



Academic Standards Committee

Operational Guidelines

ACADEMIC STANDARDS COMMITTEE – ADMINISTRATIVE POLICY-100.9.2	1
DUTIES AND RESPONSIBILITIES	1
BY LAWS	1
NAME - Academic Standards Committee of Lower Columbia College	1
Authority	1
MISSION STATEMENT	1
MEMBERSHIP	2
DUTIES	2
Chairperson	2
Vice President of Student Services	2
Secretary	2
Sub-Committee	3
MEETINGS	3
RULES OF PROCEDURE	3
VOTING	3
REVIEW PROCESS	3
RECORDS	3
Authority	3
FACULTY RIGHTS (excerpt from Faculty Contract)	3
DEGREES AND CERTIFICATES – ADMINISTRATIVE POLICY 305	4
DEGREES AWARDED – (see current College Catalog)	4
Degrees Offered by the College	4
Degree and Graduation Requirements – Administrative Policy 305.1	4
General Requirements – Administrative Policy 305.2	4
Course Requirements – Administrative Policy 305.3	5
Honors at Graduation – Administrative Policy 305.4	5
Second Associate Degree – Administrative Policy 305.5	5
Waiver of Graduation Requirements – Administrative Policy 305.6	5
Distribution Requirements: Humanities, Natural Science, Social Science – From Another Institution	6
Humanities Distribution - Foreign Language	7
Prerequisites - College Courses	7
Graduation Requirement - Student Request	7
Impact on Students Transferring to Another Institution	7
Applications for Degrees – Administrative Policy 305.7	8
CERTIFICATE PROGRAMS - (see current College Catalog)	8

HIGH SCHOOL DIPLOMA – ADMINISTRATIVE POLICY 307	8
GRADING POLICY – ADMINISTRATIVE POLICY 310.....	8
GRADE SYMBOLS.....	9
I (Incomplete)	9
N (Audit)	9
NA (Never Attended)	9
Pass/Fail Course Grading.....	9
R (Retake)	9
V (Vanished).....	10
W (Withdrawal)	10
X (Expunged – aka Grade Forgiveness)	10
Audit (N)	10
Student Procedure.....	10
Incomplete (I)	10
Effective date.....	11
Retake (R).....	11
Withdrawal (W).....	12
Instructor-Initiated (V)	12
Withdrawal - Completion Deadline	12
Student Responsibility	12
Instructor Responsibility	12
Registrar Responsibility	13
Student-Initiated (W) Deadline	13
Withdrawal - Completion Deadline	13
Advisor Signature Requirement.....	13
Expunged (X)	14
Limitations on grade forgiveness	14
Procedure.....	14
GRADE CHANGES.....	14
Procedure.....	14
Authority	15
GRADE COMPUTATION	15
TRANSFER CREDIT.....	16
Procedure for Transfer Credit Evaluation Acceptance of Credits	16
Authority	16

Authority	16
Transfer Courses without LCC equivalent	16
Authority	17
REVERSE TRANSFER DEGREE.....	17
Authority	17
REGISTRATION - LAST DAY TO REGISTER	17
Class Starts Later Than 1st Week of Instruction.....	17
Exceptions to 5th Day.....	17
ACADEMIC SUSPENSION.....	17
Summary	18
Levels of Academic Warning and Intervention Steps	18
Transcript Annotation	19
Academic Suspension Paperwork Annotation	19
Request for Academic Reinstatement from Academic Suspension Procedure	19
Academic Reinstatement – Suspension to Temporary Academic Probation	19
Subsequent Quarter Registration While on Temporary Academic Probation	20
Registering for a Quarter Later than the Quarter Granted Reinstatement	20
Authority	20
Effective date.....	20
Student Progress.....	20
STUDENT ACADEMIC GRIEVANCE – ADMINISTRATIVE POLICY 435.....	20
Conditions	20
Academic Grievance Defined	21
Informal Student Academic Grievance Resolution Procedures.....	21
Step One: Meet with faculty member.....	21
Step Two: Meet with the Dean.....	21
Step Three: Facilitator Assigned.....	21
Formal Student Academic Grievance Resolution Procedures	22
Step One: Meeting with the Facilitator.....	22
Step Two: Grievance meeting with Faculty member and Division Dean.....	22
Withdrawal of Grievance.....	23
Formal Student Academic Grievance Meeting Procedures	23
Step One: Preliminary Committee Meeting.....	23
Step Two: Student Academic Grievance Meeting	24
Step Three: Academic Grievance Decision	24

Step Four: Academic Grievance Solution	25
Step Five: Student Appeal of Committee Decision	25
Step Six: Student Appeal of Due Process	25
CODE OF STUDENT CONDUCT – ADMINISTRATIVE POLICY 440 (ALSO SEE WAC 132M-125)...	26
ACADEMIC DISHONESTY	27
Academic Dishonesty Procedures.....	28
Academic Dishonesty Instructor Action – Notifies Student	28
Instructor Action – Notifies Vice President of Student Services	28
Student Action – Meet with Vice President of Student Services	28
Student Withdrawal when Academic Dishonesty is Suspected	28
Registrar Action	28
Student Academic Rights	29
Student Responsibilities.....	29
Student Sanctions	29
APPENDIX	30
Academic Dishonesty Flow Chart	30
Academic Dishonesty Procedure	30
Instructor Sanction Letter	30
Student Academic Grievance Petition	30
Code of Student Conduct – WAC 132M-125	30
CHAPTER 132M-125 WAC – CODE OF STUDENT CONDUCT.....	36
LAST UPDATE: 5/27/15	36
WAC Sections.....	36
HEARING PROCEDURES.....	36
DISCIPLINE PROCEDURES FOR CASES INVOLVING ALLEGATIONS OF SEXUAL MISCONDUCT	36
132M-125-005	36
132M-125-010	36
132M-125-015	37
132M-125-020	38
132M-125-025	38
132M-125-030	38
(1) Academic freedom.	38
(2) Due process.	38
132M-125-035	38
(10) Alcohol, drug, and tobacco violations.	39

132M-125-040	41
132M-125-045	41
132M-125-100	42
132M-125-105	42
132M-125-110	43
132M-125-115	43
132M-125-120	43
132M-125-125	44
132M-125-130	44
132M-125-135	45
132M-125-140	45
132M-125-145	45
132M-125-150	46
132M-125-200	46
132M-125-205	46
132M-125-210	47
132M-125-215	47
132M-125-220	48
132M-125-225	48

ACADEMIC STANDARDS COMMITTEE – [Administrative Policy-100.9.2](#)

The purpose of the Academic Standards Committee is to make recommendations for changes in academic policy, and to serve as the body that hears and acts upon student appeals and grievances of an academic nature. Membership consists of an academic employee elected from each instructional department, the Vice President of Student Services, and a student body representative. The Registrar serves as a non-voting exofficio. This committee reports to the Vice President of Student Services. Authorization for this committee comes from the [Faculty Contract](#); the [Student Handbook](#); and [NWCCU Standard 2.A.15](#).

DUTIES AND RESPONSIBILITIES

The Academic Standards Committee shall review student appeals of:

1. Sanctions imposed on students for alleged arbitrary and capricious application of academic standards.
2. Application of academic policies or procedures by instructors.

The Committee also shall grant or deny requests to:

1. Change grades that have been recorded.
2. Reinstate students from academic probation.
3. Waive graduation requirements.

BY LAWS

NAME - Academic Standards Committee of Lower Columbia College

Authority

1. The Academic Standards Committee is a standing committee of the Student Services Council.
2. The Academic Standards Committee reports to the Vice President of Student Services on academic matters.
3. Suggested academic policy revisions shall be submitted to the Instructional Council.

MISSION STATEMENT

1. Ensure that student petitions for waivers and substitutions meet the college curricular requirements for each program, certificate or degree.
2. Ensure that student petitions for waivers and substitutions meet course requirements for programs within each discipline, transfer degree programs and requirements set by the college and the state.
3. Be responsible for reinstatement of students whose grades have fallen below the requirements of the college by setting academic limitations for improving grades and providing academic intervention when required.
4. Ensure that requests for variance from curriculum course requirements meet the intent of the requirement.
5. Hear and act upon student appeals and grievances of an academic nature.
6. Make recommendations to the Instructional Council for changes in academic policy.

MEMBERSHIP

1. Committee membership consists of an academic employee elected from each instructional department, the Vice President of Student Services, and a student body representative. The Registrar serves on the committee as a non-voting ex-officio.
2. Membership is for three academic years.
3. One-third of the committee is elected at the beginning of each academic year.
4. The committee is chaired by a faculty member of the committee.
 - a. The members of the committee elect the Chairperson at the first meeting of the fall quarter.
 - b. Term of office is one year.
5. The committee determines the sub-committee membership whose term is one year.

DUTIES

Chairperson

1. Chair all meetings of the committee.
2. Provide the agenda for the meetings.
3. Serve as the committee representative for actions taken by the committee.
4. Consult with the Vice President of Student Services as required for clarification in Academic Standards Committee matters.
5. Provide a record of all action taken to necessary college staff members.
6. Chair the yearly evaluation of the *Academic Standards Committee Operational Guidelines*.

Vice President of Student Services

1. Act as the committee representative at the Student Services Council meetings and report to the committee on academic standards actions taken.
2. Authority to act on all student academic reinstatement requests using the committee established guidelines.
3. In the absence of the chairperson, chair the committee meeting.
4. Consult with the chairperson on matters that may be of concern to the committee.

Secretary

1. Appointed by the Vice President of Student Services.
2. Notifies committee members of meeting dates and arranges meeting place.
3. Takes notes at all meetings and prepares and disseminates the minutes of the meeting to all committee members.
4. Initiates correspondence to students as a result of actions of the committee, subcommittee, or the chairperson.
5. Maintains the records of all meetings and *Academic Standards Committee Petitions*.
6. Maintains the permanent committee archive file and posts minutes on the college website.
7. Receives all *Academic Standards Committee Petitions* from students and collects college documentation as needed.
8. Provides *Academic Standards Committee Petitions* and documentation to the appropriate sub-committee members.
9. Acts as a liaison with the students for the committee.

Sub-Committee

1. Determined by committee members for a term of one year.
2. Meets twice a month as necessary.
3. Reviews student petitions and approves or denies requests as supported by provided documentation, academic guidelines, and/or division faculty members or deans.

MEETINGS

1. Committee meets monthly as needed to act upon student academic matters.
2. The committee meets a minimum of once each quarter during the academic year.
3. The chairperson conducts the meetings. In the absence of the chairperson the Vice President of Student Services chairs the meeting.
4. A subcommittee, which is comprised of three committee volunteers, the Registrar, and the Secretary, meets twice monthly as needed during the academic year to review student petitions.

RULES OF PROCEDURE

1. *The Standard Code of Parliamentary Procedure* by Alice Sturgis governs parliamentary procedure.
2. Additional Lower Columbia College established rules and procedures as applicable.
3. A quorum consists of two-thirds of the membership.
4. The academic year is fall, winter and spring quarters.

VOTING

1. For voting, a simple majority of the membership present is required to take an action.
2. A quorum for academic grievance meetings consists of at least 50% of the faculty members on the committee.
3. See Administrative Policies, Faculty Rights.

REVIEW PROCESS

1. The committee reviews the *Academic Standards Committee Operational Guidelines* yearly.
2. The review includes all changes initiated by the committee during the academic year.
3. The committee determines the review process and sub-committee membership.

RECORDS

The Secretary for the Academic Standards Committee:

1. Keeps Student *Academic Standards Committee Petitions* for two years.
2. Keeps the minutes of the Academic Standards Committee for five years.
3. Posts the minutes on the college website.

Authority

Effective 7 October 1999; Instructional Council 12 October 1999.

FACULTY RIGHTS (excerpt from [Faculty Contract](#))

Academic employees shall have the exclusive right and responsibility to determine grades and other evaluations of students. No grade or evaluation shall be changed without the approval of the Academic Standards Committee. No trustee or administration pressure shall be applied to

any academic employee regarding grading or evaluation of students. The Academic Standards Committee shall operate according to published parliamentary procedures (Sturgis) with the following exceptions:

1. In order for a quorum to be established, at least 50% of the faculty members must be present and
2. Only members of the committee who are faculty may vote to change a grade. In the case of a tie vote, the motion to change a grade will be lost.

DEGREES AND CERTIFICATES – [ADMINISTRATIVE POLICY 305](#)

Lower Columbia College offers associate degrees and certificates in accordance with requirements of the [State of Washington](#) and the [Northwest Commission on Colleges and Universities](#). Specific degree and certificate requirements are found in the current Lower Columbia College [catalog](#).

DEGREES AWARDED – (see current [College Catalog](#))

The Board of Trustees, upon the recommendation of faculty, shall award associate degrees to students who have successfully completed prescribed courses of study.

