

# Title 478 WAC

## UNIVERSITY OF WASHINGTON

### Chapters

478-108	Practice and procedure.
478-120	Student conduct code for the University of Washington.
478-136	Use of University of Washington facilities.
478-137	Use of joint University of Washington, Bothell, and Cascadia Community College facilities.
478-138	Use of university stadium boat moorage facilities.
478-160	Admission and registration procedures for the University of Washington.
478-165	Cost savings in course materials.
478-324	Rules and regulations for the University of Washington implementation of the State Environmental Policy Act.

### Chapter 478-108 WAC

#### PRACTICE AND PROCEDURE

#### WAC

478-108-010	Matters subject to brief adjudication.
478-108-020	Application for adjudicative proceeding.

**WAC 478-108-010 Matters subject to brief adjudication.** This rule is adopted in accordance with RCW 34.05.479 through 34.05.494, the provisions of which are hereby adopted. Brief adjudicative procedures shall be used in all matters related to:

- (1) Appeals from residency classifications under RCW 28B.15.013 as established in chapter 478-160 WAC;
- (2) Appeals from traffic and parking violations, and skateboard impoundment, as provided for in chapters 478-116, 478-117 and 478-118 WAC;
- (3) Challenges to contents of educational records as provided for in chapter 478-140 WAC;
- (4) Proceedings under the animal control policy as detailed in chapter 478-128 WAC;
- (5) Requests for reconsideration of admission decisions as provided for in chapter 478-160 WAC;
- (6) Appeals of library charges as provided in chapter 478-168 WAC;
- (7) Reviews of denials of public records requests as provided in chapter 478-276 WAC;
- (8) Federal financial aid appeals as provided for by federal law; and
- (9) Collection of outstanding debts owed by students or employees.

[Statutory Authority: RCW 28B.20.130 and University of Washington Board of Regents Standing Orders, Chapter 1, Section 2. 10-23-039, § 478-108-010, filed 11/10/10, effective 12/11/10. Statutory Authority: RCW 28B.20.130 and chapter 34.05 RCW. 09-08-016, § 478-108-010, filed 3/23/09, effective 4/23/09. Statutory Authority: Chapter 34.05 RCW. 02-15-174, § 478-108-010, filed 7/24/02, effective 8/24/02; 02-08-023, § 478-108-010, filed 3/26/02, effective 5/1/02; 90-15-005, § 478-108-010, filed 7/6/90, effective 8/6/90.]

**WAC 478-108-020 Application for adjudicative proceeding.** An application for an adjudicative proceeding shall be in writing. The application shall include the signature of the applicant, the nature of the matter for which an adjudicative proceeding is sought, and an explanation of the facts involved. Application forms are available at the following address:

University of Washington  
 Rules Coordination Office  
 Room 448 Gerberding Hall  
 Box 351210  
 Seattle, WA 98195-1210

(or by e-mail at rules@uw.edu). An application for an adjudicative proceeding should be submitted to the above address within twenty days of the agency action giving rise to the application, unless otherwise provided for by statute or rule.

[Statutory Authority: RCW 28B.20.130 and University of Washington Board of Regents Standing Orders, Chapter 1, Section 2. 10-23-039, § 478-108-020, filed 11/10/10, effective 12/11/10. Statutory Authority: RCW 28B.20.130 and Executive Order 97-02. 06-13-021, § 478-108-020, filed 6/13/06, effective 7/14/06. Statutory Authority: RCW 28B.20.130, 42.17.-260, 42.17.290, 42.17.300 and chapter 34.05 RCW. 97-14-004, § 478-108-020, filed 6/19/97, effective 7/20/97. Statutory Authority: Chapter 34.05 RCW. 90-15-005, § 478-108-020, filed 7/6/90, effective 8/6/90.]

### Chapter 478-120 WAC

#### STUDENT CONDUCT CODE FOR THE UNIVERSITY OF WASHINGTON

#### WAC

478-120-020	Standards of conduct.
478-120-025	Off-campus conduct.
478-120-030	General procedures for disciplinary sanctions.
478-120-050	Jurisdiction.
478-120-065	Informal disciplinary hearings.
478-120-075	Appeals.
478-120-085	The university disciplinary committees.
478-120-095	Hearings before the university disciplinary committees.
478-120-140	Emergency authority of the president and chancellors of the university.
478-120-145	Recording and maintenance of records.

