

Policies and Procedures

Admission, Registration and Graduation Appeals Committee

The Admission, Registration and Graduation Appeals Committee (ARGAC) is advisory to the Dean of Enrollment Services and generally meets once each quarter. The ARGAC objective is to facilitate the decision-making process as it relates to uncertain requirements or unique circumstances in regard to student admission, registration and graduation.

Admission: To review all aspects for the admission of students to OC, its programs and courses, including the appeal of admission decisions.

Registration: To review problems related to student registration or enrollment in courses.

Graduation: To review situations regarding the waiver and/or substitution of specific graduation requirements for all degrees and certificates awarded by OC.

Process

To begin the process, a student must submit a completed "Registrar's Petition" form to the Dean of Enrollment Services. The request should be specific and may include supportive documents or statements from appropriate people and sources. The student should consult with the Registration and Records Office regarding appropriate times to submit an appeal in any given quarter. The Dean of Enrollment Services may approve or deny the petition. If the petition is denied, the student has the option to request the petition be forwarded to the ARGAC for review. The ARGAC decision is final.

NOTE: Grade appeals follow a different procedure (see "Grade Appeals" in this catalog).

Alcohol/Drug-Free Environment

Per WAC 132c-120, any student shall be subject to immediate disciplinary action who, either as a principal actor or aider and abettor:

- Is found to be using, possessing, being demonstrably under the influence of, or selling any narcotic or controlled substance as defined in chapter 69.50 RCW as now law or hereafter amended, except when the use or possession of a drug is specifically prescribed as medication by an authorized medical doctor or dentist. For the purpose of this regulation, "sale" shall include the statutory meaning defined in RCW 69.50.410 as now law or hereafter amended.
- Is found to be demonstrably under the influence of any form of alcoholic beverage. Possessing or consuming any form of alcoholic beverage on college property, with the exception of sanctioned events, approved by the President or his or her designee and in compliance with state law.

After considering the evidence in the case and interviewing the accused, the Vice-President of Student Services may impose sanctions directly such as warning, reprimand, restitution, disciplinary probation, suspension, and/or expulsion.

Adopted by Board of Trustees 3/23/2004, Revised 8/24/2010

Affirmative Action & Equal Opportunity Policy

Olympic College, Community College District No. 3, shall provide equal educational and employment opportunities without regard to race or ethnicity, creed, color, sex, national origin, age, marital status, religious preference, life-threatening illness, the presence of any sensory, mental, or physical disability, reliance on public assistance, sexual orientation, status as a disabled or Vietnam-era veteran, or political opinions or affiliations.

It is a realization that discrimination, and the prejudice from which it results, is deeply ingrained within our culture. Concentration on the mere prevention of discrimination can result in the implementation of practices, which provide only superficial equality. Such practices, while possibly within the letter of the law, do not enact the full intent of the federal and state legislation, presidential and gubernatorial executive orders, or the courts' interpretation of these mandates. Therefore, Olympic College will organize and implement practices and programs, which aid in overcoming the effects of discrimination in regard to all of the protected groups.

In establishing affirmative action as a priority, Olympic College leadership believes that affirmative action must occur not only in the employment phase of its operation, but also in its educational programs, since it is in this area that the educational system impacts the make up of the labor force of the future.

Olympic College will operate aggressively and affirmatively in implementing and maintaining programs, which will promote genuine equal education and employment attitudes and opportunities. Complying with this policy is a priority commitment to affirmative action in the day-to-day operations at Olympic College, resulting in improved opportunities for protected groups and an improved learning environment.

The Affirmative Action Officer is responsible for the implementation and maintenance of systems, which monitor the effectiveness of the college's Affirmative Action Plan. While it is the obligation of all staff members to assist in achieving goals for the plan, administrators and supervisors are expected to provide leadership in this effort.

Those persons who have questions or grievances regarding affirmative action or equal employment and education opportunities at the college are invited to contact the President or the Affirmative Action Officer.

Adopted by the Board of Trustees 3/28/89, revised 8/27/91, 5/23/95.

Animal Control Policy

This policy governs the control of pets and other animals and in all campuses and buildings owned or controlled by Olympic College.

