



# OLYMPIC COLLEGE

## STUDENT HANDBOOK

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

Information in this Student Handbook was correct at the date of publication. Olympic College reserves the right to changes in accordance with College policies and state and federal laws.

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



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## **WELCOME to OLYMPIC COLLEGE**

Welcome to Olympic College!

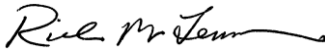
Whether you are just starting out or nearing the end of your time with us, I want to extend my best wishes to you as you engage and interact with the Olympic College community during the 2009/10 academic year. In these challenging times, your commitment to personal development and learning are commendable, and we want to do all we can to make sure you have the highest possible level of support and services available to help you achieve your goals.

This student handbook is designed to help you learn about the many services and student programs available at OC, as well as policies and procedures that are relevant to you. It also includes a weekly calendar to help you keep track of the many competing demands on your time. Take a few moments early in the quarter to familiarize yourself with the contents of this year's student handbook; you'll find it a useful source of information when the need presents itself.

I encourage you to take advantage of the many programs, activities, clubs, and services that compliment learning at Olympic College. Take the time to get to know your fellow students, faculty, and staff. Ask questions, explore new ideas and ways of doing things, and don't be afraid to express your own ideas and opinions. Step out of your comfort zone and get to know those whose cultures, perspectives, and experiences differ from yours.

I am truly delighted you have chosen to attend Olympic College. I hope this year exceeds your expectations!

Sincerely,



Rick MacLennan, Ed.D.  
Vice President of Student Services



## **CONTACT INFORMATION**

### **OLYMPIC COLLEGE**

1600 Chester Avenue  
Bremerton, WA 98337-1699  
360-792-6050 or 1-800-259-6718

### **OLYMPIC COLLEGE SHELTON**

937 West Alpine Way  
Shelton, WA 98584  
360-432-5400

### **OLYMPIC COLLEGE POULSBO**

1000 Olympic College Place NW  
Poulsbo, WA 98370-7198  
360-394-2700

Web Page: [www.olympic.edu](http://www.olympic.edu)

Student Server: [www.olympic.ctc.edu](http://www.olympic.ctc.edu)

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## **MISSION**

We serve and enrich all our communities by providing quality education and training for all who seek to improve their lives through learning.

## **VISION**

We are an essential and enriching asset in our communities.

We prepare motivated learners for success.

We work together to create learning opportunities whenever, wherever, and however necessary to serve our students.

The measure of our success is the achievement of our students and the well being of our communities.

## **VALUES**

### **THE VALUES OF LEARNING, GROWTH AND RELATIONSHIP**

#### **Olympic College values learning and educational achievement.**

We seek to provide excellent instruction, to enable all students, regardless of their educational past or their chosen program, to increase their knowledge, improve their skills, and achieve their personal, academic and vocational goals.

#### **Olympic College values students.**

Through excellence in instruction and a supportive learning environment we pledge to enable students of all backgrounds to increase their knowledge, improve their skills, and achieve their personal, academic, and professional goals.

#### **Olympic College values its relationship with the communities it serves.**

We seek to be a positive force in the economic advancement of Kitsap and Mason Counties and to provide a convenient and cost-effective source of workforce development and training. We embrace our role as a leader in the intellectual and cultural advancement of Kitsap and Mason Counties by providing opportunities for personal growth, enrichment, and lifelong learning.

#### **Olympic College values employees.**

To be successful in its educational mission, Olympic College depends on the efforts of many individuals - faculty, staff and administrators. We pledge to work together in a spirit of open, fair cooperation in order to implement our vision for the college.

### **THE VALUES OF DIVERSITY, INTELLECTUAL HONESTY AND INTEGRITY**

#### **Olympic College values diversity.**

We are committed to recruiting and maintaining a diverse student body, faculty, and staff. We believe that we can best achieve our educational mission by showing respect for all individuals.

#### **Olympic College values academic freedom and intellectual honesty.**

We value the open exchange of ideas and experiences. We value candor and rigor in debate, tempered with openness to all ideas and civility to all participants.

#### **Olympic College values ethical behavior.**

We accept the responsibility always to conduct ourselves with the highest of ethical standards. We believe our actions set an example for our students and community.

### **THE VALUE OF INNOVATION**

#### **Olympic College values change, innovation, and measured risk-taking.**

We are a community in which change is welcomed and where innovation is expected as we pursue improvements in teaching, administration and student services.

#### **Olympic College values continual improvement.**

Through assessment and feedback, we seek ongoing evaluation to guide the improvement of our efforts to serve our students, our communities, and our employees.

## SERVICES FOR ALL STUDENTS

### Access Services

*For Students with Disabilities*

Humanities Building, Rm. 114 – OC Bremerton

360.475.7540 or 1.800.259.6718 ext. 7540

360.475.7543 TTY

E-mail: [AccessServices@olympic.edu](mailto:AccessServices@olympic.edu)

[www.olympic.edu/AccessServices](http://www.olympic.edu/AccessServices)

- Coordinates academic adjustments, accommodations, and support services for students with disabilities at all Olympic College campuses
- Promotes awareness of disability issues throughout the campus and community

### Admissions and Outreach

College Service Center, Rm. 107 – OC Bremerton

360.475.7479 or 1.800.259.6718 ext. 7479

E-Mail: [prospect@oc.ctc.edu](mailto:prospect@oc.ctc.edu)

[www.olympic.edu/Admissions](http://www.olympic.edu/Admissions)

- Responds to inquiries regarding programs and degrees at Olympic College
- Accepts admissions applications (web or paper)
- Issues student identification numbers.
- Provides campus tours

### Advising

**OC Bremerton** – advising appointments and walk-ins available 360.475.7230 or 1.800.259.6718 ext. 7230

**OC Poulsbo** – advising by appointment only 360.475.2725

**OC Shelton** – advising by appointment only 360.435.5400

**OC Distance** – [getadvice@olympic.edu](mailto:getadvice@olympic.edu)

For all OC Students – visit <http://instructors.olympic.edu/advising/default.aspx>

- Educational advising for new, transfer, and returning students.
- Educational advising for specialized programs including Worker Retraining, WorkFirst, and Mentoring and Advising for Persistence and Success (MAPS) also available.
- Referrals for faculty advisors.

### Assessment for Placement

**OC Bremerton** – assessment by appointment only; 360.475.7230 or 1.800.259.6718 ext. 7230

<http://instructors.olympic.edu/assessmentctr/default.aspx>

**OC Poulsbo** – advising by appointment only 360.475.2725

**OC Shelton** – advising by appointment only 360.435.5400

- Assessment of reading, sentence, and mathematics skills for placement into English, math courses and other courses requiring a placement score.

### Athletics

Bremer Student Center, Rm. 111 – OC Bremerton

360.475.7450 or 1.800.259.6718 ext. 7450

[www.olympic.edu/Athletics](http://www.olympic.edu/Athletics)

- The following sports are offered for men:
  - Soccer, Basketball, Baseball, Golf
- The following sports are offered for women:
  - Soccer, Volleyball, Basketball, Golf, Softball
- Athletic scholarships are available.
- Contact the athletic office for coaches' contacts and try-out dates.

### OC Bookstores

**OC Bremerton Bookstore**

Bremer Student Center – OC Bremerton

360.475.7420 or 1.800.259.6718 ext. 7420

**OC Poulsbo Bookstore:** 360.475.7420

**OC Shelton Bookstore:** 360.475.7420

NOTE: OC Poulsbo and OC Shelton sell books for classes at those sites only.

Order textbooks online at <http://ocbookstore.com>

## **Career Services**

**OC Bremerton** - Art 122/C

360.475.7480 or 1.800.259.6718 ext. 7480

E-mail: [careercenter@olympic.edu](mailto:careercenter@olympic.edu)

[www.olympic.edu/CareerCenter](http://www.olympic.edu/CareerCenter)

HOURS: 8am – 4:30pm (M-F)

**OC Shelton** - Portable A-4

360.432.5431

E-mail: [careercenter@olympic.edu](mailto:careercenter@olympic.edu)

HOURS: 8am – 4pm (M-F)

- Career resources, student employment, work study opportunities
- Services that aid the student's career development process and employment search.

## **Cashier's Office**

**OC Bremerton** – College Service Center, (CSC), Room 118

1.800.259.6718 ext. 7181

360.475.7467 or 360.475.7182

Fax: 360.475.7497

HOURS: 8am – 4pm (M-F)

**OC Poulsbo** - Student and Enrollment Services Office

**OC Shelton** - Main Office

- Pay tuition, buy student discounted bus passes, and enroll in STEPP (tuition payment plan)

## **Childcare and Early Learning**

**Child Development and Family Center**

**OC Bremerton** - Health Occupations Building 122

360.475.7191 or 1.800.259.6718 ext. 7191

[www.olympic.edu/ChildCare](http://www.olympic.edu/ChildCare)

- Early childcare and learning services for OC children
- Ages accepted: 12 months to 10 years
- Both day and evening care available.

**Olympic College Early Head Start Center**

700 Callahan Drive – St. Paul's Church, Bremerton

360.792.2127

- Child development and family support services for income eligible families
- Ages accepted: Children under three years.

**Olympic College Head Start Center**

**OC Bremerton** – Humanities 100 and 101

360.475.7592 or 360.478.6889

**OC Shelton** - Peste Headstart Center

360.432.5410

- Child development and family support services for income eligible families
- Ages accepted: Three to five years.

## **Counseling Services**

**OC Bremerton** - College Service Center, 3<sup>rd</sup> Floor

360.475.7530 or 1.800.259.6718 ext. 7530

360.475.7477 FAX

[www.olympic.edu/students/student-services/counseling-services](http://www.olympic.edu/students/student-services/counseling-services)

- Career Planning
- Academic and Transfer Advising
- Personal Counseling
- Advising for OC Adult High School Diploma
- Various workshops and classes designed to assist students

## Financial Aid

**OC Bremerton** - College Service Center, Third Floor  
360.475.7160 or 1.800.259.6718 ext. 7160  
[www.olympic.edu/FinancialAid](http://www.olympic.edu/FinancialAid)

- Process applications and award financial aid from the following programs:
  - Grants
  - Loans
  - Student Work-Study Employment
  - Tuition waivers
  - Scholarships

For more information visit our website at [www.olympic.edu](http://www.olympic.edu), click on “Financial Aid” and follow the links to your area of interest.