**WAC 478-120-020 Standards of conduct.** (1) The university is a public institution having special responsibility for providing instruction in higher education, for advancing knowledge through scholarship and research, and for providing related services to the community. As a center of learning, the university also has the obligation to maintain conditions conducive to freedom of inquiry and expression to the maximum degree compatible with the orderly conduct of its functions. For these purposes, the university is governed by the rules, regulations, procedures, policies, and standards of conduct that safeguard its functions and protect the rights and freedoms of all members of the academic community.

(2) Admission to the university carries with it the presumption that students will conduct themselves as responsible members of the academic community. As a condition of enrollment, all students assume responsibility to observe standards of conduct that will contribute to the pursuit of academic goals and to the welfare of the academic community. That responsibility includes, but is not limited to:

- (a) Practicing high standards of academic and professional honesty and integrity;

(b) Respecting the rights, privileges, and property of other members of the academic community and visitors to the campus, and refraining from any conduct that would interfere with university functions or endanger the health, welfare, or safety of other persons;

(c) Complying with the rules, regulations, procedures, policies, standards of conduct, and orders of the university and its schools, colleges, and departments.

(3) Specific instances of misconduct include, but are not limited to:

(a) Conduct that intentionally and substantially obstructs or disrupts teaching or freedom of movement or other lawful activities on university premises or in connection with any university-sponsored event or activity and is not constitutionally and/or legally protected;

(b) Physical abuse of any person, or conduct intended to threaten imminent bodily harm or to endanger the health or safety of any person on university premises;

(c) Conduct on university premises constituting a sexual offense, whether forcible or nonforcible, such as rape, sexual assault, or sexual harassment;

(d) Malicious damage to or malicious misuse of university property, or the property of any person where such property is located on university premises;

(e) Refusal to comply with any lawful order to leave university premises or any portion thereof;

(f) Possession or use of firearms, explosives, dangerous chemicals or other dangerous weapons or instrumentalities on university premises, except for authorized university purposes, unless prior written approval has been obtained from the university chief of police, or any other person designated by the president of the university (see WAC 478-124-020 (2)(e)) (legal defense sprays are not covered by this section);

(g) Unlawful possession, use, distribution, or manufacturer of alcohol or controlled substances (as defined in chapter 69.50 RCW) on university premises or during university-sponsored activities;

(h) Intentionally inciting others to engage immediately in any unlawful activity, which incitement leads directly to such conduct on university premises;

(i) Hazing, or conspiracy to engage in hazing, which includes:

(i) Any method of initiation into a student organization or living group, or any pastime or amusement engaged in with respect to such an organization or living group, that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm, to any student or other person attending the university; and

(ii) Conduct associated with initiation into a student organization or living group, or any pastime or amusement engaged in with respect to an organization or living group not amounting to a violation of (i)(i) of this subsection, but including such conduct as humiliation by ritual act and sleep deprivation. Consent is no defense to hazing. Hazing does not include customary athletic events or other similar contests or competitions;

(j) Falsely reporting a violation of the student conduct code.

(4) Disciplinary action may be taken in accord with this chapter regardless of whether that conduct also involves an alleged or proven violation of law.

(5) An instructor has the authority to exclude a student from any class session in which the student is disorderly or disruptive. If the student persists in the disorderly or disruptive conduct, the instructor should report the matter to the dean of the school or college, or, at the University of Washington Bothell and Tacoma campuses, to the dean or director of the program in which the student is enrolled. (See WAC 478-120-030(3).)

(6) Nothing herein shall be construed to deny students their legally and/or constitutionally protected rights.

[Statutory Authority: RCW 28B.20.130 and University of Washington Board of Regents Standing Orders, Chapter 1, Section 2. 10-23-039, § 478-120-020, filed 11/10/10, effective 12/11/10. Statutory Authority: RCW 28B.20.130 and 28B.10.900 through 28B.10.903. 07-23-068, § 478-120-020, filed 11/19/07, effective 12/20/07. Statutory Authority: RCW 28B.20.130. 07-03-069, § 478-120-020, filed 1/17/07, effective 2/17/07. Statutory Authority: RCW 28B.20.130 and 28B.10.900 through 28B.10.903. 96-10-051, § 478-120-020, filed 4/29/96, effective 5/30/96; Order 72-9, § 478-120-020, filed 11/30/72.]

**WAC 478-120-025 Off-campus conduct.** The university shall have the authority to hold students accountable under the student conduct code for certain off-campus behavior (i.e., behavior that does not occur on university premises or in the context of a university-sponsored event or activity) that directly affects a university interest, in accordance with the provisions of the section.

