ensure fairness and impartiality.

Grievance procedure--Sex and disability discrimination.

Skagit Valley College provides a drug-free environment and does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, or age in its programs and employment. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Executive Director of Human Resources

2405 E. College Way, Mount Vernon, WA 98273

(360) 416-7794

Grievance review committee procedures.

- (1) Any complaint meeting the eligible criteria not resolved by an administrator may be appealed to the grievance review committee for a hearing. The complainant or respondent shall petition the committee by obtaining an official complaint form from the office of the vice president of instruction. That petition shall be made within five business days of the notice of decision in the previous proceedings.
- (2) When a petition for review is filed, the student shall either:
 - (a) Be assigned a process advisor by the vice president of instruction or choose an advisor of his/her own; or
 - (b) Waive his or her right to an advisor; or
 - (c) Notify the college of his or her retention of an attorney at least one week prior to a scheduled grievance hearing. Where the student is accompanied by an attorney, the college may be represented by an assistant attorney general.
- (3) The student's completed official complaint form shall be distributed to all members of the grievance review committee.
- (4) The vice president of instruction shall appoint a chair the grievance review committee and its members shall be chosen as follows:
 - (a) The Chair;
 - (b) Two faculty members appointed by the vice-president of instruction; and

- (c) Two students appointed by the president of the associated students of Skagit Valley College; and
 - (d) Two classified or exempt staff members appointed by the classified staff designated leadership or the president.
- (5) Hearings may be heard by a quorum of four members of the grievance review committee so long as one faculty member and one student are included on the hearing panel. Committee action may be taken upon a majority vote of all committee members attending the hearing.
 - (6) Members of the grievance review committee shall not participate in any case in which they are a party, complainant, or witness, in which they have direct or personal interest, prejudice, or bias, or in which they have acted previously in an advisory capacity. Any party may petition for disqualification of a committee member pursuant to RCW 34.05.425(4).
 - (7) The grievance review committee may call any witnesses and hear any testimony needed to reach a prompt, fair resolution of the complaint. The proceedings before the committee shall not be considered a formal trial-type hearing.
 - (8) Within five business days of the conclusion of the hearing, the committee shall issue a written decision to all involved in the case.
 - (9) If a student feels that his/her case was not handled according to the procedures set forth in this section, he/she may request that it be reviewed by the vice president of instruction. The vice president will review the process carried out by administrators and the grievance review committee together with any appeal statement and will deliver a written acceptance of the grievance review committee decision or directions as to what other course of action shall be taken, within ten business days after receiving the appeal.

Final decision regarding process review--Extra-institutional appeals.

- (1) Where the student is not satisfied by the vice-president's decision, he or she may appeal that decision to the president of the college provided that such appeal is made within five business days of the student's receipt of notice of the decision.
- (2) The president's review will be limited to the process used in decision making. The president will deliver a written acceptance of the vice-president's decision or directions as to what other course of action shall be taken, within ten business days after receiving the appeal.
- (3) This decision shall constitute final agency action by the college.
- (4) A student who feels aggrieved by the institution's final decision, may

petition for judicial review of that decision according to the provisions of RCW 28B.19.150.

- (5) For further review in sexual or disability discrimination cases, the grievant may send appeals or inquiries to:
 - (a) U.S. Department of Education
Office for Civil Rights Region X
915 Second Avenue, Room 3310
Seattle, WA 98174
206-220-7900
 - (b) Washington State Human Rights Commission
Third Avenue
Seattle, Washington 98101
206-464-6500
 - (c) Department of Justice Civil Rights Division
1424 New York Avenue, Room 5041
Washington, D.C. 20005
202-307-0818 (TTD), or 800-514-0383 (voice)

Skagit Valley College is accredited by the Northwest Commission on Colleges and Universities (<http://www.nwccu.org/>). If you feel that your concerns have not been adequately addressed by the college, you can file a complaint with the Northwest Commission by mail at 8060 165th Avenue NE Suite 100, Redmond, WA 98052 or by telephone (425) 558-4224. The college is regulated by the State Board for Community and Technical Colleges (<http://www.sbctc.edu>) which you can reach by mail at PO Box 42495, Olympia, WA 98504-2495, ballinder@sbctc.edu, 360-704-4315 or visit sbctc.edu.