## Food Services

**OC Bremerton** - Bremer Student Center  
360.475.7570 or 1.800.259.6718 ext. 7570  
<http://www.olympic.edu/CampusResources/Lunch/>

- Banquets & Catering *Contact Nick Giovanni (360) 475-7577 or [ngiovanni@oc.ctc.edu](mailto:ngiovanni@oc.ctc.edu)*
- The Fireside Bistro Restaurant *Hours: Tuesday thru Friday, 11:00 am – 12:40 pm*
- OlympiCafe *Hours: Mon thru Fri 8:00 am – 1:30 pm*
- Espresso *Hours: Mon thru Thurs 7:00 am – 7:00 pm, FRI: 7:00 am – 12:00 Noon*
- Culinary Arts Instructional Programs *Chef Instructors: Steve Lammers 475-7571 and Chris Plemmons 475-7316*

## Information Technology

**OC Bremerton:** Second floor, College Service Center  
360.475.7600 or 1.800.259.6718, Ext.7600  
E-mail: [helpdesk@olympic.edu](mailto:helpdesk@olympic.edu)  
HOURS: 7:30 a.m. – 5:30 p.m. (M-Th)  
5:30 p.m. –9:00 p.m. by Phone/Email Only (M-Th)  
7:30 a.m. -5:30 p.m. (F)  
8 a.m. -11:30 a.m. (Sa)

### OPEN LABS:

Bremerton Campus – Science & Technology Bldg. (ST) - 122  
Shelton Campus - Portable A2  
Poulsbo Campus - Room 106

Check open hours posted around labs and at [www.olympic.edu/CampusResources/ComputerLabs/OpenLabHours](http://www.olympic.edu/CampusResources/ComputerLabs/OpenLabHours)

### Computing Resources

OC offers students a wide range of computing resources, including the Microsoft Office Suite of applications, computer-aided design, adaptive technology, and graphic arts. Students pay a Student Technology Fee as part of the registration process, this funds: individual student accounts and passwords, network file storage, printing services and supplies, internet access, web-based e-mail, access and use of general-purpose software titles. (i.e., Microsoft Office, virus protection, etc.), and access to computer systems and basic technical support in the open labs for registered students taking credit-bearing courses.

## International Student Programs

**OC Bremerton** - College Service Center, First Floor – International Student Programs Office  
360.475.7718 or 1.800.259.6718 ext. 7718 or ext. 7479  
360.475.7202 FAX  
E-mail: [international@olympic.edu](mailto:international@olympic.edu)  
[www.olympic.edu/InternationalStudents](http://www.olympic.edu/InternationalStudents)

- Assists international students through the application process.
- Coordinates homestay housing, international recruitment activities, and intensive English courses and short-term English study contracts.
- Provides advising and other supportive services throughout international students’ course of study.

## OC Libraries

[www.olympic.edu/CampusResources/Library/](http://www.olympic.edu/CampusResources/Library/)  
**Haselwood Library**  
OC Bremerton  
360.475.7250 or 1.800.259.6718 ext. 7250

Library Technician:  
HOURS: 8 a.m. - 5 p.m. (M-Th)  
9 a.m. - 5 p.m. (F)

HOURS: 7:30 am - 9:00 pm (M-Th)  
7:30 a.m. - 5 p.m. (F)  
10 a.m. - 4 p.m. (Sat)  
Noon - 6 p.m. (Sunday)

**Johnson Library**

OC Shelton  
360.432.5460

HOURS: 8:30 a.m. - 6 p.m. (M-Th)  
9 a.m. - 1p.m. (F)  
Closed (Sat.-Sun)

**Poulsbo Library/Computer Lab**

OC Poulsbo  
360.394.2720 or 1.800.259.6718 ext. 2720

HOURS: 7:30 a.m. - 10 p.m. (M-Th)  
7:30 a.m. - 5 p.m. (F)  
8 a.m. - 4 p.m. (Sat)  
Closed (Sunday)

**Math Study Center**

E-mail: [shawks@olympic.edu](mailto:shawks@olympic.edu), [ppeterson@oc.ctc.edu](mailto:ppeterson@oc.ctc.edu)

<http://www.olympic.edu/Tutoring/math>

- Provides free tutoring to OC students.
- Math & physics tutoring available.

**OC Bremerton:** 360.475.7546, Science/Tech Building, Rm. 124 & 126

HOURS: 9 a.m. - 7 p.m. (M-Th)  
9 a.m. - 2 p.m. (F)  
9 a.m. -1 p.m. (Sat)

**OC Poulsbo:** 360.394.2713 or 360.475.7546

HOURS: Call for information.

**OC Shelton:** 360.432.5400 or 360.475.7546

HOURS: Call for information.

**Multicultural Services**

**OC Bremerton** - Bremer Student Center, Rm. 117 360.475.7680 or 1.800.259.6718 ext. 7680

E-mail: [multiculturalservices@olympic.edu](mailto:multiculturalservices@olympic.edu)

[www.olympic.edu/MulticulturalServices](http://www.olympic.edu/MulticulturalServices)

- Provide cultural opportunities for all students and a support network with conferences.
- Provide leadership training, 2 scholarships per quarter, scholarship info, computers, and lounge, in a warm and friendly atmosphere.

**Parking**

**OC Bremerton** - Safety and Security/Parking, Bremer Student Center

360.475.7803 or 1.800.259.6718 ext. 7803

[www.olympic.edu/campusresources/parking/rules.htm](http://www.olympic.edu/campusresources/parking/rules.htm)

There are five student parking lots at OC Bremerton, including the lot on 11th Street between Lincoln and Ohio. The parking spaces are clearly posted and striped with WHITE paint. With the exception of handicap and carpool spaces (which are reserved and enforced 24 hours a day, seven days a week), there is open parking in all lots after 4:00 pm year round.

**Permits are Required for Students and Visitors**

**Visitor Permits**

Visitor permits can be obtained at the College Service Center at OC Bremerton or the Safety and Security Office in the Bremer Student Center at OC Bremerton. They can also be obtained at Registration and Records, or the director's office in OC Poulsbo.

**Student Parking Permits**

Student parking permits are **required** to park in all student lots at OC Bremerton. OC Shelton parking passes can be obtained in the main office at OC Shelton. OC Poulsbo requires a parking permit, which can be obtained at OC Poulsbo. Student permits and copies of OC parking rules and regulations are available at the Safety and Security Office at OC Bremerton. Students will need to show a picture I.D., a copy of their college registration form, and vehicle registration to obtain a permit. There is no cost for student parking permits.

**Faculty and Staff Parking**

Posted faculty and staff parking lots are striped and numbered with YELLOW paint.

### **Handicap and Carpool Spaces**

Handicap and carpool spaces are appropriately signed and available in all lots; parking in these spaces requires appropriate permits.

*NOTE:* Street parking adjacent to campus is controlled by the City of Bremerton and subject to all applicable city ordinances. Bicycle riders are required to honor all regulations pertaining to bicycle use and parking on campus. Olympic College reserves the right to enforce all parking regulations. The drivers of all motorized vehicles must comply.

### **Recreation / Intramurals**

*OC Bremerton* – Bremer Student Center, Rm. 113

360.475.7443 or 1.800.259.6718 ext. 7443

[www.olympic.edu/Intramurals](http://www.olympic.edu/Intramurals)

- A wide variety of intramural and recreational activities are offered based on the interests of students.
- All three campuses offer discount tickets for area recreational activities.
- Fitness Center in the Physical Education building, open to students, staff, and faculty with current ID and sticker.  
Hours: Monday-Thursday, 6:00-8:00am, 11:00am-8:00pm  
Friday, 6:00-8:00am, 11:00-4:30pm
- Offer yearly ski trip for \$20 that covers lift ticket & transportation via charter bus.
- Offer open gym volleyball, soccer, and basketball during the middle of the day in the BSC gym.
- Offer intramural tournaments and fitness challenges throughout school year.
- Sponsor Student Appreciation Event at the end of the school year in May.
- Sponsor groups of students who want to join intramural leagues in the community.

### **Registration and Records**

*OC Bremerton* - College Service Center, First floor

360.475.7200 or 1.800.259.6718 ext. 7200

[www.olympic.edu/Registration](http://www.olympic.edu/Registration)

- Oversees online and in-person registration for classes.
- Maintains academic records for attending students.
- Responsible for issuing transcripts, records grades, evaluates.
- Awards transfer credit.
- Coordinates the academic standards process.
- Coordinates the annual commencement exercises.
- Registration is available at all campuses.

### **Running Start and High School Outreach**

*OC Bremerton* - College Service Center, Third floor Rm. 322

360.475.7646 or 1.800.259.6718 ext. 7646

E-mail: [RunningStart@olympic.edu](mailto:RunningStart@olympic.edu)

[www.olympic.edu/RunningStart](http://www.olympic.edu/RunningStart)

The Running Start and High School Outreach Office staff provides information to junior high and high school students, parents, and school counselors about admission procedures and educational opportunities at OC.

- Outreach services for students and schools include school visits, college fairs, college publications and admission and academic information.
- Running Start is an opportunity for high school juniors and seniors to enroll tuition-free in college-level classes at OC. Students are responsible for transportation, books and some college fees. Visit the Web site for program information or to download a Running Start Information and Application packet.
- Services for Running Start students: Running Start information and admission, orientation to college and academic advising, and transfer information and educational planning workshops.

### **Safety and Security**

*OC Bremerton* - Bremer Student Center

360.475.7800 or 1.800.259.6718 ext. 7800

[www.olympic.edu/CampusResources/Security/](http://www.olympic.edu/CampusResources/Security/)

The Office of Safety & Security is located in the upper level of the Bremer Student Center and is staffed 24 hours a day, seven days a week.