- Except as provided herein, no person may bring an animal into a building owned or controlled by the college. This provision shall not apply to or prohibit a service animal as defined under RCW 49.60.040(23) and (24), an animal under the control of a law enforcement officer, or an animal authorized by the college for educational purposes.
- Animals are permitted on the campus grounds only when under the direct control of their owners or keepers. Direct control for this purpose means control by means of a leash, cage, bridle, or other restraining device held by the owner or keeper, except that reasonable modifications of this provision may be made to accommodate a service animal.
- No animal whether on the campus grounds or in a college building, shall be permitted to run at large, to disrupt the college's programs or activities, or to pose a direct threat to the health or safety of others.

- Any violation of this policy will be cause for removal of the violator and/or animal from campus and/or disciplinary action against the violator. An animal found in violation of this policy may also be subject to impoundment under city or county animal control ordinances. Violations may be reported to campus security; however, community support is urged in reminding pet owners of their obligation if a violation is observed by a community member.
- A student or employee who is responsible for an animal that is repeatedly in violation of this policy may be subject to the disciplinary proceedings appropriate to his or her status. Visitors to campus who are responsible for an animal that repeatedly fails to comply with this section may be subject to legal process.
- Brief adjudicative proceedings under RCW 34.05.482 through 34.05.494, shall be used in all matters relating to the college's enforcement of this policy.

Adopted by Board of Trustees 1/29/2008

Children on Campus Policy

Olympic College recognizes that children often appropriately accompany adults during visits to campus. For the purpose of this policy, a child is defined as a person who has not reached their sixteenth (16th) birthday and is not enrolled as an Olympic College student. Children, however, need at all times to be under the supervision of their parent(s)/designated guardian. It is inappropriate for a parent to ask a member of the college community to assume supervision, unless he or she is leaving the child in a college program sanctioned for children as defined in this policy.

This policy pertains to all employees and persons who visit the college, participate in classes, and/or programs, events or other activities.

Children are not permitted in classrooms at Olympic College except with the specific approval of the faculty member responsible for the class, on an emergency basis, and for a specific and limited period of time. Children are not allowed in areas where dangerous equipment is operated and/or where chemicals, cleaning products, solvents or any hazardous products are stored or used such as science and computer laboratories, art studios, the welding shop and the weight room. As casual visitors to the open campus area, children shall not be restricted except when being disruptive.

No employee, student or visitor to the college shall leave a child unattended at the college, including in campus buildings, on campus grounds, or in a vehicle. Nor shall a child be left with a college employee unless that child is enrolled in an authorized program of the college.

Olympic College offers certain programs and activities targeted towards children (i.e., Child and Family Development Center, Head Start, Parent Education, computer camps or sports camps). The college provides supervision for children enrolled in these activities. The college does not supervise children outside of such programs and neither the college nor its employees, agents, or students may accept responsibility to do so on behalf of the college.

Children shall not be present at an employee's workplace (e.g., office, classroom, shop, etc.) in lieu of other child care arrangements during the employee's working hours. Exceptions may be granted on an emergency basis and for a specified and limited period of time by the appropriate supervisor or his/her designee.

When a child is present in the classroom or work place, it is the responsibility of the parent/accompanying adult to ensure that children do not unduly disrupt the educational or work setting. Adopted by the Board of Trustees 1/25/05, reaffirmed 10/25/05.

Course Substitutions Procedure

For Students with Disabilities

OC recognizes that certain disabilities may preclude a student from successfully completing a specific course requirement for a degree, even with appropriate accommodations. In those cases, the college will consider course substitutions when they do not compromise the integrity of the academic program. Under the Americans with Disabilities Act, the college is not required to waive essential requirements of a student's program of instruction. Therefore, every student enrolled in a degree program must meet the essential requirements of that program. In the case of substitution requests, the college understands that any such substitution must not weaken the curriculum, but rather expand the opportunities available.