The Higher Education Act (HEA) prohibits an institution of higher education from engaging in a "substantial misrepresentation of the nature of its educational program, its financial charges, or the employability of its graduates." 20 U.S.C. §1094(c)(3)(A). Further, each state must have "a process to review and appropriately act on complaints concerning the institution including enforcing applicable state laws." 34 C.F.R. § 600.9. The Washington State Board for Community and Technical Colleges (SBCTC) maintains a process to investigate complaints of this nature brought by community and technical college students in the state of Washington. For information, contact SBCTC Student Services, PO Box 42495, Olympia, WA 98504-2495, ballinder@sbctc.edu, 360-704-4315 or visit sbctc.edu.

Nature of grievance proceedings.

All hearings growing out of a student-initiated complaint, including appeals to the office of the president, shall remain closed unless all parties to the grievance agree on an open hearing.

Withdrawal of grievance.

- (1) At any time during the complaint or grievance procedure, the complainant may officially withdraw the grievance in writing.
- (2) In the event the complainant or appellant fails to appear for any scheduled hearing without prior notification or evidence of extenuating circumstances, this shall be considered to constitute withdrawal of the grievance or appeal.

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

**SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE
FOR
Anti Hazing**

Section: 5000 Subsection: 5710	Initial Date of Approval: 4/22/09 Revision Date(s):
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PURPOSE

Skagit Valley College prohibits student organizations and their members from engaging, individually or collectively, in hazing activities.

REFERENCES

RCW 9A.20.021
RCW 28B.10.900
RCW 28B.10.901
RCW 28B.10.902
WAC 132D.120

POLICY

To comply with the Revised Codes of Washington Anti-Hazing Laws RCW 28B.10.900, RCW 28B.10.901, and RCW 28B.10.902.

PROCEDURE

Initial questions or complaints regarding hazing are to be directed to the approved Dean of Student Services. Appeals are to be heard in accordance with the procedures described in the Code of Student Conduct. (WAC 132D.120)

**SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE
FOR
Student Communicable Disease**

Section: 5000 Subsection: 5715	Initial Date of Approval: 4/22/09 Revision Date(s): 3/8/11
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PURPOSE

To insure a healthy and safe campus for the Skagit Valley College community. The college understands that no policy can completely protect the campus community from all exposures to harmful disease, but these policies are in place to minimize the risk to students so their educational progress will not be interrupted by avoidable illness.

REFERENCES

American Council Health Association (ACHA) Guidelines
ACHA Guidelines - Recommendations for Institutional Prematriculation Immunizations
ACHA Guidelines - Tuberculosis Screening and Targeted Testing of College and University Students

POLICY

COMMUNICABLE DISEASE OUTBREAK: If a student contracts measles, mumps, rubella, polio, diphtheria, avian flu, chickenpox, SARS, or other highly infectious diseases he/she will be excluded from the campus community and/or quarantined until the communicable period is past. In the event of a broader outbreak, the college will work with the local health departments and other governmental agencies to determine an appropriate response.

MEASLES/MUMPS/RUBELLA REQUIREMENT: All Campus View Village residents must show records of MMR immunizations or they will be excluded from campus housing in the event of a suspected case of measles, mumps, or rubella in the SVC community. The non-immunized individual(s) will remain excluded for at least two weeks after the onset of the last case or until the appropriate health department approves his/her return to campus. If a student chooses to be immunized at the time of an outbreak, he/she will still be excluded from campus housing for a two week period following the immunization to be sure that the student did not contract the disease before the immunization was given.

EXEMPTIONS: Campus View Village resident students may be exempt from immunizations for the following reasons and under the following conditions:

1. Medical exemption-must have physician note with a medical reason for exemption.

2. Religious exemption- must sign an exemption form at the housing office or in the presence of a notary public and return the form to the housing office.
3. Personal exemption - must sign an exemption form at the housing office or in the presence of a notary public and return the form to the housing office.

Students who are exempted from the immunization records policy will be excluded from campus housing during the time of any measles, mumps, or rubella outbreak.

PROCEDURE

Procedures described in Communicable Disease Policy.

**SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE
FOR
Sexual Offender Notification**

Section: 5000
Subsection: 5720

Initial Date of Approval: 4/22/09
Revision Date(s):

PURPOSE

To provide college community members with timely and accurate information in compliance with federal and state laws about sex offenders who are currently attending the college.

REFERENCES

RCW 4.24.550

RCW 9A.44.130

Campus Sex Crimes Prevention Act (section 1601 of Public Law 106-386)

House Bill 2786, Chapter 98, Laws of 2008 (Wash.)

POLICY

It shall be the policy of the college to conform to the state law RCW 4.24.550 to share relevant information about sexual predators to faculty, staff, students and general public on or about the college site.