Besides overall campus security, this office also provides numerous services aimed at enhancement of the personal safety, welfare and protection of property within our campus community. Some of these services are listed below:

- Personal safety advice - seminars
- Escort service from class to vehicle
- Emergency message delivery
- Victim assistance referral
- Processing "unsafe condition" referrals
- Lost and found
- Hazardous waste removal
- Environmental safety
- Crime prevention consultation

### *Safety and Security Tips for Students*

The mission of the Safety & Security Department at Olympic College is to provide a safe and secure learning environment for all students, faculty, staff and visitors who come to our institution. The men and women of the security department strive to meet this goal. In our continuing effort to keep our students safe, safety & security offers the following tips:

- Lock your vehicle. Do not leave valuables i.e., wallet, purse, checkbook, jewelry, cameras, CD's, etc. in open view in your vehicle.
- Do not lend your keys or your vehicle to other students.
- Study the campus and surrounding neighborhoods with respect to commute routes to your classes or other activities. Learn the layout of the campus as quickly as possible.
- Walk at a steady pace. Keep your head up and pay attention to your surroundings. Appear confident as you move about the campus.
- Be alert to your surroundings, including the people around you at all times.
- Keep your personal property and books in view at all times. Do not leave your property unattended.
- When in an elevator, position yourself next to the controls if possible.
- Share your class/activities schedule with family members or close friends.

#### ***On Campus at Night:***

- Study the campus with respect to your commute routes onto campus, while moving on campus and when leaving campus. Pay attention to well traveled areas with adequate lighting.
- Walk with a group or use the buddy system or request escorts from Safety & Security by calling 475-7800.
- Respectfully decline requests for assistance from strangers.
- Study or work with friends in buildings at night.
- Do not take short cuts. Use common walkways.
- Program your phone with emergency contact numbers and contact family members or friends if you are going to be late.
- Prepare to walk to your vehicle before you leave the classroom. Have all books and materials put away, your keys in your hand and be prepared to enter your vehicle. Be alert and keep your hands free if possible.
- Check your car before getting in. Look in the back seat and check all your glass.

In the event of a **FIRE, EARTHQUAKE** or other emergency:

- **EVACUATE** your area.
- Take **PURSE/KEYS/JACKET** with you.
- Go to your **ASSIGNED ASSEMBLY POINT**:
- Building Safety Coordinator **TAKES ROLL**.

#### **FIRE OR HAZARDOUS MATERIAL**

- **AUDIBLE ALARM: LEAVE area at once. TAKE STAIRS—Not DO NOT** assume it is a drill. Respond as in emergency.)
- **DO NOT -- CALL SECURITY TO SEE IF IT IS REAL!!** This will jam phone lines.
- **Close windows and doors** if possible to contain fire
- **EXIT** area in an orderly fashion—take **STAIRS** not elevator.
- Stay as low as possible to avoid smoke and heat.
- **Walk directly to ASSEMBLY POINT. HEAD COUNT** will be taken.
- **DO NOT re-enter building** until told it is safe.

#### **EARTHQUAKE**

- **DROP TO FLOOR.**
- **TAKE COVER.**
- **HOLD** on to furniture – **UNTIL GROUND STOPS SHAKING.**
- **ONLY THEN** – **Exit Building using nearest STAIRWAY.**
- **Walk directly to ASSEMBLY POINT. HEAD COUNT** will be taken.
- **DO NOT re-enter building** until told it is OK.

#### **ARMED INTRUDER**

- **Remain in your classroom or office and lock all doors** and shut blinds.
- **Call 9-911, then Security at 7800: Try to note** height, weight, sex, clothing, weapon, other characteristics, direction of travel.
- Turn off lights and all audio equipment.
- **DO NOT LEAVE** secure place until Police or Security arrive to give directions.

Familiarize yourself with “OC’s Emergency Response Plan” before emergency occurs.

Go to: [www.olympic.edu/CampusResources/Security/EmergResp](http://www.olympic.edu/CampusResources/Security/EmergResp)

*Although Olympic College works hard to ensure the safety of all individuals within its community, students and employees themselves must take responsibility for their own personal safety and that of their personal property. Simple, common-sense precautions are the most effective means of maintaining personal safety.*

### **Student Complaints Mediator**

Rachel Wellman, OC Bremerton - Bremer Student Center, Rm. 117  
360.475.7681 or 1.800.259.6718 ext. 7681  
E-mail: rwellman@olympic.edu

The Student Complaints Mediator provides informal and impartial dispute resolution services for students regarding academic or administrative issues.

- Listen and discuss questions, issues and concerns
- Help evaluate various options to address concerns
- Answer questions or help find other who can
- Explain college policies and procedures
- Facilitate communication
- Advise individuals about steps to resolve problems informally
- Advise individuals about formal and administrative options
- Make appropriate referrals when informal options are not successful

### **Student Government (ASOC)**

**OC Bremerton.** Bremer Student Center, Rm. 118  
360.475.7290 or 1.800.259.6718 ext. 7290  
www.olympic.edu/students/student-services/ASOC

- Offer opportunities to develop student leadership
- Representation on campus committees
- Student Clubs and programs
- Provide community building and educational events
- Recommend annual budget for student funded programs

### **Student Programs and Leadership Development**

**OC Bremerton.** Bremer Student Center, Rm. 120-121  
360.475.7461 or 1.800.259.6718 ext. 7461

www.olympic.edu/students/student-services/student-programs

- Encourage the social, cultural and educational development of students
- Offer opportunities to develop student leadership
- Responsible for campus programming and events (artist and lecture series, multicultural events, live music, family programming, and leadership opportunities)
- Student Clubs
- Co-Curricular Programs (Drama, Vocal and Instrumental Music, The Olympian, Opera, Phi Theta Kappa, and Student Government)

### **Testing Services Center**

**OC Bremerton:** Fourth floor, College Service Center, Rm. 417A  
360.475.7238 or 1.800.259.6718, Ext.7238 360.475.7470 FAX

**All Testing Services listed below are available.**

Please call for hours and appointment (if needed):

- OC Make-Up and Access Testing
- GED Testing
- Proctoring Services (written and CBT)
- Industry Computer Certification exams (Prometric, Pearson VUE, Certiport)

**OC Poulsbo:** OC Make-up and OC Accommodations Testing are available by appointment only; 360.475.7238

**OC Shelton:** GED, OC Make-Up, OC Accommodations Testing and Proctoring Services are available. Call 360.432.5400 for information and to schedule appointments.

Please visit [www.olympic.edu/testingcenter](http://www.olympic.edu/testingcenter) for the most current schedule information and list of available testing services.

### **Tutoring Services**

E-mail: shawks@olympic.edu  
www.olympic.edu/tutoring

**OC Bremerton:** 360.475.7546, Humanities 115  
HOURS: 9 a.m. - 2.p.m. (M-Th.)

**OC Poulsbo:** 360.394.2713 or 360.475.7546, Rm. 106A  
HOURS: Call for information.

**OC Shelton:** 360.432.5400 or 360.475.7546

HOURS: Call for information.

Tutoring Services are available in the following areas:

- Writing Center
- Math Study Center
- Office Technology Lab
- Science Tutoring Center
- Adaptive Lab (Bremerton & Poulsbo).
- Tutors are available most subjects.
- TUTORING FREE TO ALL CURRENT OC STUDENTS.

### **Veteran's Services**

**OC Bremerton:** Third floor, College Service Center

360.475.7560 or 1.800.259.6718, Ext.7560

360.475.7564 FAX

#### **Services/Benefits**

The Veterans Services Office at Olympic College can help students determine their eligibility for veterans' educational benefits, or students may contact the Veterans Administration (VA) at [www.va.gov](http://www.va.gov) or by calling 1.800.GIBILL-1.

The Veterans Services office can assist with application forms, clarification of benefits, and information about available degrees and programs of study.

For those pursuing vocational rehabilitation benefits, contact:

Department of Veteran's Affairs Regional  
Satellite Office  
264 Burwell Street  
Bremerton, WA 98337  
360.782.9900

Veterans, or dependents of certain Veterans who attend OC, may qualify for a tuition waiver and should get in touch with the Veterans Services staff for further information. Please visit our website at [www.olympic.edu/VeteransServices](http://www.olympic.edu/VeteransServices).

### **Women's Programs and College Success**

**OC Bremerton** - College Service Center, Third floor

360.475.7478 or 1.800.259.6718 ext. 7478

E-mail: [ladamson@olympic.edu](mailto:ladamson@olympic.edu)

[www.olympic.edu/WomensPrograms](http://www.olympic.edu/WomensPrograms)

**"Keys to College and Career"** Services and classes for people in transition

**OC Bremerton** - College Service Center, Third floor

360.475.7557 or 1.800.259.6718 ext. 7557

- Women's Programs and College Success provides information, resources, workshops, and special events for OC students and the community to meet the education-related needs of women and men.
- "Keys to College and Career" Life Transitions Program provides a 5-credit learning community. This program offers real solutions to people who are experiencing a life transition and who face barriers to education, training, and employment.

### **The Writing Center**

E-mail: [shawks@olympic.edu](mailto:shawks@olympic.edu)

<http://www.olympic.edu/Students/StudentServices/Tutoring/>

**OC Bremerton:** 360.475.7318, Humanities 115

HOURS: 9 a.m. - 5 p.m. (M)  
9 a.m. - 6 p.m. (T & W)  
9 a.m. - 3 p.m. (Th)  
9 a.m. - 2 p.m. (F)

**OC Poulsbo:** 360.394.2713 or 360.475.7318, Rm. 106A

HOURS: Call for information.

**OC Shelton:** 360.432.5400 or 360.475.7546

HOURS: Call for information.

- Assists students in developing critical thinking, analytical reading, and effective writing skills.
- Appointments suggested

## **POLICIES AND PROCEDURES**

### **Affirmative Action & Equal Opportunity Procedure**

(The terms of this policy were under review at the time of printing and are subject to change. **For the most accurate information, please consult the 2009-2010 OC Catalogue.**)

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.

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, rev. 8/27/91, 5/23/95.

### **Alcohol/Drug-Free Environment**

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 the 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.

### **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 (16<sup>th</sup>) 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 01/25/05, reaffirmed 10/25/05.