OC also recognizes that altered methods of course delivery and/or the use of accommodations will enable most students with disabilities to successfully complete course requirements, except in unusual circumstances. Therefore, the student is encouraged to attempt successful completion of the required course and/or prerequisites with accommodation. Course substitution may be requested with the following procedures:

- All requests for course substitutions shall be submitted to the Dean of Enrollment Services a minimum of two days prior to the Admission, Registration and Graduation Appeals Committee (ARGAC) meeting, held once per quarter or as required. Consult with the Registration Office regarding the date in any given quarter. The request must include the following information:
 - An explanation of the relationship of the student's disability to the lack of success in completing the course; current relevant medical or psychological documentation which includes functional impact of the disability and its duration, when appropriate (refer to the section, "General Guidelines for Documentation of a Disability"); a description of the accommodations previously received by the student in the course or relevant subject area, if attempted; and a release signed by the student, authorizing the committee to review the student's documentation and to contact the evaluating professional, if necessary.
 - The request may also include other relevant information, such as letters from instructors and/or tutors who have first-hand knowledge of the student's attempts in the required subject area.
- Course substitutions will be approved only when such requests are consistent with the essential degree requirements.
- Students may contact the Registrar's Office for further details regarding specific requests.
- The Dean of Enrollment Services shall respond in writing to all requests within one week of the ARGAC meeting. The response shall include a brief summary of the basis for the decision.

Grievance Procedure

For Students with Disabilities

OC has adopted an internal grievance procedure providing for the equitable resolution, within a reasonable time, of complaints by students with disabilities alleging violations of their rights under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973.

All requests for access, accommodation, and academic adjustment should first be brought to the Office of Access Services (AS). If a student believes that a faculty member, an office or a program has refused to provide an accommodation in accordance with notice from Access Services, a student should first request the assistance of the AS Director in

resolving the complaint. If the complaint cannot be resolved in this manner, or if it involves the Access Services Office, a student has the right to appeal with the following procedure:

- Submit a written appeal to the Vice President of Student Services, which should include:
 - The nature of the disability, with an explanation of its current impact and functional limitations in the academic setting;
 - Details of the reasonable accommodation being requested; and
 - A description of any/all accommodations provided or offered by the college and an explanation of why these accommodations are insufficient or ineffective.
- The Vice President of Student Services shall investigate the grievance and issue a written determination, which will specify resolution of the matter. Such written determination shall ordinarily be issued within 14 days of the filing of the grievance. Circumstances which may prolong the response of the Vice President include the intervention of a quarter break and other such circumstances which may render unavailable persons necessary to an appropriate resolution of the complaint.
 - In addition to the above described appeal process, any student who believes that he or she has been discriminated against on the basis of disability may file a formal discrimination complaint with the ADA Compliance Officer. OC has adopted an Affirmative Action and Equal Employment Opportunity Policy that provides for prompt and equitable resolution of complaints alleging discrimination. A copy of the policy is published in this catalog and may also be obtained from the Office of Human Resource Services on the fifth floor of the College Service Center at OC Bremerton.

Students also have the right to file a complaint with the U.S. Department of Education and/or seek other legal remedies under state and federal law. The Department of Education requires complaints of discrimination to be filed within 180 days of the last known incident of discrimination. For further information regarding external complaint mechanisms, please refer to the RCW 28B.10.910 through RCW 28B.10.914 and the Washington Law against Discrimination, RCW 49.60.

Harassment/Discrimination Complaint Procedure

Consistent with Olympic College's efforts to establish and encourage a learning and employment environment in which the dignity and worth of all individuals are respected, harassment/discrimination is unacceptable conduct and will not be tolerated.

Discrimination – Discrimination is the process of making a distinction in favor of, or against a person or persons on the basis of race or ethnicity, creed, color, gender, national origin, age, marital status, religious preference, life-threatening illness, the presence of any sensory, mental or physical disability, reliance on public assistance, sexual orientation, status as a disabled or Vietnam veteran, or political opinions or affiliations.

Harassment - Harassment is defined as unwanted behavior or action, either physical or verbal, which is directed at any individual or group on the basis of race or ethnicity, creed, color, gender, national origin, age, marital status, religious preference, life-threatening illness, the presence of any sensory, mental or physical disability, reliance on public assistance, sexual orientation, status as a disabled or Vietnam veteran, or political opinions or affiliations.