PROCEDURE

The extent of public disclosure of relevant and necessary information will be rationally related to: (a) The level of risk posed by the offender to the community; (b) the location where the offender resides, expects to reside, or is regularly found; and (c) the need of the affected community members for information to enhance their individual and collective safety.

Once the institution determines the presence of sexual offenders, they will follow the guidelines set out in RCW 4.24.550 for public notification. These guidelines follow the risk levels set by the Washington State Department of Corrections.

Sexual Offenders Notification procedures can be found in the Skagit Valley College Student Services Procedures Manual.

**SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE
FOR
Gender Equality**

Section: 5000 Subsection: 5725	Initial Date of Approval: 4/22/09 Revision Date(s):
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PURPOSE

Gender equality is fair, impartial, and equitable treatment of a person regardless of gender which guarantees that all Skagit Valley College students shall have equal access to academic programs, student employment, counseling and guidance services, financial aid, recreational activities including club sports and intercollegiate activities, regardless of sex.

REFERENCES

RCW 28B.110
WAC 250-71

POLICY

It shall be the policy of the College to conform to the requirements of RCW 28B.110 concerning gender equality.

PROCEDURE

See Athletic Director.

**SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE
FOR
Gender Equity in Intercollegiate Athletics**

Section: 5000
Subsection: 5730

Initial Date of Approval: 4/22/09
Revision Date(s):

PURPOSE

It is the intent of this policy to achieve and maintain gender equity in intercollegiate athletics.

REFERENCES

RCW 28B.15.455

Title IX, Education Amendments of 1972, Title 20 U.S.C. Sections 1681-1688

WAC 205-71-050

POLICY

It shall be the policy of the College to comply with the requirements of RCW 28B.15 and Title IX of the Higher Education Act in regards to gender equity in intercollegiate athletics.

PROCEDURE

See Athletic Director.

**SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE
FOR
Loss of Eligibility for Student Athletes**

Section: 5000
Subsection: 5735

Initial Date of Approval: 4/22/09
Revision Date(s):

PURPOSE

Establish clarity regarding the eligibility requirements for athletics.

REFERENCES

Standards of the Northwest Athletic Association of Community Colleges
WAC 132D-400
RCW 69.41

POLICY

Skagit Valley College Athletics program abides by the eligibility standards of the Northwest Athletic Association of Community Colleges and the WAC 132D-400 policy on loss of eligibility in athletic participation. Athletes also abide by the Skagit Valley College academic standards.

WAC 132D-400-010 Grounds for ineligibility.

PROCEDURE

WAC 132D-400-020 Suspension procedure – Right to informal hearing.

WAC 132D-400-030 Hearing.

WAC 132D-400-040 Decision.

**SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE
FOR
Academic Integrity**

Section: 5000
Subsection: 5740

Initial Date of Approval: 4/22/09
Revision Date(s):

PURPOSE

Skagit Valley College provides a welcoming and supportive climate in which all people are respected and differing ideals and opinions are valued. A sense of mutual trust is critical to achieving such a community. Lying, cheating, and other acts of academic dishonesty are not acceptable in the Skagit Valley College community of trust. An Academic Honor Code has been established that details specific behavior that constitutes academic dishonesty and describes the process by which such behavior will be dealt with by college faculty and student conduct administrators.

REFERENCES

Skagit Valley College Code of Student Conduct (WAC 132D-120)

POLICY

The Academic Honor Code at Skagit Valley College establishes a fundamental social contract within which the college community agrees to live. Each member of the college community is expected to uphold the values of the honor code. Alleged honor code violations will be investigated through the procedures in the Code of Student Conduct and other college disciplinary policies.

PROCEDURE

The Academic Honor Code can be found in the Student Services Procedures Manual and on the college website at <http://www.skagit.edu/honorcode>. The Code of Student Conduct can be found at <http://www.skagit.edu/conduct>.

Administrative Responsibility: Dean, Student Services

SKAGIT VALLEY COLLEGE POLICY/PROCEDURE FOR ADVISING

Section: 5000 Subsection: 5745	Initial Date of Approval: 2/17/2017 Revision Date(s): 11/7/2019
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PURPOSE

Skagit Valley College recognizes that high-quality advising is critical to student success. Advising is a team effort and shared responsibility involving Counselors, Navigators, and Instructional Faculty who communicate regularly and work together to proactively support students in a designated pathway.