### **Confidentiality of Student Records**

The Family Educational Rights and Privacy Act (FERPA) gives students certain rights with respect to their education records, including the right to:

1. **Inspect and review the student's education records within 45 days of the date the college receives a request for access.** The student should submit a written request to the Registrar identifying the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. **Request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy or other rights.** To request amendment, students should write the Registrar, clearly identify the part of the record they wish changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to an appeal regarding the request for amendment and include additional information regarding the appeal procedures.
3. **Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** One exception, which permits disclosure without consent is disclosure to college officials with legitimate educational interests.
4. **Prevent release of directory information.** Directory information released by the college includes: name, major field of study, full or part time status, participation in recognized sports and weight and height of athletic team members, dates of attendance, birth date, veteran status, degrees, awards and honors received and dates degrees conferred. Olympic College may release this information at any time unless the college has received prior written notice from the student, filed in the Registration and Records Office, requesting that directory information not be released. All other information may be released only upon the written consent of the student unless described above, below, or in compliance with a court order.
5. **File a complaint** with a U.S. Department of Education concerning alleged failures by Olympic College to comply with the requirements of FERPA. Write to:

**Family Policy Compliance Office**  
U.S. Department of Education  
600 Independence Ave. SW  
Washington, DC 20202-4605

A complete copy of the "Confidentiality of Student Records" policy may be obtained from the Vice President of Student Services, the College Registrar, or by visiting the website of Olympic College at [www.olympic.edu](http://www.olympic.edu).

### **Directory Information**

The College designates the following items as "directory information":

- Name
- Major field of study
- Dates of attendance
- Full-time or part-time status
- Degrees, awards and honors received
- Dates degrees conferred
- Participation in recognized sports and weight and height of athletic team members
- Birth date
- Veteran status

The College may disclose personally identifiable information designated as directory information from a student's education records without prior consent, unless the student informs the Registration and Records Office in writing that directory information should not be released without their written approval. This request will prevent any release of information to a third party without a signed release from the student. In addition, the electronic record will be annotated, preventing electronic release of information, with the words "no release" in the student database records. This certification does not preclude the verification of degrees awarded for graduation purposes. Under limited circumstances (and only with approval of the college Registrar or the Registrar's designee), the address and telephone number may also be released as directory information.

### **Disclosure of Education Records to College Officials**

The college may, at its discretion, make disclosures from student education records to:

- College officials who have a legitimate educational interest in the records, including college administrative and clerical staff, faculty, and students officially elected or appointed to the associated student government of Olympic College or employed by the college including contractors such as the National Student Loan Clearing House.

- Officials of another school where the student seeks or intends to enroll.
- Authorized federal, state or local officials as required by law, including the Comptroller General of the U.S.
- In connections with the student's financial aid request or award and the information is necessary for certain purposes set forth in the regulations, including eligibility, the amount of aid, the conditions for aid or to enforce terms or conditions of the aid.
- To comply with a judicial order, lawfully issued subpoena or IRS summons (the college must make a reasonable effort to notify the student in advance of compliance, unless the court has ordered non-disclosure.)
- To appropriate parties in a health or safety emergency.
- To the parents of a dependent student, claimed as dependent for income tax purposes as defined in section 152 of Internal Revenue Code of 1986, as amended. The college is not required to disclose information to any parent of a dependent student, but may exercise its discretion to do so.
- To organizations or individuals conducting studies for or on behalf of an educational agency or institution if conducted in a manner that does not permit personal identification of the students.
- To the victim of an alleged crime of violence or a non-forcible sex offense.
- To the parent of a student under the age of 21 if the student has violated any federal, state or local law, college rule or policy, governing the use of alcohol or a controlled substance if the institution has determined that the student committed a disciplinary violation.
- To military recruiters authorized to obtain specific information under the Solomon Amendment. Education records released to third parties shall be accompanied by a statement indicating that the information cannot be subsequently released in a personally identifiable form to other parties without obtaining the consent of the student. The college is not precluded from permitting third part disclosure to other parties listed above.

### **Emergency Communications**

(The terms of this policy were under review at the time of printing and are subject to change. **For the most accurate information, please consult the 2009-2010 OC Catalogue.**)

If a decision is made to change or suspend operations at Olympic College FOR ANY REASON, here is the quickest way to access pertinent information:

#### **Telephone**

- Call the main campus telephone number at 360.792.6050 or 1.800.259.6718.

#### **Web**

- Log onto the Olympic College web site at [www.olympic.edu](http://www.olympic.edu), a message will be posted on the front page regarding any changes in college operations.

#### **External Website**

- During inclement weather or an emergency, regular messages will be posted to [www.schoolreport.org](http://www.schoolreport.org) about Olympic College conditions or bookmark this link.

#### **Text Messaging**

- Sign up for text messaging alerts on your cell phone at [www.olympic.edu/alerts](http://www.olympic.edu/alerts). NOTE: Olympic College is no longer using [www.flashnews.net](http://www.flashnews.net) to send messages about the college. Please visit [www.olympic.edu/alerts](http://www.olympic.edu/alerts) to sign up for text messaging.

#### **Media**

- Listen or watch for messages on the following radio or television stations:

**Kitsap County:** KCIS 630 AM, KIRO 710 AM, KIXI 880 AM, KOMO 1000 AM, KWDB 1110 AM, KLAY 1180 AM, KITZ 1400 AM, KPLU 88. FM, KVTI 90.9 FM, KGTK 92.0 FM, KUBE 93.3 FM, KMPS 94.1 FM, KXXO 96.1 FM, KBSG 97.3 FM, KMTT 103.7 FM, KCMS 105.3 FM

**Mason County:** KGY 1240 AM, KPLU 88. 5 FM, KVTI 90.9 FM, KGTK 92.0 FM, KUBE 93.3 FM, KMPS 94.1 FM, KXXO 96.1 FM, KGY 96.9 FM, KMTT 103. 7 FM, KRWM 106.9 FM, KMAS

Watch/listen for messages on the following television stations or monitor their websites:

- KOMO 4 [www.komonews.com](http://www.komonews.com)
- KING 5 [www.king5.com/w](http://www.king5.com/w)
- KONG 6 [www.king5.com/kongtv](http://www.king5.com/kongtv)
- KIRO 7 [www.kirotv.com](http://www.kirotv.com)
- KCPQ 13 <http://q13.trb.com>

Olympic College will notify the media by 6:30 a.m. regarding day classes and by 3 p.m. regarding evening classes. As in all emergencies or unusual situations, class attendance is a decision that should be based on personal safety and individual discretion.

- NOTE: OC Shelton, OC Poulsbo and other non-Bremerton campus students should follow the directions provided by staff at these locations regarding contact information, procedures, and telephone numbers.

### **Grade Appeal Procedure**

Students are responsible for maintaining standards of academic progress and following procedures established and made known by their college instructors. The purpose of the grade appeal is to protect students against prejudiced, arbitrary or capricious academic evaluation. Appeal expectations and conditions:

- A grade appeal only applies to the final course grade
- The assignment of a grade is the right and responsibility of the instructor

- The student has the right and responsibility to appeal a grade the student deems arbitrary or capricious
- The student is responsible for knowing the grade appeal procedure and for initiating the process
- In a grade appeal, the instruction division dean will meet only with the student or the instructor, and no other advocate may be present.

**Process**

1. A student must first review the grade with the instructor who assigned the grade. The burden of proof shall rest with the student to demonstrate arbitrary or capricious assignment of the final course grade.
2. If a student wishes to further pursue the formal grade appeal, it must be done in writing and submitted to the instructor's dean, with a copy to the instructor, within the first three instructional weeks of the subsequent quarter, including summer session. (Because many faculty members are not on campus during summer session, some spring quarter grade appeals may not be resolved until fall quarter.) The student should have documentation such as graded assignments and test results to support the written grade appeal. Within two weeks of receiving a written grade appeal, the dean will review the documentation presented by the student, discuss the matter with the instructor and the student, and provide a written response to the student, with a copy to the instructor.
3. The student may appeal the dean's written response by delivering a written justification for further review to the dean within 10 days of the date the dean's decision was mailed. The dean will then appoint a review team of three faculty members from related disciplines who will review documentation and provide a written recommendation to the dean. The dean will submit the faculty review team's recommendation to the student and instructor within 15 instructional days. The recommendation of the faculty review team is the last step in the process.
4. The evaluation of the extent of course mastery is exclusively within the province of the instructor for a particular course, and only that instructor may initiate adjustments or grade changes.

Revised Per IPC Agreement-1/10/00 and 4/10/00.

**Grades & Grade Policies**

Grades are available three to five days after the end of the final examination period and may be accessed via OASIS at [www.olympic.edu/OASIS](http://www.olympic.edu/OASIS). Grade reports are not mailed.

**Decimal Grades**

OC uses a decimal grading system. The chart below lists a letter grade for comparison purposes only; letter grades do not appear on the official transcript.

3.9-4.0	A	1.9-2.1	C
3.5-3.8	A-	1.5-1.8	C-
3.2-3.4	B+	1.2-1.4	D+
2.9-3.1	B	0.9-1.1	D
2.5-2.8	B-	0.7-0.8	D-
2.2-2.4	C+	0.0	F

**Other Grade Designations**

*\* (Grade Not Reported)*

The "\*" asterisk symbol is used when the reporting of a grade is not required (i.e., a community service course), or when a grade has not been submitted to the Registrar by a faculty member in time for inclusion on a student's grade report or transcript.

**I (Incomplete)**

The "I" grade is used to indicate that a grade has been deferred. The instructor may choose to award an "I" grade to a student who is making progress, but for reasons beyond the student's control, is unable to complete course requirements on time. To award an "I" grade, the instructor must submit an "Incomplete Grade Contract" to the Registration and Records Office. The instructor must specify the work to be completed and the grade to which the "I" will revert if the work is not completed by the specified time. The "I" grade does not count for college credit, nor is it computed in the grade point average (GPA).

NOTE: Usually, an incomplete contract is for a maximum of two quarters. If the grade is not received from the instructor or the specified work is not completed by the student within two quarters, the grade will revert from an "I" to the grade noted on the contract or if a default grade is not noted, the grade will revert to a fail (0.0).

**N (Audit)**

To audit a course means to participate without evaluation. The "N" grade is not counted for college credit, nor is it computed in the grade point average. To audit a course, a student must submit an audit request form to the Registration and Records Office by the tenth instructional day of the quarter. If the course is classified as late-starting or continuous enrollment, the form must be submitted prior to 20 percent of the course being completed. Payment of regular tuition and fees is required.

**P/NC (Pass/No Credit)**

For a course designated by the college as "Pass/No Credit," the grades of "P" or "NC" must be assigned. In addition, a student may select the "Pass/No Credit" option for a course by submitting a "Pass/No Credit" form to the Registration and Records Office by the tenth instructional day of the quarter. For zero-credit, Adult Basic Education and community service

courses, a “P” or “NC” grade is assigned. For credit courses, the “P” grade may be assigned and is defined as a grade point of 2.0 or higher. The “P” grade is not used to compute the grade point average (GPA).