Harassment includes verbal and written comments, slurs, jokes, innuendoes, cartoons, pranks, and all other physical or non-physical conduct or activity that can be construed as derogatory, intimidating, hostile, or offensive and is

unwelcome, uninvited, or unwanted. Harassment is conduct or behavior that is pervasive in nature and is generally continued over a period of time to the extent that it creates a hostile environment.

When students or employees of Olympic College feel that they have been harassed or discriminated against in accordance with the above definitions, they are encouraged to utilize the following complaint procedures.

Step 1: Informal complaints may be addressed at several levels. The options for a student or employee may include:

- **Direct Request:** Students or employees who believe they are experiencing (have experienced) harassment/discrimination are encouraged to make a direct request of the offender to stop the offensive behavior.
- **Process Facilitators:** Process facilitators are designated individuals who have been trained to deal with harassment/discrimination issues and who have a thorough knowledge of Olympic College's complaint procedures. Responsibility may include any or all of the following:
 - If the student or employee is uncomfortable in making a direct request or feels that such a request is inappropriate, s/he may meet with one of the process facilitators to discuss the incident(s) in a receptive and confidential manner.
 - The facilitator will gather information regarding the basis of the complaint and will discuss the options available. The facilitator will inform the complainant that retaliation against the complainant is prohibited. The facilitator will also inform the person to whom the complaint is directed that retaliation against the complainant is prohibited.
 - The facilitator may meet with the parties involved to facilitate a resolution that is satisfactory to these parties. The facilitator will document all meetings and keep a record for a period of three years or send documentation to the Equal Opportunity Officer.
- **Supervisor or Instructor:** A student or employee may directly contact the immediate supervisor (future references to the supervisor indicates instructors for student-to-student complaint) of the person to whom the complaint is directed and inform the supervisor of the offensive behavior(s). The complainant may request that a facilitator accompany him/her to the meeting with the supervisor. The supervisor will inform the complainant that retaliation against the complainant is prohibited. The supervisor will also inform the persons to whom the complaint is directed that retaliation against the complainant is prohibited.
 - The supervisor or the supervisor and facilitator may facilitate a resolution acceptable to all parties involved. Upon resolution of the complaint, the supervisor will document the meeting and send a copy to the Equal Opportunity Officer.
 - If the incident is not resolved, the supervisor will submit a notification to the Affirmative Action Officer immediately.

Step 2: If not satisfied by the results of step 1, the complainant may request a meeting with the College's Equal Opportunity Officer. The Equal Opportunity Officer will arrange a meeting with the complainant, interview the alleged offender and necessary witness and report the findings to the college President. The Equal Opportunity Officer will make an attempt to find a resolution that is acceptable to both parties.

Step 3: If the complaint is not resolved as a result of the efforts of the Equal Opportunity Officer, either the complainant or the person to whom the complaint is directed may request a meeting with the college President. The President may meet with the one who called the meeting or both parties. Final decisions for resolution rests with the college President. No further intra-institutional appeal exists.

Policies and Procedures

(Students confronted with inappropriate behavior not meeting the above definitions for discrimination/ harassment should contact the Vice President of Students Services; employees should contact their supervisor or Human Resource Services for guidance.)

Adopted by the Board of Trustees 1993, revised 2005.

Information Technology Procedures

IT Privacy Statement

Every attempt to maintain personal privacy and security will be maintained. To maintain the integrity of the environment, ITR are monitored and events are logged to help manage service for all users. For more information review the following site:

www.olympic.edu/stafffaculty/informationtechnology/olympic+college+privacy

Open Computer Lab Use Policy and Rules

ACCEPTABLE USE

The OC student network is a Washington state resource. It is for instructional purposes only. It is not for commercial use.

FOOD AND DRINKS

No food or drink is allowed in the labs.

CONDUCT

While in the labs, students should conduct themselves according to the student code of conduct. See the office of Vice President of Student Services for questions.

THE LABS ARE QUIET STUDY ENVIRONMENTS

Please keep the noise volume at library levels. OC makes an exception for adaptive technology students using the voice recognition applications located in Business 100. Please respect the rights and property of others. Do not improperly access, misappropriate, or misuse any account or file. Do not share accounts. OC students are responsible for all activity on their accounts.