(1) A student may be subject to disciplinary proceedings under the student conduct code if:

(a) The university is made aware that a court of competent jurisdiction has determined that such student has engaged in intentional unlawful conduct off-campus that involves the physical harm or abuse, or a direct threat of the physical harm or abuse, of any person, including but not limited to homicide, assault, kidnapping, armed robbery, arson, rape or sexual assault, criminal harassment, criminal stalking or the unlawful possession, use, storage or manufacture of weapons or destructive devices; and

(b) The university determines that a significant university interest is affected.

(2) A student may also be subject to disciplinary proceedings under the student conduct code if the university is made aware that the student has engaged in off-campus conduct that involves the physical harm or abuse, or the direct threat of physical harm or abuse, of another university student, or a university faculty or staff member. Disciplinary proceedings may be initiated under this section regardless of whether or not the incident is subject to criminal or civil proceedings.

(3) In furtherance of the university's interest in maintaining a positive relationship with its surrounding community, the university shall also have the authority to hold students accountable under the student conduct code for conduct within the "North of 45th" residential community immediately adjacent to the Seattle campus (bounded by NE 45th Street on the south, 15th Ave NE on the west, 22nd Ave NE and north of 54th Street, Ravenna Ave NE on the east and Ravenna Park on the north and including all residences located on either side of each of the aforementioned streets) as follows:

(a) A student may be subject to disciplinary proceedings under the code if the university is made aware that the student

has been cited by the Seattle police or the university police for, and is determined to have committed, a violation of any state statute or city of Seattle municipal ordinance prohibiting misconduct that has a direct and significant quality-of-life impact on community residents, including but not limited to, creating a public nuisance due to noise, theft, intentional destruction of property, urinating in public, or criminal trespass.

(b) A first violation under (a) of this subsection will not subject the student to disciplinary sanctions under WAC 478-120-040 if the student voluntarily meets with a representative of the office of the vice-president and vice-provost for student life to receive information and counseling regarding his or her responsibilities as a university community member and as a resident in the area. A second violation will not be subject to disciplinary sanctions if the student involved agrees to participate, in good faith, in a mediation with the person or persons affected by the misconduct under a mediation protocol established by the office of the vice-president and vice-provost for student life.

(4) Nothing herein shall be construed as being intended to protect any person or class of persons from injury or harm, or construed to deny students their legally and/or constitutionally protected rights.

[Statutory Authority: RCW 28B.20.130 and University of Washington Board of Regents Standing Orders, Chapter 1, Section 2. 10-23-039, § 478-120-025, filed 11/10/10, effective 12/11/10. Statutory Authority: RCW 28B.20.130 and 28B.10.900 through 28B.10.903. 07-23-068, § 478-120-025, filed 11/19/07, effective 12/20/07.]

**WAC 478-120-030 General procedures for disciplinary sanctions.** (1) This section describes the general process under the student conduct code for enforcing the university's rules, regulations, procedures, policies, standards of conduct, and orders. The specific procedures to be used at each step of the process are described in the following sections of this chapter. In all situations, whether handled formally or informally, basic standards of fairness will be observed in the determination of:

- (a) The truth or falsity of the charges against the student;
- (b) Whether the alleged misconduct violates this code; and if so,
- (c) The sanctions to be imposed, if any.

The criteria for judging student misconduct shall include, but not be limited to, the standards of conduct as stated in WAC 478-120-020 and 478-120-025. Informal hearings shall use the procedures in chapter 34.05 RCW governing brief adjudicative proceedings. Formal hearings conducted by the faculty appeal board shall follow the procedures required by chapter 34.05 RCW for formal adjudicative proceedings. Informal settlements may be conducted under the authority of RCW 34.05.060.

(2) Persons who believe that a violation of the student conduct code has been committed should contact the vice-president and vice-provost for student life at the University of Washington Seattle campus, or the chancellor of the University of Washington Bothell or Tacoma campuses, whichever is appropriate.