NOTE: Upon transfer, some educational institutions may convert the “P” grade to a “C” for purposes of grade point average calculation.

***NC (No Credit)***

The “NC” grade is assigned for failure to complete satisfactorily a zero-credit course, a course designated by the college or selected by the student as “Pass/No Credit.” The “NC” grade is not counted for college credit, nor is it included in the GPA.

***W (Official Withdrawal)***

An instructor cannot assign a “W” grade. The “W” grade will be assigned automatically by the Registration and Records Office when a student officially withdraws from a course between the sixth and thirtieth instructional day of the quarter or prior to the completion of 60 percent of the course. Except for compelling reasons, a student is not allowed to drop a course or withdraw completely from the college after the thirty-first instructional day or after 60 percent of the course has been completed. Examples of compelling reasons include documented proof of death in the immediate family, serious illness, injury or surgery, or unexpected and mandatory job shift or change.

***WP (Discontinued attendance - passing)***

The “WP” grade may be assigned by the instructor to indicate that the student did not complete enough of the course to be graded and achieved a passing grade while in attendance. The “WP” grade is not counted for college credit, nor is it computed in the GPA. (See “Standards of Academic Progress.”)

***WF (Discontinued Attendance - Failing)***

The “WF” grade may be assigned by the instructor to indicate that the student did not complete enough of the course to be graded and did not achieve a passing grade while in attendance. The “WF” grade is not counted for college credit, nor is it computed in the GPA. (See “Standards of Academic Progress.”)

**Grade Change**

Only the instructor may change a grade. Submission of the grade change is limited to the next quarter (excluding summer quarter) after the grade has been officially tendered to the student. This procedure does not apply to “I” grades.

**Grade Forgiveness**

Although grades are not removed from a transcript, former OC students who have not been in full-time attendance at any college for the preceding two or more years may petition to amend the GPA. Students may petition once they have successfully completed, with a 2.0 GPA or higher, at least 12 quarter credits at OC. To request grade forgiveness, submit a written request to the Dean of Enrollment Services, specifying a “cut-off” date. If the request is approved, a “cut-off” line will be drawn across the transcript and the notation made that grades recorded prior to the date established by the line will not be used in computing the GPA. For graduation purposes, students may use credits completed prior to the selected date. The request must specify the desired credits and courses to be retained. Grade forgiveness may not be used to qualify for an honors designation. *Caution: For purposes of transfer, other educational institutions may not recognize the OC grade forgiveness policy.*

**Repeated Courses**

A student may repeat a course up to two times (that is, a student may take the same course a maximum of three times). If a grade of 2.0 or a designated grade required as a prerequisite to another course is not achieved after three tries, the student may request an opportunity to repeat again by submitting written rationale and an unofficial transcript to a full-time professor in the subject. Credits can only be earned once, and the last grade awarded is the final grade. Exception: Independent study courses (095, 195, 295) may be repeated with credit awarded each time. *(Policy under review)*

**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:

1. 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.

2. 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 Policy**

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 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.

(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.

### **Honors Designations**

#### ***Quarterly Designations***

Quarterly honors designations recognize scholastic achievement of OC students. Students who qualify for quarterly honors will a letter of commendation. Criteria for the awards include:

- Completion of 12 credits at the 100 level or higher during the quarter for which the award is given
- The grades for these credits must calculate in the overall GPA
- Grade Point Average requirements: President's Scholar's: 3.9-4.0 college-level GPA, Deans' Scholar's: 3.5 college-level GPA

#### ***Graduation designations***

The "graduation with honors" designation recognizes students who have achieved a college-level GPA of 3.9-4.0 (President's Scholars) or 3.5 (Deans' Scholars). President's Scholars may wear a gold tassel and Deans' Scholars may wear a silver tassel at the graduation ceremony. An honors notation will be placed with the graduate's name on the graduation program. Honors graduation is also noted on the student transcript. Criteria for the awards include:

- Only credits earned at OC will count toward the award
- At least 24 GPA credits of 100 level course work or higher must have been earned at OC

### **Information Technology**

The college maintains a wide range of Information Technology Resources (ITR) to support the academic mission of the institution. ITR provide critical services that support many components of the college and students daily activities. It is critical that all users of college ITR understand the ITR use policies and procedures so that services can be maintained for all ITR users throughout the district.

(For the most comprehensive and current documents please contact the IT Helpdesk at 360-475-7600 or see the college web site at: <http://www.olympic.edu/InformationTechnology/>)

#### ***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](http://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.

#### *Viruses*

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, 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*

1. Print jobs should be limited to school related tasks only.
2. There is a 10-page per day limit on print jobs. Any user with a print job over 10 pages and/or that has any graphs, pictures, and/or tables must have prior approval by the faculty member or lab technician responsible for that lab, or they risk having their print job canceled.
3. Direct printing of Internet material is prohibited. Internet material should be saved to disk then selectively printed from a word processor.

#### **Notary Public**

There are several Notary Public staff members at Olympic College. Please check with the Vice President of Student Services office (Third Floor - College Service Center or call 360-475-7474) for the name and location of staff with current credentials.

#### **Right to Know**

Olympic College 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, the Olympic College office at the Naval Base Kitsap Bangor, and other locations for students. The same information is available on the OC website within the Communications Department pages. For details, see the following Dispatches:

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

In addition, the brochure, "Street Sense-It's Elementary," a guide to personal safety awareness and reporting procedures, is recommended.

Olympic College's policy on discrimination and harassment is specific and available in the following brochures:

- You Can Stop Racial Discrimination
- You Can Stop Sex Discrimination
- You Can Stop Harassment & Discrimination Against Persons with Disabilities

## **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 Community 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 campus 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. Additionally, the Kitsap County Sheriff's Office maintains an online registry of level III sex offenders who are registered to live in Kitsap County. You can review the current list of level III Sex Offenders registered in Kitsap County online by going to: <http://www.kitsapgov.com/sheriff/sexoffenders/level3.asp>; and for Level II and III Sex Offenders registered in Mason County at: <http://so.co.mason.wa.us/sexoff.htm>. 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;

1. Reviews all relevant and necessary information provided to us by law enforcement personnel and the office of Safety and Security; assesses the safety issues posed for students, employees, and all minors on campus.
2. 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.
3. Releases the identity and information, according to the above guidelines.

The Kitsap County Sheriff's Office maintains an online registry of Level III Sex Offenders who are registered to live in Kitsap County at: <http://www.kitsapgov.com/sheriff/sexoffenders/level3.asp>.

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: <http://so.co.mason.wa.us/sexoff.htm>

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, effective Summer 2005, Olympic College campuses will prohibit smoking in all areas except those assigned as designated smoking areas. There will be 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 will be provided within the covered areas. Smoking cessation pamphlets and information will be available at each campus.

Adopted by the Board of Trustees 1/24/89, Revised 11/23/04, Reaffirmed 10/25/05.

### **Standards of Academic Progress**

(The terms of this policy were under review at the time of printing and are subject to change. **For the most accurate information, please consult the 2009-2010 OC Catalogue.**)

These standards are designed to identify students who experience academic difficulty and whose academic progress falls below the proscribed standards, in order to provide additional support and assistance to improve their academic standing. The policy also determines academic suspension in cases where students are unable to achieve satisfactory performance. NOTE: Individual college programs such as high school completion, financial aid, Veteran programs and certain professional/technical programs may have different academic standard requirements and appeal procedures. Students in these programs should contact their program advisor for information regarding those requirements.

#### Academic Deficiency

A student is placed on Academic Deficient status at the end of any quarter in which any of the following occurs:

- Quarterly GPA falls below a 2.0 when 12 credits or more are attempted;
- Cumulative GPA falls below 2.0 when 15 or more cumulative credits have been attempted;
- Grades of WP, WF or NC are received in more than 50 percent of the credits when 15 cumulative credits have been attempted.

#### Removal of Academic Deficiency

A student is removed from academic deficient status if the quarterly and cumulative GPA reach 2.0, or the student has not received grades of WP, WF, or NC in more than 50 percent of credits when 15 cumulative credits have been attempted.

#### Academic Probation

A student on academic deficient status must earn a quarterly GPA of 2.0 or higher the succeeding quarter or he/she will be placed on academic probation. The student will remain on academic deficient status even with a satisfactory quarterly GPA if the cumulative GPA remains below a 2.0 or if the student has a grade of WP, WF, or NC in more than 50 percent of credits when 15 cumulative credits have been attempted.

#### Removal of Academic Probation

A student is removed from academic probation at the end of the quarter in which a 2.0 GPA or higher is achieved. If the cumulative GPA remains below a 2.0 or if the student has grades of WP, WF or NC in more than 50 percent of credits when 15 cumulative credits have been attempted, the student will remain on academic deficient status.

#### Academic Suspension

A student on academic probation and does not achieve a quarterly 2.0 GPA, has attempted at least 15 cumulative credits and has a cumulative GPA below 2.0, or has grades of WP, WF or NC in more than 50 percent of credits when 15 cumulative credits have been attempted, will be suspended for the next academic quarter. Following a one-quarter suspension, the student may re-enroll by using the re-enrollment procedures. A student re-admitted after one quarter of Academic Suspension re-enters the College on academic probation. If the student fails to achieve a quarterly 2.0 GPA, has attempted at least 15 cumulative credits and has a cumulative GPA below a 2.0, or has received a grade of WP, WF or NC in more than 50 percent of credits when 15 cumulative credits have been attempted, the re-admitted student will be suspended for three consecutive quarters. A complete copy of the "Standards of Academic Progress" is available in the Vice President of Student Services Office.

### **Student Complaint Procedure**

**Also see "Student Complaints Mediator" under Services for All Students**

#### 1. Definition

The purpose of this procedure is to provide guidelines, which promote constructive dialogue, understanding, and informal resolution of student complaints and concerns in circumstances where the use of formalized procedures is not required. A complaint expresses dissatisfaction with the performance or action of a College employee, which the student believes to be unfair or inconsistent with College policy or usual practices.

#### 2. Exclusions

This procedure is not to be used where other procedures are required for the resolution of specific categories of student complaints or student appeals. Student concerns with existing College policy or practices are excluded from this complaint procedure and should be brought to the attention of the appropriate College committee or administrator.