Degrees Offered by the College

1. (AA) - Associate in Arts and Sciences.
2. (AA-DTA) - Associate in Arts – Direct Transfer Agreement.
3. (AAS) – Associate in Applied Science.
4. (AAS-T) - Associate in Applied Science - Transfer.
5. (AS-T) - Associate in Sciences – Transfer.
6. (MRP-DTA) – Major Related Programs – Direct Transfer Agreement.
7. (AN-DTA/MRP) – Associate in Nursing – Direct Transfer Agreement/Major Related Program.

Degree and Graduation Requirements – Administrative Policy 305.1

1. A minimum cumulative grade point average of 2.00;
2. No more than 15 pass/fail credits (P/F not to be used in English 101/102 distribution requirements for any of the associate degrees offered).

General Requirements – [Administrative Policy 305.2](#)

1. A minimum of 90 credits must be earned in courses numbered 100 and above; a maximum of three physical education credits may be included in the 90; and a maximum of 15 credits in Cooperative Work Experience (288 & 289 and/or Independent Study, 299);
2. A minimum of two quarters, including the last quarter, must be completed at Lower Columbia College;
3. A minimum of 24 credits, exclusive of credits by examination, must be earned at Lower Columbia College; and
4. A minimum of five credits of course work with cultural diversity content must be completed satisfactorily.

Course Requirements – [Administrative Policy 305.3](#)

1. Course requirements in each degree program shall be consistent with the educational philosophy of the College and the program in question. Such requirements shall promote the larger purposes of college-level education to help students develop into citizens who can reason clearly, communicate effectively, and think critically, as well as identify and achieve significant personal and social goals.
2. Each degree shall incorporate reading, writing, and quantitative skills development consistent with its purpose.

Honors at Graduation – [Administrative Policy 305.4](#)

A student who graduates with a Transfer Degree (DTA, DTA/MRP, and AS-T) as well as a student who graduates with a Professional Technical Degree (AAS) can receive honors based upon their college-level grade point average:

- Honors – 3.5 to 3.79 GPA
- Highest Honors – 3.8 to 4.0 GPA

Only grades for courses taken at Lower Columbia College will be used in figuring the cumulative grade point average for honors.

Second Associate Degree – Administrative Policy 305.5

Students may earn a second associate degree by completing an additional 45 quarter credits beyond those earned for the first degree. All degree requirements apply.

Waiver of Graduation Requirements – [Administrative Policy 305.6](#)

Petitions to have any graduation requirements waived shall be considered by the Academic Standards Committee on their individual merits.

Summary

Students may petition to have a graduation requirement waived. Permission to waive a course may be granted on the basis of documentation provided, written support from a faculty member, or on the basis of the student's prior educational or work experience.

Eligibility for Waiver of Last Quarter Enrolled

1. Student who has completed at least 71 credits of the required 90 credits to graduate at this college and intends to complete course work at another accredited institution.
2. Student who has completed at least 71 credits of the required 90 credits to graduate at this college and has completed the course work to fulfill the degree requirements at another institution whose accreditation is accepted by LCC.

Course Requirements

1. Course[s] must meet our college equivalency requirements.
2. Upon approval of the request, the course[s] to be or already taken at another accredited institution must meet our program and graduation equivalency requirements.
3. Student must attain the required passing grade.
4. Student has one year from the quarter in which the request is approved to complete the approved classes.
5. Failure to complete the course[s] in the given time requires an additional request for

waiver.

Registration Office Procedure

1. The Registration Office notifies the student in writing of eligibility.
2. The following information will be included in the letter to the student:
“You have until [one year from quarter applying for waiver] in which to complete your course work. Upon completion of the required courses you are responsible for mailing to the Registration Office an official transcript of the completed courses. You must meet all Lower Columbia College graduation requirements. Upon completion of your course work you will have to reapply for graduation.”

Certification - Official Transcript

Upon completion of the course[s] at another college or university the student is responsible for seeing that an official transcript from the school where course[s] taken is sent to our Registration Office.

Graduation Application

1. Student must reapply for graduation to the Registration Office using the appropriate *Graduation Application* form to verify requirements for graduation have been met.
2. Student who applies for acceptance of credits completed at another college or university should apply for graduation at the same time that he or she requests a waiver of his or her last enrolled quarter.

Authority

1. The committee authorizes the Registration Office to handle requests for waiver of last quarter enrolled provided the student meets the requirements stated above.
2. The committee handles all requests for waiver of last quarter enrollment that do not meet the above requirements.

Distribution Requirements: Humanities, Natural Science, Social Science – From Another Institution

Requirements

1. Student may request completed courses transferred from another college that are considered equivalent to our distribution requirement courses be used to meet Lower Columbia College requirements.
2. Student must provide written proof that the course[s] listed as a comparable distribution requirement at the institution where the course[s] was completed meets our requirements.
3. Each course requested for consideration must meet all other course acceptance requirements of Lower Columbia College.

Authority

The committee delegates to the Registration Office the authority to accept courses taken at other institutions as meeting either Humanities, Social Sciences, and/or Natural Sciences distribution requirements.

Humanities Distribution - Foreign Language

1. Student who has taken a college level foreign language not offered by Lower Columbia College may have the credits accepted as a Humanities distribution credit.
2. A maximum of five credits may be applied to the distribution requirement.

Authority

The committee delegates to the Registration Office authority to accept foreign language courses as meeting a Humanities distribution requirement.

Prerequisites - College Courses

1. Any course having a prerequisite may have that prerequisite waived by the instructor of the course providing the student is qualified to take the higher-level class.
2. The student meets with the instructor of the course being waived to determine applicability.
3. Student must provide documentation.
4. Instructor fills out and follows *Prerequisite Waiver* form.

Graduation Requirement - Student Request

1. Student with a valid reason to request that a course required for the degree be waived in order for the student to graduate presents written request using *Academic Standards Committee Petition* form.
2. Student must include documentation to support the request.
3. The request goes to the committee for action.
4. If approved, the waiver allows the student to receive the requested degree from this college.
5. There is no record of the waiver and no grade is recorded on the student's transcript.

Impact on Students Transferring to Another Institution

1. It is possible that the institution to which the student transfers after receiving the degree waiver or substitution may not accept the waiver or substitution as meeting the requirements of the degree.
2. This may mean that the student does not have junior standing, is not considered a DTA graduate and may be required to take an equivalent class at that institution to fulfill the requirements.
3. If a waiver or substitution for a course for graduation is approved the following is included in the letter sent by the ASC Secretary to the student:
"The committee has approved the waiver or substitution of the requested course. This may allow you to receive your degree from Lower Columbia College. If you apply to another college it may happen that the institution will not accept the waiver or substitution as meeting your graduation requirement. If so, you may be denied junior class status and be required to take an equivalent course from that institution to meet this requirement or you may be denied entry as a community college transfer graduate."

Applications for Degrees – [Administrative Policy 305.7](#)

Candidates for associate degrees must complete and submit the degree application forms provided by the College within published deadlines.

- Reviewed by the Cabinet and Leadership Team November 2008
- Campus Review: February 1-22, 2009
- Adopted 2/23/09 (Replaces policies 405-405.3 approved 7/89 and 3/97)

CERTIFICATE PROGRAMS - (see current [College Catalog](#))

The College President is authorized to develop vocational training programs of less than two years in length and to award a certificate to any student who completes such a program.

Standards for learning in certificate programs shall be equal to those in other programs in the College. Certificate programs shall include certificates of completion of a required curriculum and certificates of proficiency where standards of competencies are appropriate.

1. (COP) - Certificate of Proficiency
2. (COC) – Certificate of Completion

HIGH SCHOOL DIPLOMA – [ADMINISTRATIVE POLICY 307](#)

Lower Columbia College may issue the high school diploma under the authority of [RCW 28B.50.535](#) and in compliance with [Chapter 180-51 WAC](#).

GRADING POLICY – [ADMINISTRATIVE POLICY 310](#)

Lower Columbia College's grading system provides a method to indicate a student's performance and achievement in a variety of skills and programs. The system provides for permanent record of grade evaluations, which reflect successful course and program completion. The College operates on a quarter system. The quarter hour of credit is one unit of instruction.

Instructors shall distribute a written course grading plan to all enrolled students at the beginning of each quarter. Instructors are not obligated to use grading options, such as + or – in any specific course.

Grades at Lower Columbia College are reported in numerical fractions to the nearest tenth. The numerical grades are based on the letter grade system and general equivalents are as follows:

NUMERIC GRADE	LETTER GRADE EQUIVALENT
4.0	A
3.7	A-
3.3	B+
3.0	B
2.7	B-
2.3	C+
2.0	C

1.7	C-
1.3	D+
1.0	D
0.0	F
0.0	N
0.0	I
0.0	NA
0.0	P
0.0	R
0.0	V
0.0	W
0.0	X

GRADE SYMBOLS

I (Incomplete)

0.0 grade points/no credit. Incomplete grades may be issued only to those students whose work to date is passing, but not completed, at the end of the quarter. An instructor may submit a replacement grade up to one year from the date an incomplete grade was issued. If the instructor does not submit a replacement grade and the course work has not been completed within one year of assigning the incomplete grade, the grade reverts to an "F".

N (Audit)

0.0 grade points/no credit. A student may enroll for no credit in any course as an auditor upon registration and payment of the regular fees. During the course of a quarter, a student may also change from grade to audit status observing all of the required procedures for a change of registration. Auditors are exempt from taking examinations but may participate in course work.

NA (Never Attended)

0.0 grade points/no credit. The instructor may assign a grade of "NA" at grading time for students who never attended class during the quarter. No "last day attended" will be required.

Pass/Fail Course Grading

P = 0.0 grade points for satisfactory completion of a course numbered 50 or below, or a passing grade for a designated pass/fail course.

F = 0.0 grade points for failing a course

R (Retake)

0.0 grade points/no credit. Students may repeat courses in which failing or low passing grades have been received. The original low or failing grade is changed to "R" and is not included in GPA calculations. If a course is retaken more than one time, "R" grade may only be applied to one previous course grade. This option may not be used for courses taken at

another institution.

V (Vanished)

0.0 grade points/no credit. Non-attending students who do not contact their instructor either in person, by phone, or by email regarding their absence and desire to remain enrolled, may be administratively withdrawn by the instructor at any point during the first five academic days of the quarter.

W (Withdrawal)

0.0 grade points/no credit. Students may initiate an official withdrawal prior to the date at which eighty percent of the quarter has passed and as published in the quarterly class schedule. Official withdrawals are the sole responsibility and prerogative of the student and must be initiated by the student.

X (Expunged – aka Grade Forgiveness)

0.0 grade points/no credit. Students returning to LCC after an absence of three or more years are eligible for grade forgiveness once they complete a minimum of 24 new credits with a cumulative GPA of 2.5 or higher on those new courses. Grade forgiveness applies only to courses taken prior to their absence. Grade forgiveness can only be used once. Full quarters, not individual courses, taken prior to the student returning to the college may be chosen for grade forgiveness. The original courses will remain on the transcript with a grade of “X” for expunged and will not be figured into GPA calculations.

Audit (N)

Audit is a student option available through the Registration Office until the published last day to add or drop a course for any given quarter. Instructors do not assign a grade of audit.

1. Student who selects audit earns no credit and receives no grade for the course, but is entitled to participate fully in the course.
2. Student who wishes to change their registration in a course from a grade to audit or from audit to a grade during the quarter in which they are taking the class must process the change through Registration and must have the instructor's permission.
3. Last day to make such a change of registration is the last day to add or drop classes for the quarter.

Student Procedure

1. Student who requests change of registration from audit to grade or grade to audit after the last day to drop a class, the end of the eighth week of instruction, must submit an Academic Standards Committee Petition stating reasons for the request.
2. The committee will act upon the request.

Incomplete (I)

Time Limit

1. Student has a maximum of one academic year from the last day of the quarter in which the incomplete grade is issued to complete all course requirements.

2. A shorter time limit to complete the course work may be specified by the instructor of the course.

Instructor Assignment of Incomplete Grade

1. An incomplete grade is granted at the instructor's discretion, providing the student is passing the course and has successfully completed a majority of the course work.
2. The form is available on-line or in the Registration Office.
3. The instructor fills out the Incomplete Grade Submission form, assigning a grade of "I" [Incomplete].
4. The instructor indicates what work the student must complete in order to remove the incomplete grade, the timeline allowed to complete the course, and designates the grade that the student will receive if the work is not completed by the specified time.
5. The instructor forwards the form to the Registrar and the student.