HACKING

Do not tamper with, copy, or hack network systems, software, or accounts.

VIROSES

Do not intentionally infect any OC system with a computer virus. If students suspect a machine has been infected with a virus, they should contact the Information Technology Help Desk at 360.475.7600. Network software is available to check and repair suspected files; OC cannot guarantee the integrity of any repaired file. OC reserves the right to delete any file from the network if it is infected with a virus.

CONFIGURING SYSTEMS

Do not move, reconfigure, or attempt to repair OC computers, printers, or peripherals. Do not install, reconfigure, or remove software on OC computers. Do not attach hardware to any of OC's computers, electrical or networking outlets. This includes: laptops, cell phones, PDA, etc. It is permissible to attach certain USB devices such as USB flash drives (external USB hard drives that do not require additional software or drivers to use).

OC cannot be held responsible for any damage that may occur to any device that has been installed or is using OC resources without prior authorization. Do not install software, firmware or plug-ins to the network or any workstation. If a required application is not available, students should inform their instructor.

INTERNET

Internet use should be related to the student's academic studies. Students should ask a lab tech if they have questions. Do not visit illicit or illegal Web sites, such as pornographic, and hate or hacking sites not related to research for classes. Students must be able to prove that visiting such sites is class related.

CONSEQUENCES

Abuse or disregard of these rules and policies may result in removal from the premises, denial of computer access, or both. Violations that are covered by law may be subject to arrest, fine, and prosecution as state and federal law allows. Olympic College Student Services will deal with disciplinary actions on a case by case basis.

PAPER USE POLICY

- Print jobs should be limited to school related tasks only.
- A print management system is going to be in place by fall 2011 that will keep track of your print jobs per quarter. You are given 500 pages per quarter. Additional fees may be collected after the initial quota. Please check with the IT office for more details.

Procedure for Students to Inspect Their Education Records

To inspect or review an education record, a student must submit a written request to the college Registrar. The student must sign the request, describe the specific records to be reviewed and set forth the name under which the student attended the college, the social security number or student identification number, and the student's last date of attendance. Proper picture identification must be presented before the documents may be reviewed.

The Registrar will make the needed arrangements for access as promptly as possible and advise the student when and where the records will be available for inspection. Access will be given as soon as practical but no later than 45 days after receipt of the written request.

Student records will be maintained according to the retention policy set out by the State Board for Community and Technical Colleges.

Limits on rights to review, inspect, or obtain copies of education records:

- Financial statements of the student's parents;
- Confidential letters and confidential statements of recommendation placed in the education record if the student has waived his or her right to inspect and review those letters and statements and the letters and statements relate to the student's admission to a program, an application for employment, or receipt of an honor or honorary recognition;
- Confidential letters and statements placed in the education record except when these documents have been used for any purpose other than that for which they were originally intended;
- Records that contain information about other students;
- Documents excluded from the FERPA definition of education records.

Refusal to provide copies

The college reserves the right not to provide original transcripts it has received from other education institutions. It also reserves the right to deny copies of college transcripts if the student has an unpaid financial obligation to the college.

Mailed copies

If health reasons or extreme distance from the college prevents the student from inspecting the education record, then copies of the specific education record requested will

be mailed to the student. The student must pay all copying expenses in advance of the release of the record. Official copies of the college's transcript for the student shall be provided at the fee listed in the current catalog. All other copies shall be made at a cost of \$.30 per page copied. A complete copy of the FERPA policy is available at the Vice President of Student Services Office and at the Registration and Records Office.

Right to Know

OC makes an effort to comply with all state and federal report requirements of the Student Right-to-Know legislation of 1990; the American with Disabilities Act of 1990; the Campus Security Act of 1990 (also known as the Clery Act); and the Civil Rights Act of 1991 and later (1998) Amendments.

Information is collected and printed annually or biennially as required. It is available in printed form at the Bremerton campus (College Service Center and the Bremer Student Center), Communications Department; at OC Shelton, OC Poulsbo, and other locations for students. The same information is available on the OC website within the Communications Department pages. Safety and Security information is available at www.olympic.edu.