#### 3. Time Limitations

A student wishing to express a complaint, as previously defined, should do so not later than two calendar weeks of the time the student should have reasonably been aware of the concern. The timely initiation of a complaint rests with the student.

#### 4. The Complaint Process

a. The student should discuss the complaint informally and thoroughly with the employee. Both parties should openly discuss the student complaint/concern and attempt to understand the other's perspectives, explore alternatives, and attempt to arrive at a satisfactory resolution to the complaint.

b. If the student is dissatisfied with the complaint resolution in Section 4.a., the student should express the complaint in writing and forward the written complaint within five (5) instructional days to the employee and employee's immediate supervisor. At the student's request an ASOC member shall be assigned to assist in clarifying the complaint process, writing the complaint, and supporting the student throughout the complaint process.

c. On receipt of the student's written complaint the immediate supervisor may ask the employee for a written response and shall, within five (5) instructional days following receipt of the student's written complaint, hold a conference with the involved parties. The supervisor may request supporting materials of either employee or student. If after discussion, mediation, and review of materials at the conference the involved parties have been unable to find a mutually acceptable resolution, the supervisor shall render a verbal decision on the complaint to all present parties or shall within five instructional days provide a written copy of his/her decision of the complaint to each involved party.

d. If the decision of the immediate supervisor does not resolve the complaint to the satisfaction of the student the appropriate Vice President shall, on request of the student, convene a conference of all previously involved parties and any additionally affected supervisors within five instructional days. All written statements and supporting materials of involved parties will be provided to the Vice President prior to the conference. Written materials will be retained by the Vice President for College files. If after discussion, mediation, and review of materials at the conference the involved parties have been unable to find a mutually acceptable resolution, the Vice President shall within five instructional days render a written decision on the complaint and will provide copies to all involved parties. The decision of the Vice President on a student complaint will be final except that a student complaint originally initiated on the performance or actions of a Vice President may be appealed to the College President for final resolution consistent with procedures established in Section 4. A-C. Initiated on the performance or actions of a Dean may be appealed to the college President for final resolution consistent with the procedures established in Section 4.A-C

#### **Tuition Payment Plan**

Students are encouraged to participate in the STEPP program, a tuition payment program that requires a minimum down payment of 25% of tuition and fees PLUS a \$10 non-refundable application fee. The balance of tuition and fees is to be paid over the course of six weeks. Enrollment in STEPP is currently open through the first week of each quarter. Sign up for STEPP now in the Cashier's Office or call 360.475.7181 for more information. Additional information and enrollment form is on our website: [www.olympic.edu/students/tuition/stepp](http://www.olympic.edu/students/tuition/stepp).

#### **STUDENT CONDUCT CODE**

**WAC 132C-120** Revised and approved and adopted by the Olympic College Board of Trustees on 4/26/05.

**WAC 132C-120-010 Preamble.** Olympic College, 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.

Olympic College 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 Olympic College 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.

Olympic College 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.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-010, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-010, filed 4/4/80.]

**WAC 132C-120-015 Freedom of expression.** Fundamental to the democratic process are the rights of free speech and peaceful assembly. Students and student organizations shall be free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. They shall always be free to support causes by orderly means which do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the larger community that in their public expressions, students or student organizations speak only for themselves.

Any recognized student organization may invite to the campus any speaker a group wishes to hear, providing suitable space is available and there is no interference with the regular scheduled program of the college and officially sanctioned

procedure is followed. It is understood that the appearance of such speakers on the campus implies neither approval nor disapproval of them or their viewpoints by this college, its students, its employees, or the board of trustees. In the case of speakers who are candidates for political office, equal opportunities shall be available to opposing candidates if desired by them. Speakers are subject to normal considerations for law and order. In order to insure an atmosphere of open exchange and to insure that the educational objectives of the college are not obscured, the president may prescribe reasonable time, place and manner restrictions for the conduct of the meeting, such as requiring a designated member of the faculty as Chair, or requiring permission for comments and questions from the floor. Likewise, the president may encourage the appearance of one or more additional speakers at the meeting in question or at a subsequent meeting so that other points of view may be expressed.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-015, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-015, filed 4/4/80.]

**WAC 132C-120-020 Freedom of association and organization.** Students bring to the college a variety of interests previously acquired and develop new interests as members of the college community. They are free to organize and join associations to promote any legal purpose or common interest.

Student organizations must be granted a charter by the college student government before they may be officially recognized. Prior to becoming chartered, a student organization must submit to the student government a statement of purpose, criteria for membership, a statement of operating rules or procedures, the name of a faculty member who has agreed to serve as advisor, and otherwise meet all student government requirements for charter. All student organizations must also submit to the student government a list of officers and renew a granted charter as required. In order to qualify for issuance of a charter, membership in a student organization must be open to all students. Affiliation with a noncollege organization shall not be grounds for denial of charter provided that other conditions for charter issuance have been met. The charter of a student organization may be withdrawn by the student government for nonconformity to provisions of its charter, the student conduct code, or student government requirements.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-020, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-020, filed 4/4/80.]

**WAC 132C-120-025 Student participation in college governance.** As members of the college community, students will be free, individually and collectively, to express their views on college policy and on matters of general interest to the student body. The constitution of the associated students of Olympic College and the college's administrative procedures provide clear channels for student participation in the formulation and application of institutional policy.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-025, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-025, filed 4/4/80.]

**WAC 132C-120-035 Student publications.** Student publications and the student press are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and institutional authorities and of formulating student opinion on various issues on the campus and in the world at large. Financial and legal autonomy is not possible; therefore, Olympic College, as the publisher of student publications, may have to bear the legal responsibility for the contents of the publications. In the delegation of editorial responsibility to students, the institution must provide sufficient editorial freedom and financial autonomy for student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community. At the same time, the editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsibilities such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. As safeguards for the editorial freedom of student publications, the following provisions are necessary:

(1) The student press should be free of censorship and advance approval of copy, and its editors and managers shall be free to develop their own editorial policies and news coverage consistent with *Canons of Journalism*.

(2) Editors and managers of student publications shall be protected from arbitrary suspension and removal because of student, faculty, administration, or public disapproval of editorial policy or content. Only for proper and stated causes should editors and managers be subject to removal and then by orderly and prescribed procedures of the publishing organization.

(3) It is expected that campus student publications shall have a written editorial policy consistent with the above.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-035, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-035, filed 4/4/80.]

**WAC 132C-120-040 Distribution of printed material on campus.** Publications, handbills, leaflets, statements, and similar materials except those which are commercial, obscene, or unlawful in character may be distributed without review or approval by any enrolled student or recognized group of students enrolled at Olympic College. It is to be understood that such materials do not necessarily represent the views of the college or the board of trustees. Such materials may be distributed from authorized public areas in the student center and at any outdoor area on campus consistent with the maintenance of college property, with the free flow of traffic and persons, and not in a manner which in itself limits the orderly operation of college affairs.

Distribution of any printed materials by persons not members of the college community shall be prohibited unless approved in advance by the Vice President of Student Services or designee.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-040, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-040, filed 4/4/80.]

**WAC 132C-120-045 Commercial activities.** College facilities will not be used for commercial solicitation, advertising, or promotional activities except when such activities clearly serve Olympic College educational objectives, including but not limited to, display of books of interest to the academic community or the display or demonstration of technical or research equipment, and when such commercial activities relate to educational objectives and are conducted under the sponsorship or at the request of a college division or the office of student programs and activities of the college, provided that such solicitation does not interfere with or operate to the detriment of the conduct of college affairs.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-045, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-045, filed 4/4/80.]

**WAC 132C-120-050 Authority to prohibit trespass.** Vice President of Student Services or such other designated person shall have authority and power to:

- (1) Prohibit the entry of, or withdraw the license or privilege of a person or persons or any group of persons to enter onto or remain upon any portion of a college facility; or
- (2) Give notice against trespass to any person, persons, or group of persons against whom the license or privilege has been withdrawn or who have been prohibited from entering onto or remaining upon all or any portion of a college facility; or
- (3) Order any person, persons, or group of persons to leave or vacate all or any portion of a college facility.

Such authority and power may be exercised to halt any event that is deemed to be unreasonably disruptive of order or threatens to disrupt the movement of persons from facilities owned and/or operated by the College. Any student or person who shall disobey a lawful order given by the college president or designee pursuant to the requirements of this rule shall be subject to disciplinary and/or legal action.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-050, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-050, filed 4/4/80.]

**WAC 132C-120-055 Emergency procedures.** In the event of activities or situations which interfere with the orderly operation of the college, the Vice President of Student Services or college president or their designees shall determine the course of action which appears to offer the best possibility for resolution of the problem. The emergency procedures outlined below will be followed if deemed essential:

- (1) Inform those involved in such activities that they are in violation of college and/or civil regulations.
- (2) Inform them that they should cease and desist.
- (3) If they do not respond within a reasonable time, call the civil authorities.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-055, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-055, filed 4/4/80.]

**WAC 132C-120-060 Right to demand identification.** For the purpose of determining the identity of a person as a student, where identification as a student is a prerequisite to admission or the charge for admission to any college activity, or where identification as a student is required in a case of alleged violation of this code, any college employee may demand that any person on college property or at a college activity produce evidence of student enrollment at the college. Failure of the student to produce identification as required shall subject the student to disciplinary action.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-060, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-060, filed 4/4/80.]

**WAC 132C-120-065 Violations.** Any student shall be subject to immediate disciplinary action provided for in this student conduct code who, either as a principal actor or aider or abettor:

- (1) Materially and substantially interferes with the personal rights or privileges of others or the educational process of the college;
- (2) Violates any provision of the student conduct code;
- (3) Commits any of the following acts which are hereby prohibited:
  - a) Assault, reckless endangerment, intimidation, harassment, or interference upon another person.
  - b) Disorderly, abusive, or bothersome conduct. Disorderly or abusive behavior that interferes with the rights of others or obstructs or disrupts teaching, research, or administrative functions.
  - c) Failure to follow instructions. Inattentiveness, inability, or failure of student to follow the instructions of a college official, thereby infringing upon the rights and privileges of others.
  - d) Providing false information to the college, forgery, or alteration of records.
  - e) Illegal assembly, disruption, obstruction or other act which materially and substantially interferes with vehicular or pedestrian traffic, classes, hearings, meetings, the educational and administrative functions of the college, or the private rights and privileges of others.
  - f) Inciting others. Intentionally encouraging, preparing, or compelling others to engage in any prohibited conduct.
  - g) Hazing. Hazing means any method of initiation into a student organization or any pastime or amusement engaged in with respect to such an organization that causes, or is likely to cause, bodily danger or physical, mental or emotional harm to any student or other person.
  - h) False complaint. Knowingly or recklessly filing a formal complaint falsely accusing another student or college employee with violating a provision of this chapter.