Incomplete Removal Process

1. Upon completion of the student's work, the instructor notifies the Registrar of the assigned grade.
2. The incomplete grade reverts to the instructor-designated grade if course work is not completed by the time designated by the instructor.
3. If the instructor does not indicate a grade within the specified time or the end of one academic year from the date the incomplete was assigned and the student has not completed the requirements for removing the incomplete grade within the specified time or the end of one academic year from the date the course was taken, the default grade of "F" becomes the grade of record.

Instructor of Course No Longer at College

Any grade turned in beyond one year by an instructor other than the instructor of the course goes to the Academic Standards Committee for action.

Student Request for Removal of Incomplete

The committee does not consider removal of incomplete requests from students.

Authority

Registration Office administers and approves the instructor-initiated Incomplete Grade Submission form request at any time providing that the instructor making the request is the instructor who taught the course.

Effective date

1. Spring quarter 2011
2. Removal of Incomplete is not retroactive.

Retake (R)

Retake is a student option. Instructors do not assign a grade of retake.

Student Procedure

1. Student requests a retake grade change for a course after the course has been retaken and the grade has been assigned by filling out and turning in the Application

for Course Retake for Grade Improvement form at the Registration Office.

2. Upon receiving the student's request, provided the request fulfills requirements of the retake procedure, the Registration Office enters the retake grade by removing the original grade and replacing it with an "R" grade.
3. A student who has taken a course more than one time before applying for retake, selects which quarter's grade is to be removed.
4. Any course taken more than one time, with the exception of the approved retake course, has each course grade computed at face value when determining the student's grade point average.

Restrictions

1. Retake policy is not retroactive for courses retaken prior to fall quarter 1989.
2. Retake policy may be used only one time for an individual course.

Authority

The committee authorizes the Registration Office to administer the student retake request. Course credits are still included in Financial Aid Office PACE calculations as enrollments.

Withdrawal (W)

Instructor-Initiated (V)

Deadline

An instructor may initiate an administrative withdraw for a non-attending student at any point during the first five instructional days of the quarter, if the student does not contact the instructor to indicate their intention to remain enrolled.

Withdrawal - Completion Deadline

Instructor initiated withdrawal for a non-attending student must be officially processed through the Registrar no later than the fifth academic calendar day of the quarter and prior to 5:00 P.M.

Student Responsibility

1. Students should attend scheduled class sessions.
2. Non-attending students should contact their instructor in person, by phone, or by email and notify them of their intention to remain enrolled or they may be administratively withdrawn by the instructor during the first five instructional days of the quarter to open a place for a student on the waiting list.
3. Students who are withdrawn through the instructor initiated withdrawal process and who wish to be reinstated in class must complete normal procedures for re-enrollment, including securing the instructor's written permission to re-enroll.

Instructor Responsibility

1. Instructors may initiate an "Instructor Initiated Withdrawal" by completing an "Instructor Initiated Withdrawal" form and submitting it to the Registrar no later than

the fifth academic calendar day of the quarter and prior to 5:00 P.M.

Registrar Responsibility

1. Registrar will process the "Instructor Initiated Withdrawal" form.
2. Registrar will send the student a revised student schedule indicating that the instructor has withdrawn the student.
3. Registrar will inform the Financial Aid Office of the "Instructor Initiated Withdrawal"

Authority

The Instructor is authorized to initiate and the Registrar is authorized to process an Instructor-Initiated Withdrawal as outlined above.

Student-Initiated (W)

Deadline

1. The last day to withdraw from a class is the date listed online on the college website and in the class schedule for the quarter in which enrolled. This is generally the last class day of the eighth week of instruction.

Withdrawal - Completion Deadline

1. Withdrawal from a course must be officially processed through the Registration Office by 5:00 pm on the final withdrawal day.
2. The last day to withdraw from short courses that meet after the deadline to withdraw or end prior to the deadline to withdraw is decided by the Registration Office on a pro-rated basis.

Advisor Signature Requirement

1. Specifically designated classes (i.e. lab and equipment courses) require the instructor's signature indicating that all equipment has been returned by the student.

Late Withdrawal

The Academic Standards Committee does not consider requests for late withdrawal except for those requests that include valid, verifiable proof that withdrawal beyond the deadline date was due to an emergency or other documented extenuating circumstances.

Authority

1. The committee cedes authority to the Vice President of Student Services or designee(s) to handle ninth week withdrawals as an administrative procedure.
2. The Vice President of Student Services will determine if the withdrawals should be held for conduct issues under investigation, forwarded to the Academic Standards Committee for further consideration based on ASC Operational Guidelines, or routed to the Registrar for refunds.

Expunged (X)

This procedure allows students who have a poor academic history to make a fresh start on their academic record.

Eligibility - A student who returns to Lower Columbia College after an absence of three years or more is eligible for grade forgiveness after they complete a minimum of 24 credits at Lower Columbia College with a cumulative grade point average of 2.5 or higher on all courses taken after returning.

Limitations on grade forgiveness

1. Applies only to LCC courses taken prior to returning to LCC.
2. May only be used one time by an individual student.
3. The student chooses entire quarters for grade forgiveness, not individual courses.

Procedure

1. Requests are handled as a routine administrative function by the Registration Office.
2. The form for requesting the implementation of this procedure is available in the Registration Office.
3. Original grades will be replaced by "X" grades (expunge) but courses remain listed and expunged grades will not be computed in grade calculations.
4. Course credits are still included in Financial Aid Office PACE calculations as enrollments.

GRADE CHANGES

Instructor-Initiated

Policy

1. Only the instructor who taught the class may initiate a student grade change.
2. The committee does not consider grade changes without the written permission of the instructor who taught the class.
3. Committee does not change grades from a letter grade to a withdrawal grade.
4. Requests are handled as a routine administrative function by the Registration Office.

Procedure

1. The instructor of the class in which the grade is given initiates a grade change using the college *Change of Grade* form available in the Registration Office.
2. Upon completion, the instructor turns the *Change of Grade* form into the Registration Office.

Authority

The Registration Office administers and approves the *Change of Grade* request providing that the instructor making the request is the instructor who taught the course.

Non-Instructor of Course Initiated

1. May be initiated only by a full-time instructor in the same or related area of study.
2. If a *Change of Grade* is requested, justification must be included. For example, an

instructor is no longer an LCC employee.

Authority

Request to change a grade by a full-time faculty member who did not teach the course goes to the Academic Standards Committee for action.

Student Initiated

See Academic Grievance or Late Withdrawal as student requests for grade change are not allowed.

Transcript Course Name Change

1. Request is made by student to change transcript because course number has changed but the material in the course is the same.
2. The Registration Office handles the request as an administrative function.

Authority

The committee cedes authority to the Registration Office to change student transcripts when only the course number has changed.

GRADE COMPUTATION

Transcript - Cumulative Grade Point Average

1. Computed using all credits earned and all credits failed.
2. Repeated course credits are figured into the GPA.
3. Approved course retake[s], where the student eliminates the earlier grade for the course from the total credits and uses the retake grade, is not computed in the cumulative GPA.
4. "Pass" grades are not computed in the GPA.

Graduation Grade Point Average

1. The graduation grade point average for a student who graduates with a Transfer degree is based on the college level grade point average listed on the student's transcript.
2. The graduation grade point average for a student who graduates with a Professional/Technical degree is based on the cumulative grade point average listed on the student's transcript.
3. Courses excluded from grade point computation are:
 - a. Excess PHED activity courses (above 3 credits)
 - b. Excess Cooperative Work Student [288/289] and Independent Study [299] (above 15 credits)
 - c. Repeated courses

Determining Grade Point Average

Only grades for courses taken at Lower Columbia College are used in computing the cumulative grade point average.

Transfer Student Graduation Grade Point Average

Only courses taken at Lower Columbia College will be used in calculating the graduation grade point average.

TRANSFER CREDIT

Transferring Credits from Another Institution Whose Accreditation is Accepted at LCC

Student who has previously attended another college or university may want to have the credits earned at that school accepted toward meeting the degree requirements at our college.

Procedure for Transfer Credit Evaluation Acceptance of Credits

1. Student ensures that the Registration Office has received an official copy of the transcript. Unofficial transcripts are not accepted.
2. Student applies to the Registration Office to have credits evaluated and accepted as equivalent to LCC course requirements.
3. The Registration Office processes the acceptance of the transfer course[s].

Evaluation of credits:

The Registration Office evaluates credits for transfer from another institution to LCC using the credit value awarded at the sending institution.

Authority

The Registration Office administers all student transfer credit requests.

Computation of Transfer Credits

4.0 Credits or more

1. Credit for course[s] from other institutions of higher learning that transfer as 4.0 credits or more are accepted as fulfilling a 5 credit course requirement if course[s] are considered equivalent and meet all LCC curriculum requirements.
2. Student receives transfer credits for the class and is considered to have met the requirements of the class.
3. Student must still meet the college requirement of 90 credits for graduation.

Authority

1. The Registration Office administers the acceptance of the course.
2. The student is responsible for ensuring any remaining credits are completed, to fulfill the total credits earned graduation requirement.

Transfer Courses without LCC equivalent

1. Student petitions the committee for acceptance of the course by using the *Academic Standards Committee Petition* form.
2. Student should include pertinent information such as course or catalog description and syllabus for the course.
3. Student should include support statement and signature from an LCC faculty member in the department of the course being petitioned for acceptance.

Authority

The chairperson or designee has authority to act upon the request based upon the course meeting applicable LCC requirements.

REVERSE TRANSFER DEGREE

Students follow the procedure below to be considered for reverse transfer degree:

1. Student submits an official copy of transcripts from each institution attended and a Transcript Evaluation Request form. (Institutions must be accredited by a body accepted by LCC)
2. Student submits an application for graduation by the published deadline for the quarter.
3. If the student meets the criteria to have their last quarter enrollment waived, the Registration office shall waive the requirement.
4. The Academic Standards committee handles requests that do not meet the requirements listed in Academic Standards operating guidelines.
5. The student is notified in writing if they have met the requirements to graduate. If they have not met the requirements, the notification will include any remaining requirements to be met.

Authority

The Registration is authorized to process requests for reverse transfer degree as outlined above.

REGISTRATION - LAST DAY TO REGISTER

Instructor permission is required to enroll in a class starting on the fourth instructional day of the quarter or at any time a class is full.

Class Starts Later Than 1st Week of Instruction

The last day to register for classes is the fifth instructional day from the first scheduled meeting day of the class.

Exceptions to 5th Day

Changes in registration for students misplaced in a class are allowed through the 10th day of instruction for appropriate classes in English, Human Development, Individual Development, Mathematics and Physical Education.

ACADEMIC SUSPENSION

1. *Academic Warning* - Any student who receives a quarterly GPA below 2.0 for any quarter will be placed on Academic Warning.
2. *Academic Probation* - Any student with two consecutive quarterly GPA's less than 2.0 and/or whose cumulative GPA is less than 2.0 will be on Academic Probation and may be required by the college to enroll in College Success or other courses as determined by the college to assist with academic success.
3. *Academic Suspension* - Any student with three or more consecutive quarterly GPA's less than 2.0 and/or whose cumulative GPA is less than 2.0 is subject to Academic Suspension of up to three academic quarters. Students who are academically suspended must petition

for reinstatement to the VP for Student Success at least 6 weeks prior to the quarter the student would like to re-enter the college.

Summary

Students must attain a cumulative GPA of 2.0 or better to earn degrees and certificates. Students with poor academic status will be alerted of their quarterly and cumulative GPA, procedures to follow for assistance in improving their academic status and if suspended, procedures to follow for academic reinstatement. Quarterly academic warning letters are sent to students via their LCC email address. The Academic Warning Process Team will assign academic status based on the three categories delineated in College Policy. Two additional academic status options may be assigned if committee members are aware of extenuating circumstances that affected the academic progress of a student during the quarter being reviewed.

Levels of Academic Warning and Intervention Steps

1. **Academic Warning** - *First quarter* below 2.00 - either quarterly GPA or cumulative GPA is below 2.00.
 - a. No intervention steps required.
2. **Academic Warning Improved** – *Second quarter* - quarterly GPA above 2.00, but cumulative GPA is still below 2.00. *Improvement is noted* and warning status continues, rather than probation.
 - a. No intervention steps required.
3. **Academic Probation** – *Second quarter* - either quarterly and/or cumulative GPA are *below 2.00 for two consecutive* academic quarters.
 - a. Academic Probation Coach is assigned.
 - b. Must have a 2.00 to enroll for next quarter or probation goes to suspension.
4. **Continued Academic Probation** – *Second or third quarter* - either quarterly and/or cumulative GPA are below 2.00 for *two or more consecutive* academic quarters, but committee is aware of *extenuating circumstances or student shows improvement and choose not to place student on Academic Suspension*.
 - a. Academic Probation Coach from previous quarter continues.
 - b. Must have a 2.00 to enroll for next quarter or probation goes to suspension.
5. **Academic Suspension** – *Third quarter* – either quarterly and/or cumulative GPA are *below 2.00 for three or more consecutive quarters*.
 - a. Student may not enroll for one academic year.
 - i. Must follow request for academic reinstatement procedures listed below no later than six weeks prior to quarter of intended enrollment.
 - ii. If approved for academic probation, must follow academic reinstatement procedures listed below to assure plan for success is in place.
 - b. If student is pre-enrolled for next quarter, they may appeal academic suspension.
 - i. Must follow request for academic reinstatement procedures listed below no later than the Wednesday prior to the start of the pre-enrolled quarter.
 - ii. If approved for academic probation, must follow academic reinstatement procedures listed below to assure plan for success is in place.