For details, see the following Dispatches:

- Drug-Free Schools, Workplaces, and Communities
- Athlete Completion Statistics

OC's policy on discrimination and harassment is specific and available in OC's *Preventing Discrimination & Harassment on Campus* brochure.

Sex Offender Notification Policy

Preamble

Olympic College considers the protection of our community from sex offenders to be a matter of significant importance. The 1990 Community Protection Act allows the college to provide notice to the community concerning sex offenders who are, or will be attending classes or working on the campus, and to assist our community members in developing constructive plans to prepare themselves and their children for residing near released sex offenders.

Pursuant to RCW 4.24.550 Olympic College is authorized to notify the college community when information is received that a registered sex offender may be expected on or near the college campus, including off-site buildings and associated college activities. Information that is relevant and necessary to protect the public and to counteract the danger created by a particular offender may be released pursuant to RCW 4.24.550.

The extent and content of the disclosure of relevant and necessary information shall be related to:

- The level of risk posed by the offender to the community;
- The location where the offender resides, expects to reside or, is regularly found; and
- The needs of affected community members for information to enhance their individual and collective safety.

Purpose of Notification

An informed public is a safer public. Notification is not intended to increase fear. Sex/kidnap offenders have always lived in our communities. The purpose of the Community Protection Act of 1990 was to assist local law enforcement agency efforts to protect communities by providing relevant and necessary information. By providing the public adequate notice and information, community members can develop

constructive plans to prepare themselves and their children for the offender's release.

The Department of Corrections, the Juvenile Rehabilitation Administration, and the Indeterminate Sentence Review Board are required to classify all sex offenders released from their facilities into levels of risk (low, moderate, or high). These agencies then issue to appropriate law enforcement agencies narrative notices regarding the pending release of sex offenders. The narrative notices describe the identity and criminal history behavior of the offender and shall include a risk level classification for the offender. Upon receiving a narrative notice, local law enforcement agencies review all available information and assign risk-level classifications to all sex offenders about whom information will be disseminated for the purpose of community notification.

The Safety and Security office maintains records of sex offenders who have been brought to the attention of Olympic College by the Kitsap and Mason County Sheriffs' offices. The Kitsap County Sheriff's Office maintains an online registry of Level II and Level III sex offenders who are registered to live in Kitsap County at www.icrimewatch.net/results.php?AgencyID=54474&SubmitAllSearch=1.

For Level II and III Sex Offenders registered in Mason County, go to: www.icrimewatch.net/index.php?AgencyID=54479&disc=.

Using this public information to threaten, intimidate or harass sex/kidnap offenders will not be tolerated by Olympic College.

Immunity

Public employees and/or public agencies are immune from civil liability for damages for any discretionary risk level classification decisions or release of relevant and necessary information, unless it is shown that the official, employee, or agency acted with gross negligence or in bad faith [RCW 4.24.550(7)].

Level I

The vast majority of registered sex offenders are classified as Level I offenders. They are considered at low risk to re-offend. These individuals may be first time offenders and they are usually known by their victims. They normally have not exhibited predatory type characteristics and most have successfully participated or are participating in approved treatment programs.

Level I offenders are generally not the subject of general public notification. The extent and types of notifications for Level I sex offenders may be adjusted on a case-by-case basis, but the college community and Level I sex offenders can generally expect the following types of notifications to be made:

- Security Services
- President
- Vice Presidents
- Executive Director of Human Resource Services
- Branch Campus Directors
- Campus child care centers
- Any individual college community member upon request

Level II

Level II offenders have a moderate risk of re-offending. They generally have more than one victim and the abuse may be long term. These offenders usually groom their victims and may use threats to commit their crimes, and they have a higher likelihood of re-offending than the Level I offenders. They are considered a higher risk to re-offend because of the nature of their previous crime(s) and lifestyle (drug and alcohol abuse and other criminal activity). Some have refused to participate or failed to complete approved treatment programs. Typically these individuals do not appreciate the damage they have done to their victims.

Washington State law may allow the Public Disclosure of Level II Registered Sex Offenders under certain conditions. Level II notifications including relevant, necessary and accurate information may be disclosed to public and private schools, child day care centers, family day care providers, businesses and organizations that serve primarily children, women or vulnerable adults, and neighbors and community groups near the residence where the offender resides, expects to reside, or is regularly found.