Advising is a developmental process that focuses student through effective communication with the student, continual assessment of the student's progress, and encouraging the student to take responsibility for their own success.

REFERENCE

RCW 28B.50.140

POLICY

Academic advising is an essential component to support the academic development of Skagit Valley College students throughout their time at SVC.

Each student will have mandatory advising checkpoints.

Students will receive advising in subsequent quarters based on procedures determined by the Vice President for Student Services.

PROCEDURE

Advising procedures can be found in the Skagit Valley College Advising Guide.

SKAGIT VALLEY COLLEGE
POLICY FOR
Posting

Section: 5750	Initial Date of Approval: 1/19/2019
	Revision Date(s):

PURPOSE

Skagit Valley College is committed to a safe and well-maintained campus environment. Posting facilities shall be reserved primarily for the use of students, faculty and staff to inform the campus community about college-related programs and activities.

Some space shall also be made available for posting by off-campus groups, individuals, or organizations; including commercial enterprise for promoting appropriate activities and/or opportunities in the community or at the college per the following procedures.

POLICY

DEFINITIONS

Campus Community - faculty, staff, and students currently enrolled or employed at Skagit Valley College.

Public – everyone.

PUBLIC POSTING AREAS

Members of the public and the campus community may post materials that advertise, publicize, or otherwise provide notice of classes, activities, events, or information consistent with and supportive of the teaching, research, and public service mission of Skagit Valley College in the following locations. Materials must not be threatening, defaming, or obscene. Should a complaint about any posted materials be made, the complaint will be reviewed by the Office of Student Life. Appeals of decisions made by the Office of Student Life can be made to the Vice President for Student Services. Advertising of alcohol, weapons and tobacco products is not permitted.

Skagit Valley College designates the following locations as public posting areas:

Mount Vernon Campus

1. Library entrance: left half of board.
2. Cardinal Center: across from C-178
3. Lewis Hall: L-122 above recycling

Whidbey Island Campus

1. Old Main (Stairwell)
2. Hayes Hall (near Sno-Isle Library)
3. Oak Hall (Second Floor Hallway)

South Whidbey Center

1. Room 112

San Juan Center

1. Main Lobby

Anacortes Marine Technology

1. Lobby Proper

CAMPUS COMMUNITY POSTING AREAS

The Office of Student Life has the responsibility to ensure that materials to be posted in Campus Community Posting Areas are not threatening, defaming, or obscene. Should a complaint about any posted materials, the complaint will be reviewed by the Office of Student Life. Appeals of decisions made by the Office of Student Life can be made to the Vice President for Student Services.

Skagit Valley College designates the following additional locations as limited for public use only by the campus community to post college-sponsored information, meetings, and events:

Mount Vernon Campus

1. Library entrance: right half of board.
2. Cardinal Center: across from C-178
3. Lewis Lobby above information kiosks.

Whidbey Island Campus

1. Old Main (Stairwell)
2. Hayes Hall (By Math Center)
3. Oak Hall (Outside of Student Services)

South Whidbey Center

1. Room 113

San Juan Center

1. Main Lobby

Anacortes Marine Technology

1. Primary Corridor

All other bulletin boards and display cases are reserved for designated college programs and departments as determined by the Vice President for Administrative Services or designee.

All other bulletin boards are assigned to specific departments. Departments bulletin boards should be clearly marked and provide contact information.

PROCEDURES

All materials must be date-stamped by the Office of Student Life. Materials must include information on the sponsoring organization, include the name and phone number of a contact. Posted materials not bearing a legitimate date stamp will be removed.

Individuals or groups posting literature on campus are responsible for removing it in a timely fashion. Any literature not removed by the individual or group may be taken down by student programs within 48 hours after the announced event or one month after the approval date-stamp, whichever is earliest.

Custodians and maintenance staff will immediately remove signs that are causing damage to the buildings or grounds or materials that are posted in non-designated areas.

Posted materials which are torn, damaged, or covering another posting will be removed and discarded.

It is strongly encouraged that all posted literature include both Spanish and English languages. If posted literature is in a language other than English, an English translation must be included or posted alongside the non-English language.

Distribution of literature by placing it on motor vehicles parked on Skagit Valley College property is prohibited.

Posting on glass doors or windows is reserved for emergency notifications, postings required by law or building code, or specific timely notifications at building entrances as determined by the college administration.

Violators of these provisions may be responsible for the cost of cleaning and/or restoration of any facility marred or damaged by the posting of literature.

Administrative Responsibility: Vice President for Student Services