Transcript Annotation

1. The Registration Office places “ACADEMIC SUSPENSION” on the student’s transcript in the quarter in which the student is suspended.
2. The notation becomes a permanent part of the transcript.

Academic Suspension Paperwork Annotation

1. All academic suspension paperwork will clearly state “Academic Suspension” in order to distinguish it from financial probation or suspension.
2. Faculty, counselors and advisors are able to read student grades electronically so that during the quarter they can check on the progress of students on academic probation.

Request for Academic Reinstatement from Academic Suspension Procedure

1. Student suspended for academic reasons must petition in writing for reinstatement.
2. Student must use the *Petition for Reinstatement from Academic Suspension* form available in the Registration Office or [on-line](#) under Current Students, Forms A-Z.
3. Student must include:
 - a. Why grades are lower than the required 2.0 grade point average.
 - b. What they intend to do to insure that subsequent grades will improve.
 - c. Goals and objectives for completing individual college course of study leading to the degree or certificate.
4. Completed *Petition for Reinstatement from Academic Suspension* form is turned in to the office of the Vice President of Student Services, by FAX to 360 442-2309 or by email at academicstandards@lowercolumbia.edu.
5. Students will be notified by their LCC email of assigned Academic Probation Coach to work with to determine if reinstatement is advisable for student success.

Academic Reinstatement – Suspension to Temporary Academic Probation

1. A student who’s *Petition for Reinstatement from Academic Suspension* is approved shall be placed on academic probation during the quarter of reinstatement.
2. Student must enroll in a minimum of 5 credits but no more than 15 credits for the next quarter attended at LCC. While student may enroll in less than 5 credits for the quarter, they will not be able to move back to satisfactory academic standing without successfully completing at least 5 credits in one academic quarter.
3. To be removed from probation, the student must successfully complete the quarter in which reinstated by achieving a minimum 2.00 (C or higher) in all courses taken and must raise cumulative GPA to 2.00 or higher.
4. Student must meet or communicate with assigned LCC staff or faculty member or Academic Probation Coach to review academic performance and create a plan for academic success. Additional requirements may be added to the above conditions for student to meet prior to being removed from academic probation.
5. A student who does not successfully complete the academic reinstatement requirements is suspended.
6. A student who is suspended for academic reasons must in each instance reapply for reinstatement to the college.

Subsequent Quarter Registration While on Temporary Academic Probation

1. The student cannot pre-register for the next quarter while on temporary academic probation.
2. The student must receive required 2.0 grade point average for the quarter in which reinstated before being allowed to register for a subsequent quarter.

Registering for a Quarter Later than the Quarter Granted Reinstatement

1. A student who receives permission to register for a specific quarter but does not register is allowed to register for a subsequent quarter without having to reapply for reinstatement.
2. All required conditions of original reinstatement apply.

Authority

1. The Academic Standards Committee authorizes the Vice President of Student Services or designee to handle all reinstatement procedures.
2. In the event the Vice President of Student Services is not available the chairperson of the Academic Standards Committee shall serve in this capacity.

Effective date

Effective date - Instructional Council 12/08/98.

Student Progress

The Academic Standards Committee authorizes the Vice President of Student Services or designee to selectively mandate academic intervention strategies for students who pass few or no credits to encourage timely student completion of programs, certificates and/or degrees.

Intervention may include:

1. Credit limitations
2. Special courses
3. Tutoring
4. Directed advising, and
5. Other strategies

Authority - Senate Bill 5135 (circa 2004) Student Progress

STUDENT ACADEMIC GRIEVANCE – [Administrative Policy 435](#)

(also found in [Student Handbook](#))

The Academic Grievance policy protects student freedom of expression in the classroom and protects each student from improper, arbitrary, or capricious academic evaluation as evidenced by the student's final course grade.

Conditions

A student filing an academic grievance:

1. Cannot grieve any disciplinary action or proceeding.
2. Cannot grieve federal and state laws, rules, and regulations, in addition to policies, regulations, and procedures adopted by the State Board for Community and Technical

Colleges.

3. Shall use chapter [WAC 132M-300](#) for grievances pertaining to any discrimination, including sexual discrimination or discrimination based upon disability.

Academic Grievance Defined

An academic grievance shall refer to a claim by a student that an instructor:

1. Assigned a specific grade that is the result of an arbitrary application of otherwise valid standards of academic evaluation, or
2. Employed arbitrary standards in evaluating the academic progress of the student, or
3. Took an improper action or made a decision which adversely affects the student's academic standing in an arbitrary or capricious manner, or
4. Reached a clearly erroneous decision or took a clearly erroneous action that adversely affects the student's academic standing.

Summary

A student with an academic complaint shall follow the informal academic grievance resolution procedures and timelines listed below and document the informal academic resolution steps taken on the *Student Academic Grievance Petition* form which is available in the Office of the Vice President of Student Services or [online](#) under Current Students, A-Z forms. The full text of the Student Academic Grievance Procedure follows below and is also available in the [Student Handbook](#).

If the informal academic grievance resolution process is unsuccessful, the formal resolution process must be initiated no later than 15 academic calendar days from the start of the subsequent academic quarter, excluding summer quarter.

Informal Student Academic Grievance Resolution Procedures

Step One: Meet with faculty member.

1. Use the informal academic resolution procedure as a first step in all academic complaints.
2. Meet with the instructor of the class to attempt resolving the dispute promptly and fairly during the quarter in which a class is being taken and/or upon receipt of the grade for the course.
3. Meet with the instructor who assigned the grade and use the meeting to clarify the perceived problem and request specific action designed to resolve it.
4. Take no further action if the result of the meeting is acceptable.

Step Two: Meet with the Dean.

1. If there is no resolution at step one above, the student meets with the appropriate division Dean.
2. At that meeting, the Dean will attempt to find a resolution to the academic complaint.
3. Take no further action if the result of the meeting is acceptable.

Step Three: Facilitator Assigned

1. If there is no resolution at step two above, the Dean notifies the Vice President for Student

Success of the pending academic grievance.

2. The Vice President of Student Services verifies all informal academic resolution steps have been taken and assigns a Facilitator to assist the student through the formal academic resolution process.

Formal Student Academic Grievance Resolution Procedures

Step One: Meeting with the Facilitator

1. The Facilitator helps the student through the entire academic grievance process.
2. The Facilitator meets with the student to assist the student in understanding the academic grievance procedure and timelines.
3. The Facilitator helps the student prepare a written academic grievance to begin the formal academic grievance procedure.
 - a. The student's written academic grievance provides a summary of actions taken by the student to resolve the academic grievance up to that point.
 - b. The student's written academic grievance indicates the grade received and the reason for the academic grievance; specifying all necessary performance scores and attendance data as appropriate.
 - c. The student's written academic grievance provides a possible solution as proposed by the student.
4. The Facilitator and student must contact the Vice President of Student Services to begin the formal resolution process *within the first fifteen academic calendar days of the subsequent academic quarter the grieved grade was assigned, excluding summer quarter* and they provide the Vice President with a copy of the student's written academic grievance.
5. *Within three days of receipt of the student's written academic grievance*, the Vice President of Student Services informs the faculty member and the appropriate division Dean that an academic grievance has been filed and the name of the Facilitator.
6. The Facilitator provides the faculty member with a copy of the student's written academic grievance.
7. The Faculty member submits to the Facilitator a written response to the student's written academic grievance *within ten academic calendar days of receipt of the student's written academic grievance*.
8. The Facilitator provides a copy of the faculty member's written response and any additional documentation provided by the faculty member to the appropriate division Dean and the Vice President of Student Services upon receipt from the faculty member.

Step Two: Grievance meeting with Faculty member and Division Dean

1. The Division Dean:
 - a. Attempts to resolve the problem *within ten academic calendar days of notification from the Facilitator* by arranging a meeting with the student, the faculty member, and the dean to bring about a resolution satisfactory to all parties.
 - i. The Student may request the Facilitator to be present for this meeting.
 - b. Reports to the Facilitator in writing at the conclusion of the meeting whether a resolution was reached.
2. The Facilitator informs the Vice President of Student Services of the outcome of the

meeting and shares the dean's written report.

3. The Vice President of Student Services:
 - a. Determines if the content and/or procedures merit a formal student academic grievance meeting.
 - b. If the student's written academic grievance moves to a meeting, the VPSS directs the Chair of the Academic Standards Committee to convene a formal academic grievance meeting.

Withdrawal of Grievance

Having filed a formal academic grievance, a student:

1. May officially withdraw the grievance in writing to the Facilitator, who informs the Vice President of Student Services, who informs the Academic Standards Committee Chairperson, who cancels any steps remaining in the formal academic grievance process.
2. Failing to appear without prior notification for scheduled proceeding effects a withdrawal of the academic grievance.

Formal Student Academic Grievance Meeting Procedures

Step One: Preliminary Committee Meeting

1. The Preliminary Committee Meeting provides background information and ensures that committee members understand the student's written academic grievance and procedures to be followed at the Student Academic Grievance Meeting.
2. The Chair:
 - a. Establishes the time and place of the meeting.
 - b. Directs the committee secretary to ensure that the student and the faculty member receive copies of the student's written academic grievance, the faculty member's written response, and the report from the dean.
 - c. Schedules a Preliminary Committee Meeting of the Academic Standards Committee *within ten academic calendar days of being directed to convene the formal Academic Grievance Meeting.*
 - d. Ensures through the Facilitator that, if there are questions the committee wants clarified by the student and/or faculty, the student and/or faculty have a chance to respond in writing prior to the Formal Academic Grievance Meeting.
3. The Facilitator:
 - a. Provides the documentation that then becomes the complete academic grievance file.
 - b. Attends the meeting and provides a step-by-step briefing of the student's academic grievance procedure.
4. The Secretary:
 - a. Supplies each committee member with a copy of the complete academic grievance file, which is confidential.
 - b. Collects the files at the end of the meeting.
 - c. Reading copies will be made available to committee members in the Office of the Vice President of Student Services.
5. All committee members:

- a. Are expected to attend all meetings related to the academic grievance.
 - i. A quorum of the members must be present to proceed.
 - ii. If a member cannot attend all meetings or has a conflict of interest, that department sends a surrogate.
 - 1. The surrogate becomes the department representative for the entire formal academic grievance process and any subsequent student appeal meetings.
 - 2. The surrogate is defined as someone who has read and understands the student academic grievance file.
- b. Are informed of the nature of the formal academic grievance. Questions may be prepared for the Academic Grievance Meeting.
- c. Review the procedures used in the assignment of the grade, but not the actual grade assigned.

Step Two: Student Academic Grievance Meeting

1. The Formal Student Academic Grievance Meeting is held *within five academic calendar days of the Preliminary Committee Meeting* at a time that considers the needs of the student, faculty member, facilitator, and the committee members.
2. The meeting is a closed meeting and is not considered a formal hearing. The proceedings of the student-initiated academic grievance remain closed unless all parties agree to an open proceeding. No recording of the proceeding is allowed.
3. Attending the meeting are: all members or surrogates of the Academic Standards Committee who were present at the Preliminary Committee meeting, Facilitator, student, faculty member concerned (if the faculty member chooses to attend), any supporting witnesses to the event being grieved as requested by the student, the faculty member, or the committee, and any additional people called to assist the committee in reaching a prompt, fair resolution of the student's academic grievance, will also attend during their testimony.
4. The committee secretary provides each committee member with a copy of the complete academic grievance file. The files are returned to the secretary at the conclusion of the meeting.
5. All committee members who attended the preliminary committee meeting are to attend this meeting.
6. The Facilitator updates the committee on the academic grievance and remains to assist the student through the process.
7. The student is invited in to explain their academic grievance. The committee may ask questions for clarification. Upon completion of the question and answer period the student and facilitator are excused.
8. The faculty member [if present] is invited in to respond to the student's academic grievance. The committee may ask questions for clarification. Upon completion of the question and answer period the faulty member is excused.