Level II offenders are generally not the subject of general public notification. The extent and types of notifications for Level II sex offenders may be adjusted on a case-by-case basis, but the college community and Level II sex offenders can generally expect the following types of notifications to be made:

- All who receive Level I notifications
- Faculty and staff in whose program and/or course the student is enrolled
- Tutoring Center, child care, posting on bulletin boards, including security office

Level III

Level III offenders are the greatest risk to the community. Most are predatory, have other violent crime convictions, refused treatment and are known substance abusers. Community notification is the most extensive.

Washington State law permits notifications about Level III offenders that include relevant, accurate and necessary information. This information is permitted to be disclosed to the public at large. The extent and types of notifications for Level III sex offenders may be adjusted on a case-by-case basis, but the college community will receive the following notifications:

- All college employees via internal mail/e-mail
- College bulletin boards
- Faculty in whose course the Level III sex offender is enrolled
- Students attending classes in which the Level III sex offender is enrolled

Olympic College has also developed specific procedures that assist in notifying the campus community of sex offenders on campus. According to these procedures, the Vice President of Student Services:

- Reviews all relevant and necessary information provided by law enforcement personnel and the office of Safety and Security; assesses the safety issues posed for students, employees, and all minors on campus.
- Interviews all Level III sex offenders attending Olympic College, as well as enrolled Level I and II sex offenders who are known to be attending Olympic College or for whom local law enforcement agencies have provided notice to the college.
- Releases the identity and information, according to the above guidelines.

The Kitsap County Sheriff's Office maintains an online registry of Level II and Level III Sex Offenders who are registered to live in Kitsap County at www.icrimewatch.net/index.php?AgencyID=54474&disc=.

The Mason County Sheriff's Office maintains an online registry of Level II and III Sex Offenders who are registered to live in Mason County at www.icrimewatch.net/index.php?AgencyID=54479&disc=.

For more information please contact Safety & Security at 360.475.7805.

Smoking on Campus Policy

This policy and its implementation procedures intend to promote a safe, healthy, and productive environment for the Olympic College community and campus visitors. Smoking is prohibited in all campus buildings and state vehicles. In addition, Olympic College campuses prohibit smoking in all areas except those assigned as designated smoking areas. There are clearly posted signage to indicate smoking policy and designated smoking areas.

All smoking materials are to be lit, smoked and extinguished in designated areas only. Tables and/or seating are provided within the covered areas.

Adopted by the Board of Trustees 1/24/89, revised 11/23/04, reaffirmed 01/25/05.

Student Conduct Code

WAC 132C- 120-010 Preamble

Olympic College (OC), as a state supported institution of higher education, has a mission of providing excellence of instruction; responsiveness to community and individual needs, and open communication in a collegiate atmosphere to citizens of Kitsap and Mason counties. Sharing responsibility for this common mission, students and college personnel are joined in a voluntary college community.

OC students are both citizens and members of the college community. As citizens, students shall enjoy the same freedoms that other citizens enjoy. As members of the college community, they are subject to those responsibilities, which accrue to them by virtue of this membership.

Admission to OC carries with it the expectation that students will conduct themselves as responsible members of the college community; that they will comply with established rules and regulations of the college; maintain high standards of honesty and integrity; and respect the rights, privileges, and property of other members of the college community.

OC expects that students will conform to the laws of the greater society and regulations established to assure the orderly conduct of the affairs of the college.

The student is at once a member of the community at large and the college community. As such, the student is subject to the rights, responsibilities, laws, and regulations of each community and accountable to both.

To accomplish these purposes, the college is governed by rules, regulations, and procedures designed to safeguard its functions and protect the rights and freedoms of all members of the college community.

To obtain a complete copy of the Student Conduct Code, please contact the office of the Vice President of Student Services located in room 201 of the Humanities and Student Services Building at OC Bremerton or by telephone at 360.475.7474.

Complete copies of the current Student Conduct Code may also be found at www.olympic.edu/StaffFaculty/Policies/ConductCode.