- i) False alarms. Falsely setting off or otherwise tampering with any emergency safety equipment, alarm, or other device established for the safety of individuals and/or college facilities.
- j) Sexual harassment. Engaging in unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where such behavior offends the recipient, causes discomfort or humiliation, or interferes with job or school performance.
- k) Malicious harassment. Malicious harassment involves intimidation or bothersome behavior directed toward another person because of, or related to that person's race, color, religion, gender, sexual orientation, ancestry, national origin, or mental, physical, or sensory disability.
- l) Theft and robbery. Theft of the property of the district or of another as defined in the RCW 9A.56.010 -- 9A.56.050 and 9A.56.100 as now law or hereafter amended. Includes theft of the property of the district or of another; actual or attempted theft of property or services belonging to the college, any member of its community or any campus visitor; or knowingly possessing stolen property.
- m) Damage to any college facility or equipment. Intentional or negligent damage to or destruction of any college facility, equipment, or other public or private real or personal property.
- n) Unauthorized use of college or associated students' equipment or supplies. Converting of college equipment, supplies, or computer systems for personal gain or use without proper authority.
- o) Illegal entry. Entering, or remaining in any administrative office or otherwise closed college facility or entering after the closing time of college facilities without permission of an employee in charge.
- p) Possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons, instruments, or substances that can be used to inflict bodily harm or to damage real or personal property, except for authorized college purposes or law enforcement officers.
- q) Refusal to provide identification (e.g., valid driver's license, student identification, passport, or state identification card) in appropriate circumstances to any college employee in the lawful discharge of the employee's duties.
- r) Smoking. Smoking in any classroom or laboratory, the library, or in any college facility, office, or any other smoking not in compliance with College policy or chapter 70.160 RCW.
- s) Controlled Substances. 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.
- t) Alcoholic beverages. Being 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.
- u) Computer, telephone, or electronic technology violation. Conduct that violates the college published acceptable use rules on computer, telephone, or electronic technology use, including electronic mail and the Internet.
- v) Computer trespass. Gaining or denying others access, without authorization, to a computer system or network, or electronic data owned, used by, or affiliated with Olympic College.
- w) Ethics 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 courses or is pursuing as an educational goal or major. These ethics codes must be distributed to students as part of an educational program, course, or sequence of courses and the student must be informed that a violation of such ethics codes may subject the student to disciplinary action by the college.
- x) Criminal law violation, illegal behavior, other violations. Students may be accountable to the civil or criminal authorities and the college for acts which constitute violations of federal, state, or local law as well as college rules where the students' behavior is determined to threaten the health, safety, and or property of the college and its members. The college may refer any such violations to civilian or criminal authorities for disposition.

**WAC 132C-120-070 Academic Dishonesty.** Academic dishonesty includes cheating, plagiarism, fabrication, and facilitating academic dishonesty.

- 1) Cheating is intentionally using or attempting to use unauthorized materials, information, or study aids in any academic activity.
- 2) Plagiarism includes submitting to a faculty member any work product that the student fraudulently represents to the faculty member as the student's work product for the purpose of fulfilling or partially fulfilling any assignment or task required by the faculty member as part of the student's program of instruction.
- 3) Fabrication is the intentional and unauthorized falsification or invention of any information or citation in an academic activity.
- 4) Facilitating academic dishonesty is intentionally or knowingly helping or attempting to help another to violate a provision of this section of the disciplinary code.

Acts of dishonesty are serious breaches of honor and shall be dealt with in the following manner:

- 1) Any student who commits or aids in the accomplishment of an act of academic dishonesty shall be subject to disciplinary action.
- 2) In cases of academic dishonesty, the student's final grade may be adjusted. The instructor may also refer the matter to the Vice President of Student Services for disciplinary action.

**WAC 132C-120-075 Classroom Conduct.** Faculty have the authority to take appropriate action to maintain order and proper conduct in the classroom and to maintain the effective cooperation of the class in fulfilling the objectives of the course.

An instructor has the authority to exclude a student from any single class session during which the student is disruptive to the learning environment. The instructor shall report any such exclusion from the class to the Vice President of Student Services or designee who may summarily suspend the student or initiate conduct proceedings as provided in this procedure. The Vice President of Student Services may impose a disciplinary probation that restricts the student from the classroom until the student has met with the Vice President of Student Services and the student agrees to comply with the specific conditions outlined by the Vice President of Student Services for conduct in the classroom. The student may appeal the disciplinary sanction according to the disciplinary appeal procedures.

**WAC 132C-120-100 Jurisdiction.** Admission to the college carries with it the expectation that the student will obey the law, comply with rules and regulations of the college, and is accountable for his/her conduct.

All rules herein adopted shall apply to every student on any college property or engaged in any college related activity or function. Sanctions for violation of the rules of student conduct herein adopted will be administered by the college in the manner provided by said rules. When violations of the laws of the state of Washington and/or the United States are involved, the college may in addition refer such matters to civil authorities. In the case of minors such conduct may be referred to parents or guardians.

This code is applicable in all matters of discipline, and any disciplinary action imposed upon a student shall be taken in accordance with this code, unless the disciplinary action was imposed according to separate college policy which the student contractually accepted as a condition to participation in a particular course of study.

Disciplinary action, including dismissal from the college, may be imposed on a student for failure to abide by rules of conduct contained herein. The form of disciplinary action imposed will determine whether and under what conditions a violator may continue as a student at the college. Practices in disciplinary cases may vary in formality according to the severity of the case.

College administrative officers may deny admission to a prospective student or re-registration to a current student if, in their judgment, the student would not be competent to profit from the curricular offerings of the college, or would, by the student's presence or conduct, create a disruptive atmosphere within the college inconsistent with the purpose of the institution.

When reference in this document is made to a college official, that reference shall be read to include the specified college official or designee.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-100, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-100, filed 4/4/80.]

**WAC 132C-120-105 Procedural standards in disciplinary proceedings.** In developing responsible student conduct, disciplinary proceedings play a role substantially secondary to example, counseling, and admonition. At the same time, Olympic College has a duty and the corollary disciplinary powers to protect its educational purpose through the setting of standards of scholarship and conduct for students who attend and through regulation of the use of institutional facilities. In circumstances when preferred means fail to resolve problems of student conduct, prior procedural safeguards shall be observed to protect the student from unfair imposition of serious disciplinary penalties.

The administration of discipline shall guarantee procedural fairness to an accused student. Practices in disciplinary cases may vary in formality with the gravity of the offense and sanctions which may be applied. The jurisdictions, responsibilities, and procedures of the college disciplinary structure shall be clearly established and published.

In all situations procedural due process requires that the student be informed of the nature of charges against him/her, be given a fair opportunity to refute them, that disciplinary actions not be arbitrary, and that there be provision for appeal of disciplinary actions. Students charged with violation of the student code of conduct shall be informed of their right to due process.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-105, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-105, filed 4/4/80.]

**WAC 132C-120-110 Disciplinary proceedings.** Any person shall have the right to request sanctions for violations of the student conduct code.

All disciplinary proceedings will be initiated by the Vice President of Student Services who may also establish advisory panels to advise or act for the office in disciplinary proceedings.

Any student accused of violating any provision of the rules of student conduct will be called for an initial conference with the Vice President of Student Services and will be informed of what provision or provisions of the code of student conduct he/she is charged with violating and what appears to be the range of penalties which might result from consideration of the disciplinary proceeding.

After considering the evidence in the case and interviewing the accused, the Vice President of Student Services may take any of the following actions:

- (1) Terminate the proceeding, exonerating the accused;
- (2) Dismiss the case after whatever counseling and advice may be appropriate;
- (3) Impose sanctions directly such as warning, reprimand, restitution, disciplinary probation, suspension, and/or expulsion;

(4) Refer the matter to the student conduct board for a recommendation to the Vice President of Student Services as to appropriate action;

A student accused of violating any provision of the code of student conduct shall be given written notification of the Vice President of Student Services' action.

Disciplinary action recommended by the Vice President of Student Services is final unless the accused exercises his/her right of appeal as provided in WAC 132C-120-115.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-110, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-110, filed 4/4/80.]

**WAC 132C-120-115 Appeals.** Any disciplinary action may be appealed as provided. Action by the Vice President of Student Services may be appealed to the student conduct board. Action taken by the student conduct board may be appealed to the president. Action taken by the president shall be final. All appeals by a student must be made in writing and presented to the college president within five instructional days of the disciplinary action/recommendation or the right to appeal is waived and the disciplinary action/recommendation is automatically imposed. Decisions on appeals will be rendered in writing within three instructional days following conclusion of the appeal process.

Time periods referenced in the code may be altered or waived on written agreement of the accused and Vice President of Student Services.

An appeal of a disciplinary action stays enforcement of the action until the appeal process is exhausted or a final decision reached.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-115, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-115, filed 4/4/80.]

**WAC 132C-120-120 Composition of the student conduct board.** The student conduct board shall be composed of seven members on an ad hoc basis as needed. Members shall be selected as follows:

(1) The college president shall appoint two members and an alternate from the faculty.

(2) The president shall appoint one member from the college administration and an alternate.

(3) The college president shall appoint two members from the student body. The president may consult the president of the Associate Students of Olympic College for a recommendation of student members.

(4) The president of the college shall designate a-Chair from the membership who shall preside at all meetings and hearings. The Chair shall not vote except to break a tie vote.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-120, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-120, filed 4/4/80.]

**WAC 132C-120-125 Procedures for student conduct board hearing.** The student conduct board will hear and make recommendations to the president of the college on all disciplinary cases referred/appealed to it.

The accused has a right to a fair and impartial hearing before the student conduct board on any charge of violating rules of student conduct. The accused's failure to cooperate with hearing procedures shall not prevent the student conduct board from making its findings of fact, conclusions, and recommendations. Failure by the accused to cooperate may be taken into consideration by the student conduct board in recommending appropriate disciplinary action to the president.