Step Three: Academic Grievance Decision

1. After the committee has heard the academic grievance it arrives at a decision prior to adjournment.
2. Each member of the committee votes as the representative of his or her area. The chair

votes as the representative of his or her department.

3. The vote is by secret ballot.
4. A decision passes by a simple majority vote of members present.
5. A tie vote means the same number of members has voted in the affirmative as in the negative. Since a majority vote is required to pass a motion, an equal or tie vote means that because it failed to receive a majority vote the motion is lost [Sturgis 128].
6. The Vice President of Student Services writes the letter informing the student and the faculty member of the committee's decision *within five academic calendar days of the decision*.
7. Copies of the decision are provided to the student, named faculty member, Academic Standards Committee Secretary, Facilitator, Department Chair, Division Dean, Vice President of Student Services, and Vice President of Instruction.

Step Four: Academic Grievance Solution

When the committee finds in favor of the student:

1. In accordance with the LCC Faculty Contract: Faculty Rights Section; faculty members of the Academic Standards Committee consult with the instructor of record and determine a grade.
2. Subsequently, the Chair acting as the representative of the faculty members of the Academic Standards Committee directs the Registration Office to change the grade on the student's transcript.
3. Registrar sends student updated transcript.

Step Five: Student Appeal of Committee Decision

1. Students may not appeal a decision of the committee by resubmitting a *Student Academic Grievance Petition* form without additional new information that may affect the previous decision.

Step Six: Student Appeal of Due Process

1. A student with an appeal of due process:
 - a. Informs the Vice President of Student Services of the decision to appeal.
 - b. Appeals the due process of the committee to the Vice President of Instruction *within five academic calendar days of receiving the letter* from the Vice President for Student Success.
 - c. Prepares a written appeal to the Vice President of Instruction stating why the decision of the Academic Standards Committee did not provide due process during the academic grievance meeting.
2. The Vice President of Student Services:
 - a. Informs the previously assigned Facilitator who assists the student through the appeal process.
 - b. Informs the Vice President of Instruction of the appeal and provides the Vice President with a copy of the student's academic grievance file.
 - c. Acts as the liaison between the Vice President of Instruction and the Academic Standards Committee.
 - d. Reviews the Academic Grievance Meeting proceedings to insure that the student received due process through the academic grievance proceedings.

3. The Facilitator assists the student through the appeal process.
4. The Vice President of Instruction determines whether due process has been met and so informs the Vice President of Student Services. If the Vice President of Instruction determines due process has not been met, the Vice President of Instruction informs the Vice President of Student Success, who informs the chair of the Academic Standards Committee.
5. The chair reconvenes the committee *within ten days of being informed that due process has not been met*.
6. The committee reviews the student's academic grievance and takes the appropriate steps to correct the due process deficiencies.
7. The Vice President of Instruction reviews the actions of the committee.
8. The Vice President of Student Services informs the student and the faculty member of the decision *within five academic calendar days*.
9. Copies of the decision are provided to the student, named faculty member, Academic Standards Committee, Facilitator, Department Chair, Division Dean, Vice President of Student Services, and Vice President of Instruction.
10. Upon resolution of student's right to due process no further student appeal within the college is provided.

Authority and Implementation

Approved by the Leadership Team [06/03/02]

CODE OF STUDENT CONDUCT – [Administrative Policy 440](#) (also see [WAC 132M-125](#))

Lower Columbia College exists for the development of students and to provide a variety of educational opportunities, and the opportunity to examine cultural, social, and recreational aspects of society. Lower Columbia College must maintain conditions conducive to the effective performance of its functions. Consequently, Lower Columbia College has special expectations regarding the conduct of students. Student conduct that detracts from, or interferes with, the accomplishment of college purposes is not acceptable.

Admission to Lower Columbia College carries with it the presumption that students will conduct themselves as responsible members of the college community. This includes an expectation that students will obey the law, will comply with rules, regulations, policies and procedures of the college, will maintain a high standard of integrity and honesty, and will respect the rights, privileges and property of other members of the college community. Lower Columbia College expects an environment of integrity, respect, collaboration, cooperation, diversity, and innovation that fosters personal growth, academic excellence and accountability. The rules governing student conduct and disciplinary action are set forth in the "Code of Student Conduct" [WAC 132M-125](#).

- Adopted June 1, 2015 by the Leadership Team
- Presented to the Leadership Team on 6-1-15 for review and possible approval on the effective date of WAC 132M-125 (estimated to be June 29, 2015).
- At a public hearing on May 20, 2015, the Lower Columbia College Board of Trustees approved repealing WAC 132M-121 and replacing it with WAC 132M-125. This was done

after full campus review.

Purpose

The purpose is to describe student behavioral expectations, to describe sanctions for violating those expectations, and to define procedures for implementation.

Summary

A student may not invoke the provisions of these sections as the basis for filing a grievance based on the outcome of summary or other disciplinary proceedings described in previous sections of the Code of Student Conduct.

Federal and state laws, rules, and regulations, in addition to policies, regulations, and procedures adopted by the State Board for Community and Technical Colleges, shall not be grievable matters.

Students shall use chapter [WAC 132M-300](#) for any grievances pertaining to discrimination or harassment.

Academic Dishonesty

Any student who engages in any form of academic dishonesty shall be subject to discipline. Common instances of academic dishonesty include (but are not limited to): cheating; falsification; plagiarism; facilitating, aiding or abetting others in academic dishonesty; collusion; or resubmitting work previously submitted for another course without instructor permission. Academic dishonesty may be subject to both academic and/or conduct sanctions.

Instructors and students are responsible for maintaining academic standards and integrity in classes. Academic consequences for academic dishonesty may be imposed by the course instructor. Such consequences may include but cannot exceed a grade of "F" in the course.

1. The instructor should attempt to notify the student of the suspected academic dishonesty and give the student an opportunity to respond. The notice and the opportunity may be informal and need not be in writing. Penalties for any disciplinary infraction must be imposed via the [Code of Student Conduct](#) and the processes established.
2. Instructors are encouraged to report incidents of academic dishonesty to the Vice President of Student Services.
3. Upon receiving such a report, the VPSS shall provide the student with written notice that a report has been made, and next steps.
4. The VPSS may initiate a disciplinary action after receiving a report of academic dishonesty.
5. A report of more than one academic dishonesty incident will automatically initiate a disciplinary action.

Students may learn more about academic integrity and how to avoid academic dishonesty in the [Student Handbook](#).

Adopted by Academic Standards on 03/01/11

Reviewed/shared at the following: Instructional Cabinet 05/03/11 Student Services Council
 05/26/11 Instructional Council 06/03/11 Cabinet 06/22/11

Academic Dishonesty Procedures

Academic Dishonesty Instructor Action – Notifies Student

1. The instructor of a course who discovers an instance of academic dishonesty by a student is responsible for determining the action to be taken.
2. The instructor discusses the academic dishonesty with the student prior to taking any formal action.
3. If as a result of the discussion with the student formal action is required, the actions the instructor may take include but are not limited to:
 - a. Assigning a reduction in grade for the paper, project or examination.
 - b. Assigning an “F” grade, zero points, or a reduced number of points on all or part of a particular paper, project, or examination.
4. Instructor informs the student that the final grade for the course will be lowered upon resolution of the academic dishonesty issue.
5. The instructor sends the student a letter using the “Instructor Sanctions Letter” fully stating what action is to be taken as a result of the academic dishonesty.
6. The instructor informs the student that no grade is to be assigned for the course until the academic dishonesty issue has been resolved.

Instructor Action – Notifies Vice President of Student Services

1. The faculty member notifies the Vice President of Student Services regarding all instances of academic dishonesty where an academic penalty has been administered to a student.
2. Sends a copy of the “Instructor Sanction Letter” written to the student that provides all the necessary information as to the academic dishonesty and the action the instructor intends to assign to the Vice President of Student Services.

Student Action – Meet with Vice President of Student Services

1. The instructor may request that the student meet with the Vice President of Student Services.
2. The Vice President of Student Services informs the student of the implications of academic dishonesty and the consequences that could result.
3. If there is a repeat incident of academic dishonesty, the Vice President of Student Services will initiate the disciplinary process.

Student Withdrawal when Academic Dishonesty is Suspected

1. A student will not be allowed to withdraw from a course when academic dishonesty is suspected or in which the student has committed academic dishonesty.

Registrar Action

1. The Vice President of Student Services informs the Registrar of the student’s name and the course for which academic dishonesty is under investigation.
2. The Registrar will insure that it is not possible for the student to drop the course and receive a “W” grade.
3. When the instructor turns in the student’s grade as a result of resolution the Registrar enters the grade on the student transcript.

Summary

The following student rights, responsibilities and sanctions shall be applied as published in the Code of Student Conduct [WAC 132M-125](#), [Administrative Policies](#) and the [Student Handbook](#).

Student Academic Rights

1. A student has the right to fair and equal treatment in all areas of academic concern.
2. A student has the right to fair and unbiased evaluation of his/her academic work.
3. A student has the right to clearly stated criteria for evaluation by the faculty.
4. A student has the right to appeal any of the following sanctions and can provide evidence that he/she has been falsely accused of violating the academic code or that he/she has been evaluated in an arbitrary and capricious manner by a member of the College faculty.

Student Responsibilities

Students are expected to maintain high standards of academic honesty and integrity. Students are expected to know and comply with accepted classroom procedures and academic standards as set forth by the College faculty.

1. A student shall not give unauthorized information to another person or receive unauthorized information from another person during any type of examination.
2. A student shall not obtain or provide without authorization questions or answers from the examination prior to the time of the examination.
3. A student shall not use unauthorized sources for answers during any examination.
4. A student shall not engage in any form of plagiarism. Plagiarism is defined as submitting to a faculty member any work product which the student fraudulently represents to the faculty member as the student's own work product, for the purpose of fulfilling or partially fulfilling any assignment or task required by the faculty member as a part of the student's program of instruction.

Student Sanctions

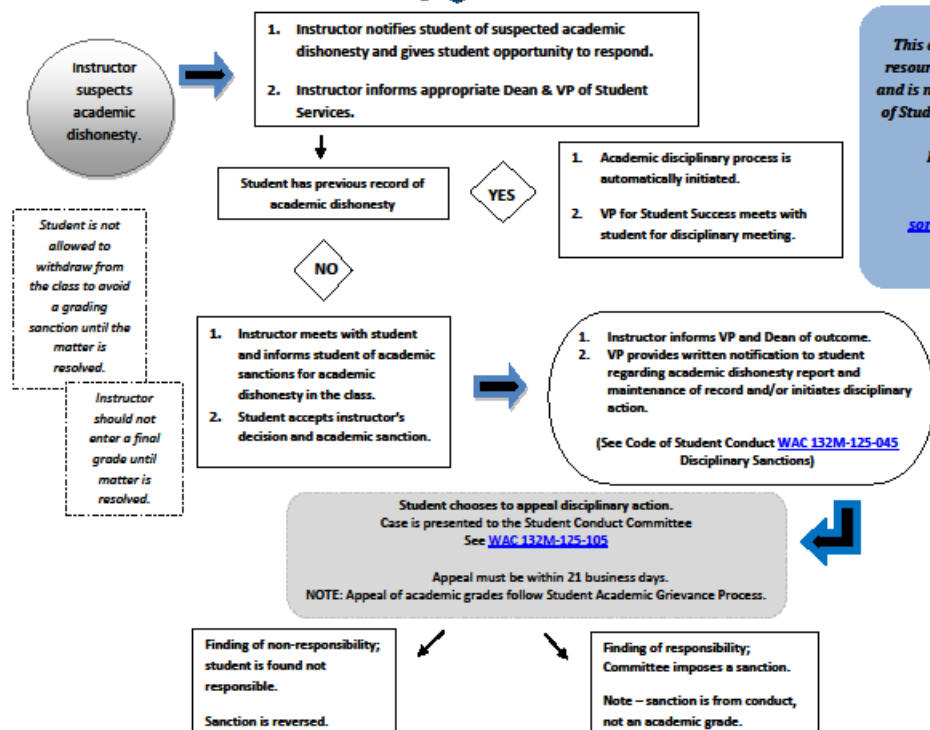
A student may be subject to disciplinary action as well as academic sanctions for acts of academic dishonesty in violation of the Code of Student Conduct or for failure to meet the accepted academic standards of the College. Disciplinary action can result in disciplinary sanctions up to and including dismissal from the college. The following academic sanctions may be imposed:

1. A College instructor may assign to the student a failing grade for an individual project/test/paper, etc.
2. A College instructor may assign to the student a failing grade for a course.
3. A College department may recommend that a student be dismissed from a College program.

APPENDIX

Academic Dishonesty Flow Chart	38
Academic Dishonesty Procedure	39
Instructor Sanction Letter	40
Student Academic Grievance Petition	41
Code of Student Conduct – WAC 132M-125	43

Academic Dishonesty Process Flow



This document is designed as a visual resource for faculty and administrators and is not a substitute for the official Code of Student Conduct. (see [WAC 132M-125](#))

*Please contact Sue Orchard,
VP of Student Services
if you have any questions.
sorchard@lowercolumbia.edu or
442.2301*

Academic Dishonesty Procedure

Any student who engages in any form of academic dishonesty shall be subject to discipline. Common instances of academic dishonesty include (but are not limited to): cheating; falsification; plagiarism; facilitating, aiding or abetting others in academic dishonesty; collusion; or resubmitting work previously submitted for another course without instructor permission. Academic dishonesty may be subject to both academic and/or conduct sanctions.

Instructors and students are responsible for maintaining academic standards and integrity in classes. Academic consequences for academic dishonesty may be imposed by the course instructor. Such consequences may include but cannot exceed a grade of "F" in the course.

1. The instructor should attempt to notify the student of the suspected academic dishonesty and give the student an opportunity to respond. The notice and the opportunity may be informal and need not be in writing. Penalties for any disciplinary infraction must be imposed via the Code of Student Conduct and the processes established.
2. Instructors are encouraged to report incidents of academic dishonesty to the VP for Student Success.
3. Upon receiving such a report, the VP of Student Success shall provide the student with written notice that a report has been made. The VP for Student Success shall maintain the record of academic dishonesty until the student has graduated.
4. The VP for Student Success may initiate the disciplinary process after receiving a report of academic dishonesty.
5. A report of more than one academic dishonesty incident will automatically initiate a disciplinary process.

Students may learn more about academic integrity and how to avoid academic dishonesty in the [Student Handbook](#).

Adopted by Academic Standards on

3/1/11 Reviewed/shared at following:

Instructional Cabinet	5/3/11
Student Services Council	5/26/11
Instructional Council	6/3/2011
Leadership Team	
Cabinet	6/22/2011



Date

Student Name
Student Address
Student City, State, Zip Code

Student ID #
Student Phone Number

Student e-mail Address

Dear Student Name:

In response to your actions in my course, as stated in my course syllabi and based on the *Student Rights and Responsibilities* section of the Lower Columbia College [Student Handbook](#), which is Lower Columbia College [Administrative Policy #440](#) and Washington State Code WAC [132M-125 Code of Student Conduct](#), I have assigned the following academic sanction:

Specify academic sanctions in full

As explained under *Student Academic Grievance Procedure* in the *Student Handbook*, you have the right to file an academic grievance if you believe your final course grade was assigned by application of an improper, arbitrary, or capricious academic evaluation. Informal resolution steps, procedures, and timelines are available on the [Student Forms](#) page of the LCC website.

A copy of this report has been filed with the Vice President of Student Services in order that the Vice President may decide whether to seek disciplinary sanctions under *Code of Student Conduct* procedures.

Questions on the process may be directed to the office of Vice President of Student Services.

Sincerely,

Instructor's Name

cc: Sue Orchard, Vice President of Student Services



Student Academic Grievance Petition

A student with an academic complaint shall initiate the informal academic resolution procedure by meeting with the instructor of the course. If there is no resolution, the student meets with the appropriate Dean. Both steps should be documented on the back of this form. If there is still no resolution, the Vice President of Student Services is notified by the Dean of a pending student academic grievance and a Facilitator is assigned to assist the student through the formal student academic grievance process. For a complete copy of the procedure and timelines, go to the [Student Handbook](#) on the Lower Columbia College website.

Student Information:

Student Name:

Student ID:

Number: Address:

Telephone Number: (home)

(cell)

E-Mail Address:

Course Information:

Quarter Course Taken:

Course Department and Number:

Grade Received:

Instructor's Name:

Reason for Academic Grievance: (attach additional pages as necessary)

Include the nature of your academic grievance, a summary of actions taken by you to resolve the grievance up to this point, and your proposed solutions

Informal Student Academic Grievance Resolution - Procedure Steps:

1. Student and instructor have an initial meeting in an attempt to clarify and resolve the perceived problem.

- ☐ During the quarter in which the class was being taken
☐ Upon receipt of the grade for the course
☐ Grievance resolved ☐ Grievance not resolved

Date: _____ Faculty & Student Initials: _____

2. Student and appropriate Dean have a meeting in an attempt to clarify and resolve the perceived problem.

- ☐ During the quarter in which the class was being taken
☐ Upon receipt of the grade for the course
☐ Grievance resolved ☐ Grievance not resolved

A student with an academic complaint shall initiate the informal academic resolution procedure by meeting with the instructor of the course. If there is no resolution, the student meets with the appropriate Dean.

Both steps should be documented on the back of this form. If there is still no resolution, the Vice President for Student Success is notified by the Dean of a pending student academic grievance and a Facilitator is assigned to assist the student through the formal student academic grievance process. For a complete copy of the process, see the Facilitator to the Student Handbook through the Lower Columbia College website.

3. Dean notifies the Vice President of Student Services of a pending student academic grievance and the process is assigned to the Facilitator to assist the student through the formal student academic grievance process.

Student Information: _____ (name) _____ (date)

Date: _____ VPSS Initials: _____

Student Name: _____ Student ID: _____

Formal Student Academic Grievance Resolution – Initial Procedure Steps:

1. Student and Facilitator meet to prepare the student's written academic grievance, including steps taken to date, reason for academic grievance, and suggested solution.

2. Facilitator provides the written academic grievance to the VPSS *within fifteen academic calendar days of the subsequent academic quarter that the grieved grade was assigned, excluding summer quarter.*

3. VPSS Address: The Faculty member and Dean that a formal student academic grievance has been filed and the name of the Facilitator ***within three days of receipt of the written academic grievance.***

4. Course Information: Facilitator provides the Faculty member with a copy of the Student's written academic grievance.

5. Faculty member provides the Facilitator with a written response *within ten academic calendar days of receipt of the Student's written academic grievance.*

6. Course Department and Number: The Facilitator provides a copy of the Faculty member's written response, any additional documentation from the Faculty member, and the Student's written academic grievance to the Dean and VPSS.

7. Grade Received: The Dean, Faculty member, Facilitator, and Student meet in an attempt to resolve the academic grievance ***within ten academic calendar days of receiving all documentation.***

8. Instructor's Name: Facilitator provides a written report to the VPSS of the meeting outcome.

9. Reason for Academic Grievance: (attach additional pages as necessary)
 VPSS determines if the content and/or procedure merit a student academic grievance meeting and if so, directs the Chair of the Academic Standards Committee to convene an academic grievance meeting by you to resolve the grievance up to this point, and your proposed solutions.

Chapter 132M-125 WAC – CODE OF STUDENT CONDUCT

Last Update: 5/27/15

[Chapter Listing](#)

WAC Sections

132M-125-005	Student responsibilities.
132M-125-010	Authority.
132M-125-015	Definitions.
132M-125-020	Statement of jurisdiction.
132M-125-025	Students studying abroad.
132M-125-030	Statement of student rights.
132M-125-035	Prohibited student conduct.
132M-125-040	Trespass.
132M-125-045	Disciplinary sanctions and terms and conditions.

HEARING PROCEDURES

132M-125-100	Initiation of disciplinary action.
132M-125-105	Appeal from disciplinary action.
132M-125-110	Brief adjudicative proceedings—Initial hearing.
132M-125-115	Brief adjudicative proceedings—Review of an initial decision.
132M-125-120	Student conduct committee.
132M-125-125	Appeal—Student conduct committee.
132M-125-130	Student conduct committee hearings—Presentations of evidence.
132M-125-135	Student conduct committee—Initial decision.
132M-125-140	Appeal from student conduct committee initial decision.
132M-125-145	Summary suspension.
132M-125-150	Classroom misconduct and authority to suspend for no more than one day.

DISCIPLINE PROCEDURES FOR CASES INVOLVING ALLEGATIONS OF SEXUAL MISCONDUCT

132M-125-200	Supplemental sexual misconduct procedures.
132M-125-205	Supplemental definitions.
132M-125-210	Supplemental complaint process.
132M-125-215	Supplemental appeal rights.
132M-125-220	Brief adjudicative proceedings—College record.
132M-125-225	Recordkeeping.

132M-125-005

Student responsibilities.

(1) Lower Columbia College, an agency of the state of Washington, exists for the development of students and to provide a variety of educational opportunities, and the opportunity to examine cultural, social, and recreational aspects of society. Lower Columbia College, as an institution of society, must maintain conditions conducive to the effective performance of its functions. Consequently, Lower Columbia College has special expectations regarding the conduct of students. Student conduct that detracts from, or interferes with, the accomplishment of college purposes is not acceptable.

(2) The student is, first of all, a member of the community at large, and as such has the rights and responsibilities of any citizen. In addition, admission to Lower Columbia College carries with it the presumption that students will conduct themselves as responsible members of the college community. This includes an expectation that students will obey the law, will comply with rules and regulations of the college, will maintain a high standard of integrity and honesty, and will respect the rights, privileges and property of other members of the college community. Lower Columbia College expects an environment of integrity, respect, collaboration, cooperation, diversity, and innovation that fosters personal growth, academic excellence and accountability.

(3) Students are responsible for their conduct. These standards of conduct for students promote Lower Columbia College's educational purposes and provide students a full understanding of their rights and responsibilities. Sanctions for violations of the standards of conduct for students will be administered under this chapter. When violations of laws of the state of Washington and/or the United States are also involved, the college may refer such matters to proper authorities and in the case of minors, this conduct may be referred to parents or legal guardians. [Statutory Authority: RCW [28B.50.140](#), 42.56.040, Violence Against Women Reauthorization Act of 2013, and Title IX of the Educational Amendments of 1972. WSR 15-12-041, § 132M-125-005, filed 5/27/15, effective 6/27/15.]

132M-125-010

Authority.

The board of trustees, acting pursuant to RCW [28B.10.528](#) and 28B.50.140(14), delegates to the president of the college the authority to administer disciplinary action. Administration of the disciplinary procedures is the responsibility of the vice-president of student success or designee. The student conduct officer shall serve as the principal investigator and administrator for alleged violations of this code.

[Statutory Authority: RCW [28B.50.140](#), 42.56.040, Violence Against Women Reauthorization Act of 2013, and Title IX of the Educational Amendments of 1972. WSR 15-12-041, § 132M-125-010, filed 5/27/15, effective 6/27/15.]

132M-125-015

Definitions.

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

- (1) "ASLCC" means the associated students of Lower Columbia College as defined in the constitution of that body.
- (2) "Assembly" means any overt activity engaged in by one or more persons, the object of which is to gain publicity, advocate a view, petition for a cause, or disseminate information to any person, persons, or group of persons.
- (3) "Board" means the board of trustees of community college District No. 13, state of Washington.
- (4) "Conduct review officer" is the vice-president of student success or other college administrator designated by the president to be responsible for receiving and for reviewing or referring appeals of student disciplinary actions in accordance with the procedures of this code. The president is authorized to reassign any and all of the conduct review officer's duties or responsibilities as set forth in this chapter as may be reasonably necessary.
- (5) "College" means Lower Columbia College and any other college centers or facilities established within Washington state community college District No. 13.
- (6) "College community" means trustees, students, staff, faculty, and visitors on college-owned or controlled facilities.
- (7) "College facilities" and "college facility" mean and include any and all real and personal property owned, rented, leased or operated by the board of trustees of Washington state community college District No. 13, and shall include all buildings and appurtenances attached thereto and all parking lots and other grounds. College facilities extend to distance education classroom environments, and agencies or institutions that have an educational agreement with the college.
- (8) "College official" includes any person employed by the college performing assigned duties.
- (9) "College premises" shall include all campuses of the college, wherever located, and includes all land, buildings, facilities, vehicles, equipment, and other property owned, used, or controlled by the college.
- (10) "Complainant" means any person who submits a charge alleging that a student violated the code of student conduct.
- (11) "Controlled substance" means and includes any drug or substance as defined in chapter [69.50](#) RCW as now law or hereafter amended.
- (12) "Day" means a weekday, excluding weekends and college holidays.
- (13) "Disciplinary action" is the process by which the student conduct officer imposes discipline against a student for a violation of the student conduct code.
- (14) "Disciplinary appeal" is the process by which an aggrieved student can appeal the discipline imposed by the student conduct officer. Disciplinary appeals from a suspension in excess of ten days or an expulsion are heard by the student conduct committee. Appeals of all other appealable disciplinary action shall be reviewed through brief adjudicative proceedings.
- (15) "Faculty member" and "instructor" mean any employee of community college District No. 13 who is employed on a full-time or part-time basis as a teacher, instructor, counselor or librarian.
- (16) "Filing" is the process by which a document is officially delivered to a college official responsible for facilitating a disciplinary review. Unless otherwise provided, filing shall be accomplished by:
 - (a) and delivery of the document to the specified college official or college official's assistant; or
 - (b) Sending the document by e-mail and first class mail to the specified college official's office and college e-mail address. Papers required to be filed shall be deemed filed upon actual receipt during office hours at the office of the specified college official.
- (17) "The president" is the president of the college. The president is authorized to delegate any and all of his or her responsibilities as set forth in this chapter as may be reasonably necessary.
- (18) "RCW" means Revised Code of Washington which can be accessed at <http://apps.leg.wa.gov/rcw/>.
- (19) "Respondent" is the student against whom disciplinary action is initiated.
- (20) "Service" is the process by which a document is officially delivered to a party. Unless otherwise provided, service upon a party shall be accomplished by:
 - (a) and delivery of the document to the party; or
 - (b) Sending the document by e-mail and by either certified mail or first class mail to the party's last known address. It is the responsibility of each student to regularly check their official Lower Columbia College e-mail address. Service is deemed complete upon hand delivery of the document or upon the date the document is e-mailed.
- (21) "Student" includes all persons taking courses at or through the college, whether on a full-time or part-time basis, and whether such courses are credit courses, noncredit courses, online courses, or otherwise. Persons who have been notified of their acceptance for admission, persons who withdraw after allegedly violating the code, or persons who are not officially enrolled for a particular term but who have a continuing relationship with the college, are considered "students."
- (22) "Student conduct officer" is a college administrator designated by the president or vice-president of student success to be responsible for implementing and enforcing the student conduct code. The president or vice-president of student success is authorized to reassign any and all of the student conduct officer's duties or responsibilities as set forth in this chapter as may be reasonably necessary.
- (23) "Student organization" means any number of students who have met the formal requirements of clubs and organizations.