The accused shall be given written notice of the time and place of the hearing before the student conduct board and afforded not less than five instructional days notice thereof. Said notice shall contain:

(1) A statement of the time, place, and nature of the disciplinary hearing.

(2) A statement of allegations and reference to relevant sections of the student conduct code involved.

The accused shall be entitled to hear and examine evidence against him/her and be informed of the identity of its source, shall be entitled to present evidence or witnesses in his/her own behalf and cross-examine adverse witnesses as to relevant factual matters.

Only those matters presented at the hearing in the presence of the accused will be considered by the student conduct board in determining whether there is sufficient evidence to cause it to believe the accused violated the student conduct code.

The student may be represented by counsel of choice at the disciplinary hearing. If the student elects to choose a duly licensed attorney admitted to practice in any state as counsel, he/she may do so provided that not less than three instructional day's notice of the same is given the Vice President of Student Services.

In all disciplinary proceedings, the college may be represented by the Vice President of Student Services, designee, and/or assistant attorney general who shall present the college's case against the student accused of violating rules of the student conduct code.

The-Chair of the student conduct board shall preside at the disciplinary hearing and may establish organizational or operational procedures necessary to the conduct of the hearing. The Chair may rule on all questions before the student conduct board and may limit repetitious testimony and exclude immaterial or irrelevant evidence. Strict rules of evidence shall not be applied.

The proceedings of the hearing shall be recorded and copies of presented materials retained. Such shall be kept in the Vice President of Student Services' office after use by the student conduct board.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-125, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-125, filed 4/4/80.]

**WAC 132C-120-130 Conduct of disciplinary hearings.** Hearings conducted by the student conduct board will be held in closed session except when the accused requests that students and staff other than those directly involved be invited to attend. If at any time during the conduct of a hearing invited guests are disruptive of the proceedings, the Chair of the student conduct board may exclude such persons from the hearing room.

Any student or staff member attending the student conduct board hearing as an invited guest who continues to disrupt said proceedings after the Chair of the student conduct board has asked him/her to cease and desist there from shall be subject to disciplinary action.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-130, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-130, filed 4/4/80.]

**WAC 132C-120-135 Decision by the student conduct board.** Upon conclusion of the disciplinary hearing, the student conduct board shall in closed session consider the evidence therein presented. By majority the board shall reach its conclusions and recommended disciplinary action. The board shall issue in written form its conclusions and recommended disciplinary action within three instructional days of the conclusion of the hearing to the student, the Vice President of Student Services, and the president. The disciplinary recommendations of the board shall be limited to the following:

- (1) That the student or students be exonerated and the proceedings terminated.
- (2) That any disciplinary action provided in WAC 132C-120-145 be imposed on the student or students.

Disciplinary action recommended by the student conduct board shall be automatically imposed unless the accused exercises his/her right of appeal to the president as provided in WAC 132C-120-115.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-135, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-135, filed 4/4/80.]

**WAC 132C-120-140 Final decision on disciplinary appeals.** The president of the college or any representative designated except the Vice President of Student Services shall on appeal review the record of the proceedings, the recommended action of the student conduct board, and any written statements of appeal filed by the accused student. Following review of all submitted materials, the president or designee will, within three instructional days, issue in writing to the accused, student conduct board, and Vice President of Student Services approval of the recommendations of the student conduct board or shall specify what other action shall be taken.

No hearing shall be held at this stage and the decision of the president shall be final.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-140, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-140, filed 4/4/80.]

**WAC 132C-120-145 Disciplinary actions.** The following disciplinary actions are hereby established and shall be usual sanctions imposed upon violators of the code of student conduct:

**Disciplinary warnings:** Notice to a student either verbally or in writing that he/she has been in violation of the rules of student conduct or has otherwise failed to satisfy the college's expectations regarding conduct. Such warnings imply that continuation or repetition of the specific conduct involved or other misconduct will result in one of the more serious disciplinary actions described below.

**Reprimand:** Formal action censuring a student for violation of the rules of student conduct. Reprimands are always made in writing. A reprimand indicates to the student that continuation or repetition of the specific conduct involved or other misconduct will result in one of the more serious disciplinary actions described below.

**Disciplinary probation:** Formal action placing conditions upon the student's continued attendance for violation of the code of student conduct. The action will specify, in writing, the period of probation and any conditions such as limiting the student's participation in extracurricular activities. Disciplinary probation may be for a specified term or for an indefinite period which may extend to graduation or other termination of the student's enrollment in the college.

**Dismissal:** Termination of student status for violation of the code of student conduct. Dismissal may be for a stated or for an indefinite period. The notification dismissing a student will indicate, in writing, the term of the dismissal and any special conditions which must be met before readmission. There is no refund of tuition and fees for the quarter in which action is taken but tuition and fees paid in advance for a subsequent quarter are to be refunded.

**Restitution:** The college may demand restitution from individual students for destruction or damage of property. Failure to make arrangements for restitution promptly will result in the cancellation of the student's registration and will prevent the student from re-registration.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-145, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-145, filed 4/4/80.]

**WAC 132C-120-150 Readmission after dismissal.** Any student dismissed from the college for disciplinary reasons may be readmitted only on written petition to the Vice President of Student Services. Such petitions must indicate how specified conditions have been met and, if the term of the dismissal has not expired, any reasons which support a reconsideration of the matter.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-150, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-150, filed 4/4/80.]

**WAC 132C-120-200 Summary suspension rules.** The board of trustees of Olympic College recognizes the need to provide the administration with a summary system of student discipline which can swiftly and fairly respond to immediate disorder. Summary suspension rules are not to be construed to supplant provisions of the student conduct code or usual

disciplinary procedures, but rather to supplement the student conduct code by providing an emergency method of suspension during the pendency of investigation and prosecution of student violations that will subsequently be heard on their merits consistent with student conduct code procedures.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-200, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-200, filed 4/4/80.]

**WAC 132C-120-205 Initiation of summary suspension proceedings.** The college president or designee may suspend any student for not more than ten instructional days pending investigation, action, or prosecution on charges of an alleged student conduct code violation if the president or designee has reason to believe the student's physical or emotional safety and well-being, or the safety and well-being of other college community members, or the safety and well-being of the college or its functioning renders the normal disciplinary process ineffectual and commands such suspension.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-205, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-205, filed 4/4/80.]

**WAC 132C-120-210 Notice of summary suspension.** If the college president or designee desires to exercise the authority to summarily suspend a student, the president or designee shall cause notice thereof to be served on that student by registered or certified mail at the student's last known address or by personal service of such notice to the student. The notice shall be entitled *Notice of Summary Suspension* and shall state:

(1) The charges against the student including reference to provisions of the student conduct code and/or law.

(2) That the student charged must appear before the Vice President of Student Services for a summary suspension hearing at a time specified in the notice.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-210, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-210, filed 4/4/80.]

**WAC 132C-120-215 Permission to enter or remain on campus.** During the period of summary suspension, the student shall not enter any college property or attend any college function other than to meet with the Vice President of Student Services or attend a summary suspension hearing. However, the Vice President of Student Services may grant the student special permission to enter the campus for express purposes such as meeting with staff or students in preparation for a hearing.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-215, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-215, filed 4/4/80.]

**WAC 132C-120-220 Procedures for summary suspension hearing.** At the summary suspension hearing, the student against whom the violation or violations are alleged shall have the opportunity of proving to the Vice President of Student Services that there is no cause to believe that the violations cited on the notice of summary suspension did occur, and that summary suspension is not necessary or justifiable pursuant to WAC 132C-120-200 through WAC 132C-120-200.

The student may offer oral testimony, present witnesses, submit any statement or affidavit, examine any affidavit or cross-examine any witness who may appear against him/her and submit any matter in extenuation or mitigation of the offense or offenses charged.

The Vice President of Student Services shall at the time of the summary suspension hearing determine whether there is probable cause to believe that a violation of law or of the code of student conduct has occurred and whether there is cause to believe summary suspension continues to be necessary pursuant to WAC 132C-120-200 through WAC 132C-120-220. In the course of making such decisions the Vice President of Student Services may consider only the affidavits and oral testimony of persons who alleged that the student charged has committed a violation of law or the student conduct code and the oral testimony and affidavits submitted by the student charged.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-220, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-220, filed 4/4/80.]

**WAC 132C-120-225 Decision by Vice President of Student Services.** On conclusion of the summary suspension hearing and review of evidence and testimony presented therein, the Vice President of Student Services or designee may exercise a range of actions including but not limited to the following:

(1) Sustain the summary suspension for its duration or portion thereof, subject to disciplinary actions which may be brought under the code of student conduct rules following the suspension.

(2) Stay the summary suspension and impose any disciplinary action(s) enumerated in WAC 132C-120-110. Disciplinary proceedings of the code of student conduct.

Following the summary suspension hearing, the student shall be provided written notification of findings, conclusions, and disciplinary actions, if any. Notification and any attendant instructions or information will be provided through personal service or sent the student by registered or certified mail at the student's last known address.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-225, filed 6/18/85; 80-05-004 (Order 21, Resolution No. 49-0280), § 132C-120-225, filed 4/4/80.]

**WAC 132C-120-230 Failure to appear for summary suspension hearing.** If a student who has been summarily suspended fails to appear for a summary suspension hearing with the Vice President of Student Services as required by WAC 132C-120-210, the suspension will automatically stand for its specified duration, after which the Vice President of Student

Services or designee may initiate further disciplinary proceedings against the student as provided in the code of student conduct.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-230, filed 6/18/85.]

**WAC 132C-120-235 Summary suspension proceedings not duplicitous.** As indicated, the summary suspension proceedings shall not substitute for disciplinary proceedings provided for in the code of student conduct. At the end of the suspension, the student suspended shall be reinstated to full rights and privileges as a student, subject to whatever sanctions may have been or may be in the future imposed pursuant to the code of student conduct or these rules of summary suspension.

Records and evidence presented during the course of any facet of a summary suspension proceeding brought against the student shall be available for use by the student and the college in disciplinary proceeding initiated under the code of student conduct.

[Statutory Authority: Chapter 28B.50 RCW. 85-13-067 (Order 24, Resolution No. 52-0585), § 132C-120-235, filed 6/18/85.]