[Statutory Authority: RCW [28B.50.140](#), 42.56.040, Violence Against Women Reauthorization Act of 2013, and Title IX of the Educational Amendments of 1972. WSR 15-12-041, § 132M-125-015, filed 5/27/15, effective 6/27/15.]

132M-125-020**Statement of jurisdiction.**

(1) The student conduct code shall apply to student conduct that occurs:

(a) In or on college facilities;

(b) At or in connection with college sponsored activities; or

(c) Off-campus conduct that in the judgment of the college adversely affects the college community or the pursuit of its objectives.

(2) Jurisdiction extends to, but is not limited to, locations in which students are engaged in official college activities including, but not limited to, foreign or domestic travel, activities funded by the associated students, athletic events, training internships, cooperative and distance education, online education, practicums, supervised work experiences or any other college-sanctioned social or club activities. Students are responsible for their conduct from the time of application for admission through the actual receipt of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. These standards shall apply to a student's conduct even if the student withdraws from college while a disciplinary matter is pending.

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

[Statutory Authority: RCW [28B.50.140](#), 42.56.040, Violence Against Women Reauthorization Act of 2013, and Title IX of the Educational Amendments of 1972. WSR 15-12-041, § 132M-125-020, filed 5/27/15, effective 6/27/15.]

132M-125-025**Students studying abroad.**

Students who participate in any college-sponsored or sanctioned international study program shall observe the following:

(1) The laws of the host country;

(2) The academic and disciplinary regulations of the educational institution or residential housing program where the student is studying;

(3) Any other agreements related to the student's study program in another country; and

(4) Lower Columbia College's standards of conduct for students.

[Statutory Authority: RCW [28B.50.140](#), 42.56.040, Violence Against Women Reauthorization Act of 2013, and Title IX of the Educational Amendments of 1972. WSR 15-12-041, § 132M-125-025, filed 5/27/15, effective 6/27/15.]

132M-125-030**Statement of student rights.**

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

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

(1) Academic freedom.

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

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

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

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

(2) Due process.

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

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

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

[Statutory Authority: RCW [28B.50.140](#), 42.56.040, Violence Against Women Reauthorization Act of 2013, and Title IX of the Educational Amendments of 1972. WSR 15-12-041, § 132M-125-030, filed 5/27/15, effective 6/27/15.]

132M-125-035

Prohibited student conduct.

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

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

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

(b) Plagiarism includes taking and using as one's own, without proper attribution, the ideas, writings, or work of another person in completing an academic assignment.

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

(d) No student shall be allowed to withdraw from a course or from the college to avoid the consequences of academic dishonesty.

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

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

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

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

(3) **Obstruction or disruption.** Obstruction or disruption of (a) any instruction, research, administration, disciplinary proceeding, or other college activity, including the obstruction of the free flow of pedestrian or vehicular movement on college property or at a college activity, or (b) any activity that is authorized to occur on college property, whether or not actually conducted or sponsored by the college. Participation in any activity which unreasonably disrupts the operations of the college or infringes on the rights of another member of the college community, or leads or incites another person to engage in such an activity.

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

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

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

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

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

(a) The college or state;

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

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

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

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

(8) **Weapons.** Possession or use of firearms, explosives, dangerous chemicals or other dangerous weapons which can be used to inflict bodily harm or to damage real or personal property is prohibited on the college campus, at any other facilities leased or operated by the college, or at any activity under the administration or sponsorship of the college. Exceptions to this policy are permitted when the weapon is used in conjunction with an approved college instructional program, is carried by duly constituted law enforcement officer.

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

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

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

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

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

(d) **Tobacco, electronic cigarettes and related products.** Consistent with its efforts to promote wellness, fitness, and a campus environment conducive to work, study, and activities for staff, students, and the public, Lower Columbia College maintains a smoke-free campus. The use of tobacco, electronic cigarettes, and related products in any building owned, leased or operated by the college or in any

location is prohibited, including twenty-five feet from entrances, exits, windows that open, and ventilation intakes of any building owned, leased or operated by the college. "Related products" includes, but is not limited to cigarettes, pipes, bidi, clove cigarettes, waterpipes, hookahs, chewing tobacco, and snuff.

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

(12) **Disorderly conduct.** Conduct which disrupts campus operations or the educational environment, is disturbing the peace, or assisting or encouraging another person to disturb the peace.

(13) **Discriminatory conduct.** Discriminatory conduct which harms or adversely affects any member of the college community because of her/his race; color; national origin; sensory, mental or physical disability; use of a service animal; gender, including pregnancy; marital status; age (40+); religion; creed; genetic information; sexual orientation; gender identity; veteran's status; or any other legally protected classification. Such finding is considered an aggravating factor in determining a sanction for such conduct.

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

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

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

(c) **Sexual violence.** The term "sexual violence" incorporates the definition of "sexual harassment" and means a physical sexual act perpetrated without clear, knowing, and voluntary consent, such as committing a sexual act against a person's will, exceeding the scope of consent, or where the person is incapable of giving consent, including rape, sexual assault, sexual battery, sexual coercion, sexual exploitation, gender- or sex- based stalking. The term further includes acts of dating or domestic violence. A person may be incapable of giving consent by reason of age, threat or intimidation, lack of opportunity to object, disability, drug or alcohol consumption, or other cause.

(15) **Harassment.** Unwelcome and offensive conduct, including verbal, nonverbal, or physical conduct, that is directed at a person because of such person's protected status and that is sufficiently serious as to deny or limit, and that does deny or limit, the ability of a student to participate in or benefit from the college's educational program or that creates an intimidating, hostile, or offensive environment for other campus community members. Protected status includes a person's race; color; national origin; sensory, mental or physical disability; use of a service animal; gender, including pregnancy; marital status; age (40+); religion; creed; genetic information; sexual orientation; gender identity; veteran's status; or any other legally protected classification. See "Sexual misconduct" for the definition of "sexual harassment." Harassing conduct may include, but is not limited to, physical conduct, verbal, written, social media and electronic communications.

(16) **Retaliation.** Retaliation, intimidation, threats, or coercion against anyone who asserts a right protected by federal, state or local law, or college policies including, but not limited to, student conduct code provisions prohibiting discrimination and harassment, or who cooperates in an investigation.

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

(a) Unauthorized use of such resources or opening of a file, message, or other item;

(b) Unauthorized duplication, transfer, or distribution of a computer program, file, message, or other item;

(c) Unauthorized use or distribution of someone else's password or other identification;

(d) Use of such time or resources to interfere with someone else's work;

(e) Use of such time or resources to send, display, or print an obscene or abusive message, text, or image;

(f) Use of such time or resources to interfere with normal operation of the college's computing system or other electronic information resources;

(g) Use of such time or resources in violation of applicable copyright or other law;

(h) Adding to or otherwise altering the infrastructure of the college's electronic information resources without authorization; or

(i) Failure to comply with the student computing resources policy

(http://www.LowerColumbia.edu/student_services/computing_resources/policy.php).

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

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

(20) **Abuse or misuse of any procedures.** Abuse or misuse of any of the procedures relating to student complaints or misconduct including, but not limited to:

(a) Failure to obey a subpoena;

(b) Falsification or misrepresentation of information;

(c) Disruption, or interference with the orderly conduct of a proceeding;

(d) Interfering with someone else's proper participation in a proceeding;

(e) Destroying or altering potential evidence, or attempting to intimidate or otherwise improperly pressure a witness or potential witness;

(f) Attempting to influence the impartiality of, or harassing or intimidating, a student conduct committee member; or

(g) Failure to comply with any disciplinary sanction(s) imposed under this student conduct code.

(21) **Motor vehicles.** Operation of any motor vehicle on college property in an unsafe manner or in a manner which is

reasonably perceived as threatening the health or safety of another person.

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

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

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

[Statutory Authority: RCW [28B.50.140](#), 42.56.040, Violence Against Women Reauthorization Act of 2013, and Title IX of the Educational Amendments of 1972. WSR 15-12-041, § 132M-125-035, filed 5/27/15, effective 6/27/15.]

132M-125-040

Trespass.

The vice-president of student success or designee shall have the authority and power to:

(1) Prohibit the entry, or withdraw the license or privilege of any person or group of persons to enter onto or remain on any college premises or facility;

(2) Give notice against trespass by any manner provided by law, 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 college premises or a college facility; or

(3) Order any person, persons, or group of persons to leave or vacate all or any portion of the college premises or facility. Such power and authority may be exercised to halt any event which is deemed to be unreasonably disruptive of order or impedes the movement of persons or vehicles or which disrupts or threatens to disrupt the ingress and/or egress of persons from facilities owned and/or operated by the college. Any individual remaining on or reentering the college premises or facility after receiving notice that his or her license or privilege to be on that property has been revoked shall be subject to disciplinary action and/or charges of criminal trespass.

[Statutory Authority: RCW [28B.50.140](#), 42.56.040, Violence Against Women Reauthorization Act of 2013, and Title IX of the Educational Amendments of 1972. WSR 15-12-041, § 132M-125-040, filed 5/27/15, effective 6/27/15.]

132M-125-045

Disciplinary sanctions and terms and conditions.

The following disciplinary sanctions may be imposed upon students found to have violated the student conduct code. Depending upon the misconduct, more than one sanction may be required. Other than college expulsion or revocation or withholding of a degree, disciplinary sanctions are not made part of the student's academic record, but are part of the student's disciplinary record. Violation of any term or condition of any disciplinary sanction constitutes a new violation and may subject the student to additional sanctions.

(1) **Disciplinary warning:** A verbal statement to a student that there is a violation and that continued violation may be cause for further disciplinary action.

(2) **Written reprimand:** Notice in writing that the student has violated one or more terms of this code of conduct and that continuation of the same or similar behavior may result in more severe disciplinary action.

(3) **Disciplinary probation:** Formal action placing specific conditions and restrictions upon the student's continued attendance depending upon the seriousness of the violation and which may include a deferred disciplinary sanction. If the student subject to a deferred disciplinary sanction is found in violation of any college rule during the time of disciplinary probation, the deferred disciplinary sanction, which may include, but is not limited to, a suspension or a dismissal from the college, shall take effect immediately without further review. Any such sanction shall be in addition to any sanction or conditions arising from the new violation. Probation may be for a limited period of time or may be for the duration of the student's attendance at the college.

(4) **Disciplinary suspension:** Dismissal from the college and from the student status for a stated period of time. There will be no refund of tuition or fees for the quarter in which the action is taken.

(5) **Dismissal:** The revocation of all rights and privileges of membership in the college community and exclusion from the campus and college-owned or controlled facilities without any possibility of return. There will be no refund of tuition or fees for the quarter in which the action is taken.

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

(a) **Educational sanction.** The college may require the student to complete an educational activity or experience directly related to the violation committed, at the student's expense.

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

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

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

college.

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

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

(e) **Hold on transcript or registration.** This is a temporary measure restricting release of a student's transcript or access to registration. Upon satisfactory completion of the conditions of the sanction, the hold is released.

(f) **Revocation of admission or degree.** Admission to or a degree awarded from the college may be revoked for fraud, misrepresentation, or other violation of standards of conduct for students in obtaining the degree, or for other serious violations committed by a student prior to graduation.

(g) **Withholding degree.** The college may withhold awarding a degree otherwise earned until the completion of the process set forth in this chapter, including the completion of all sanctions imposed.

(h) **No trespass order.** A student may be restricted from college property based on his/her misconduct.

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

[Statutory Authority: RCW [28B.50.140](#), 42.56.040, Violence Against Women Reauthorization Act of 2013, and Title IX of the Educational Amendments of 1972. WSR 15-12-041, § 132M-125-045, filed 5/27/15, effective 6/27/15.]

132M-125-100

Initiation of disciplinary action.

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

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

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

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

(a) Exonerate the respondent and terminate the proceedings.

(b) Impose a disciplinary sanction(s), as described in WAC [132M-125-045](#).

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

[Statutory Authority: RCW [28B.50.140](#), 42.56.040, Violence Against Women Reauthorization Act of 2013, and Title IX of the Educational Amendments of 1972. WSR 15-12-041, § 132M-125-100, filed 5/27/15, effective 6/27/15.]

132M-125-105

Appeal from disciplinary action.

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

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

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

(4) A respondent, who timely appeals a disciplinary action or whose case is referred to the student conduct committee, has a right to a prompt, fair, and impartial hearing as provided for in these procedures.

(5) On appeal, the college bears the burden of establishing the evidentiary facts underlying the imposition of a disciplinary sanction by a preponderance of the evidence.

(6) Imposition of disciplinary action for violation of the student conduct code shall be stayed pending appeal, unless respondent has been summarily suspended.

(7) The student conduct committee shall hear appeals from:

(a) The imposition of disciplinary suspensions in excess of ten instructional days;

(b) Dismissals; and

(c) Discipline cases referred to the committee by the student conduct officer, the conduct review officer, or the president.

(8) Student conduct appeals from the imposition of the following disciplinary sanctions shall be reviewed through a brief adjudicative proceeding:

- (a) Suspensions of ten instructional days or less;
- (b) Disciplinary probation;
- (c) Written reprimands; and
- (d) Any conditions or terms imposed in conjunction with one of the foregoing disciplinary actions.

(9) Except as provided elsewhere in these rules, disciplinary warnings and dismissals of disciplinary actions are final action and are not subject to appeal.

[Statutory Authority: RCW [28B.50.140](#), 42.56.040, Violence Against Women Reauthorization Act of 2013, and Title IX of the Educational Amendments of 1972. WSR 15-12-041, § 132M-125-105, filed 5/27/15, effective 6/27/15.]

132M-125-110

Brief adjudicative proceedings—Initial hearing.

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

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

- (a) An opportunity to be informed of the college's view of the matter; and
- (b) An opportunity to explain the party's view of the matter.

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

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

[Statutory Authority: RCW [28B.50.140](#), 42.56.040, Violence Against Women Reauthorization Act of 2013, and Title IX of the Educational Amendments of 1972. WSR 15-12-041, § 132M-125-110, filed 5/27/15, effective 6/27/15.]

132M-125-115

Brief adjudicative proceedings—Review of an initial decision.

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

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

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

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

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

[Statutory Authority: RCW [28B.50.140](#), 42.56.040, Violence Against Women Reauthorization Act of 2013, and Title IX of the Educational Amendments of 1972. WSR 15-12-041, § 132M-125-115, filed 5/27/15, effective 6/27/15.]

132M-125-120

Student conduct committee.

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

- (a) Two full-time students appointed by the student government (ASLCC);
- (b) Two faculty members appointed by the faculty association;
- (c) One administrative staff member (other than an administrator serving as a student conduct or conduct review officer) appointed by the president at the beginning of the academic year.

(2) The administrative staff member shall serve as the chair of the committee and may take action on preliminary hearing matters

prior to convening the committee. The chair shall receive annual training on protecting victims and promoting accountability in cases involving allegations of sexual misconduct.

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

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

[Statutory Authority: RCW [28B.50.140](#), 42.56.040, Violence Against Women Reauthorization Act of 2013, and Title IX of the Educational Amendments of 1972. WSR 15-12-041, § 132M-125-120, filed 5/27/15, effective 6/27/15.]

132M-125-125

Appeal—Student conduct committee.

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

(2) The student conduct committee chair shall serve all parties with written notice of the hearing not less than seven days in advance of the hearing date, as further specified in RCW [34.05.434](#) and WAC [10-08-040](#) and [10-08-045](#). The chair may shorten this notice period if both parties agree, and also may continue the hearing to a later time for good cause shown.

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

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

(5) The committee chair may provide to the committee members in advance of the hearing copies of (a) the conduct officer's notification of imposition of discipline (or referral to the committee) and (b) the notice of appeal (or any response to referral) by the respondent. If doing so, however, the chair should remind the members that these "pleadings" are not evidence of any facts they may allege.

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

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

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

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

[Statutory Authority: RCW [28B.50.140](#), 42.56.040, Violence Against Women Reauthorization Act of 2013, and Title IX of the Educational Amendments of 1972. WSR 15-12-041, § 132M-125-125, filed 5/27/15, effective 6/27/15.]

132M-125-130

Student conduct committee hearings—Presentations of evidence.

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

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

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

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

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

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

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

[Statutory Authority: RCW [28B.50.140](#), 42.56.040, Violence Against Women Reauthorization Act of 2013, and Title IX of the Educational Amendments of 1972. WSR 15-12-041, § 132M-125-130, filed 5/27/15, effective 6/27/15.]

132M-125-135

Student conduct committee—Initial decision.

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

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

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

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

[Statutory Authority: RCW [28B.50.140](#), 42.56.040, Violence Against Women Reauthorization Act of 2013, and Title IX of the Educational Amendments of 1972. WSR 15-12-041, § 132M-125-135, filed 5/27/15, effective 6/27/15.]

132M-125-140

Appeal from student conduct committee initial decision.

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

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

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

(4) The president or designee may, at his or her discretion, suspend any disciplinary action pending review of the merits of the findings, conclusions, and disciplinary actions imposed.

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

[Statutory Authority: RCW [28B.50.140](#), 42.56.040, Violence Against Women Reauthorization Act of 2013, and Title IX of the Educational Amendments of 1972. WSR 15-12-041, § 132M-125-140, filed 5/27/15, effective 6/27/15.]

132M-125-145

Summary suspension.

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

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

- (a) as violated any provision of the code of conduct; and
- (b) Presents an immediate danger to the health, safety, or welfare of members of the college community; or
- (c) Poses an ongoing threat of substantial disruption of, or interference with, the operations of the college.

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

(4) The written notification shall be entitled "Notice of summary suspension" and shall include:

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

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

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

conduct officer or conduct review officer, or to attend a disciplinary hearing.

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

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

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

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

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

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

[Statutory Authority: RCW [28B.50.140](#), 42.56.040, Violence Against Women Reauthorization Act of 2013, and Title IX of the Educational Amendments of 1972. WSR 15-12-041, § 132M-125-145, filed 5/27/15, effective 6/27/15.]

132M-125-150

Classroom misconduct and authority to suspend for no more than one day.

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

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

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

[Statutory Authority: RCW [28B.50.140](#), 42.56.040, Violence Against Women Reauthorization Act of 2013, and Title IX of the Educational Amendments of 1972. WSR 15-12-041, § 132M-125-150, filed 5/27/15, effective 6/27/15.]

132M-125-200

Supplemental sexual misconduct procedures.

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

Application of the following procedures is limited to student conduct code proceedings involving allegations of sexual misconduct by a student. In such cases, these procedures shall supplement the student disciplinary procedures in WAC [132M-125-005](#) through [132M-125-145](#). In the event of conflict between the sexual misconduct procedures and the student disciplinary procedures, the sexual misconduct procedures shall prevail.

[Statutory Authority: RCW [28B.50.140](#), 42.56.040, Violence Against Women Reauthorization Act of 2013, and Title IX of the Educational Amendments of 1972. WSR 15-12-041, § 132M-125-200, filed 5/27/15, effective 6/27/15.]

132M-125-205

Supplemental definitions.

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

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

(2) "Sexual misconduct" is prohibited sexual- or gender-based conduct by a student including, but not limited to:

(a) Sexual activity for which clear and voluntary consent has not been given in advance;

(b) Sexual activity with someone who is incapable of giving valid consent because, for example, she or he is underage, sleeping or otherwise incapacitated due to alcohol or drugs;

(c) Sexual harassment;

(d) Sexual violence which includes, but is not limited to, sexual assault, domestic violence, intimate violence, and sexual- or gender-based stalking;

(e) Nonphysical conduct such as sexual- or gender-based digital media stalking, sexual- or gender-based online harassment, sexual- or gender-based cyberbullying, nonconsensual recording of a sexual activity, and nonconsensual distribution of a recording of a sexual activity.

[Statutory Authority: RCW [28B.50.140](#), 42.56.040, Violence Against Women Reauthorization Act of 2013, and Title IX of the Educational Amendments of 1972. WSR 15-12-041, § 132M-125-205, filed 5/27/15, effective 6/27/15.]

132M-125-210**Supplemental complaint process.**

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

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

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

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

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

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

[Statutory Authority: RCW [28B.50.140](#), 42.56.040, Violence Against Women Reauthorization Act of 2013, and Title IX of the Educational Amendments of 1972. WSR 15-12-041, § 132M-125-210, filed 5/27/15, effective 6/27/15.]

132M-125-215**Supplemental appeal rights.**

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

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

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

(2) A complainant may appeal a disciplinary decision by filing a notice of appeal with the conduct review officer within twenty-one days of the notice of the discipline decision provided for in WAC [132M-125-210\(5\)](#). The notice of appeal may include a written statement setting forth the grounds of appeal. Failure to file a timely notice of appeal constitutes a waiver of this right and the disciplinary decision shall be deemed final.

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

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

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

(a) Exoneration and dismissal of the proceedings;

(b) A disciplinary warning;

(c) written reprimand;

(d) Disciplinary probation;

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

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

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

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

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

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

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

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

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

[Statutory Authority: RCW [28B.50.140](#), 42.56.040, Violence Against Women Reauthorization Act of 2013, and Title IX of the Educational Amendments of 1972. WSR 15-12-041, § 132M-125-215, filed 5/27/15, effective 6/27/15.]

132M-125-220

Brief adjudicative proceedings—College record.

The college record for brief adjudicative proceedings shall consist of any documents regarding the matter that were considered or prepared by the presiding officer for the brief adjudicative proceeding or by the reviewing officer for any review. These records shall be maintained as the official record of the proceedings. [Statutory Authority: RCW [28B.50.140](#), 42.56.040, Violence Against Women Reauthorization Act of 2013, and Title IX of the Educational Amendments of 1972. WSR 15-12-041, § 132M-125-220, filed 5/27/15, effective 6/27/15.]

132M-125-225

Recordkeeping.

(1) The record in a brief adjudicative proceeding shall consist of all documents as required by law and as specified in RCW [34.05.476](#).

(2) The office of the vice-president of student success shall maintain records of student grievance and disciplinary proceedings for at least six years.

(3) The disciplinary record is confidential.

(4) Students may request a copy of their own disciplinary record at their own reasonable expense by making a written request to the vice-president of student success. Personally identifiable student information is redacted to protect another student's privacy.

(5) Students may authorize release of their own disciplinary record to a third party in compliance with FERPA, 20 U.S.C. Sec. 1232g, by making a written request to the vice-president of student success.

(6) The college may inform the complainant of the outcome of any disciplinary proceeding involving a crime of violence or nonforcible sex offense, as permitted by FERPA, 20 U.S.C. Sec. 1232g; 34 C.F.R. Part 99.

(7) The college may not communicate a student's disciplinary record to any person or agency outside the college without the prior written consent of the student, except as required or permitted by law. Exceptions include, but are not limited to:

(a) The student's parents or legal guardians may review these records if the student is a minor or a dependent, if the student is a minor and disciplinary action involves the use or possession of alcohol or controlled substance, or in connection with a health or safety emergency regardless if the student is a dependent or a minor, as permitted by FERPA, 20 U.S.C. Sec. 1232g; 34 C.F.R. Part 99.

(b) To another educational institution, upon request, where the student seeks to, intends to, or has enrolled.

(c) Information concerning registered sex offenders.

[Statutory Authority: RCW [28B.50.140](#), 42.56.040, Violence Against Women Reauthorization Act of 2013, and Title IX of the Educational Amendments of 1972. WSR 15-12-041, § 132M-125-225, filed 5/27/15, effective 6/27/15.]