(3) Only the vice-president and vice-provost for student life, the dean of the school or college at the University of Washington Seattle or, at the University of Washington Both-

ell and Tacoma campuses, the dean or director of the program in which a student is enrolled or the chancellors of the University of Washington Bothell and Tacoma campuses, may initiate disciplinary proceedings against a student under this code of conduct. (See WAC 478-120-050.) The deans, the vice-president and vice-provost for student life, or the chancellors of the University of Washington Bothell and Tacoma campuses may delegate the authority to initiate disciplinary proceedings consistent with this chapter to members of their staffs and to students. They may also establish student or student-faculty hearing bodies to advise or to act for them in disciplinary matters. The person initiating a disciplinary proceeding shall be referred to as the initiating officer.

(4) The initiating officer will begin a disciplinary proceeding by holding, or directing a member of his or her staff to hold, an informal hearing with the student charged with misconduct. Based on this informal disciplinary hearing, the initiating officer may choose to exonerate the student, dismiss the action, impose an appropriate sanction, and/or refer the matter to the appropriate university disciplinary committee. (See WAC 478-120-065.) If the initiating officer identifies a potential or existing exceptional circumstance, as defined in WAC 478-120-100 (3)(b)(i),

"Exceptional circumstances exist when:

- (A) The sanction of dismissal has been recommended; or
- (B) The student has been charged with hazing; or
- (C) The sanction of restitution (in excess of three hundred dollars) has been recommended; or

(D) Suspension has been recommended," the matter shall be referred directly to the faculty appeal board. (See WAC 478-120-100.)

(5) Students have the right to appeal any sanction imposed at an informal hearing to the appropriate university disciplinary committee, except that when such sanction identifies an existing or potential exceptional circumstance as defined in WAC 478-120-100 (3)(b)(i), the matter shall be referred directly to the faculty appeal board.

(6) Any decisions of the university disciplinary committees may be appealed to the faculty appeal board. All decisions of the university disciplinary committees identifying existing or potential exceptional circumstances as defined in WAC 478-120-100 (3)(b)(i) shall be referred directly to the faculty appeal board. In addition, the university disciplinary committees may, at any time, at their discretion, refer a matter directly to the faculty appeal board. The faculty appeal board performs distinct functions. In most cases, the faculty appeal board conducts an administrative review. In certain cases (defined in WAC 478-120-100(3)), the faculty appeal board conducts a formal hearing.

(7) Any decision based on a formal hearing conducted by the faculty appeal board may be appealed to the president of the university or the president's delegate for a final review. All orders of dismissal shall be reviewed by the president or the president's delegate. Orders entered by the president or the president's delegate are final. (See WAC 478-120-125.)

(8) The president or delegate, or chancellors or their delegates, may take emergency disciplinary action when a student's conduct threatens the health, welfare, or safety of the university community or members thereof. (See WAC 478-120-140.)

(9) When questions of mental or physical health are raised in conduct cases, the dean, the vice-president and vice-provost for student life, the chancellors of the University of Washington Bothell and Tacoma campuses or their delegates, the university disciplinary committees, or the faculty appeal board may request the student to appear for examination before two physician-consultants designated by the dean of the school of medicine. The physician-consultants may call upon the student health center for any other professional assistance they deem necessary. After examining the student and/or consulting with the student's personal physician, the physician-consultants shall make a recommendation to the dean, the vice-president and vice-provost for student life, the chancellor of the University of Washington Bothell or Tacoma campuses, whichever is appropriate, or their delegates, the appropriate university disciplinary committee, or the faculty appeal board as to whether the case should be handled as a disciplinary matter or as a case for medical or other treatment. Any decision made based upon the recommendation of the physician-consultants may be appealed in accordance with the provisions of this chapter.

(10) The following persons conducting proceedings under this chapter shall have the authority to issue protective orders and subpoenas: Deans, or at the University of Washington Bothell and Tacoma campuses, the dean or director of the program in which the student is enrolled, the vice-president and vice-provost for student life, the chancellors of the University of Washington Bothell and Tacoma campuses, or the chairs of their respective university disciplinary committees, the chair of the faculty appeal board, and the president or his or her delegate.

(11) In a case involving an alleged sexual offense, the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary hearing and they shall both be informed of the outcome of such disciplinary proceeding.

(12) Any final order resulting from a disciplinary proceeding shall become a part of the student's disciplinary record, unless the student is exonerated. (See WAC 478-120-145.)

(13) In accord with the Family Educational Rights and Privacy Act and pursuant to RCW 34.05.250, all hearings conducted under this chapter generally will be held in closed session out of respect for the privacy of all the students involved. However, the students involved may waive in writing this requirement and request a hearing in open session, and the initiating or presiding officer shall conduct the hearing in a room that will accommodate a reasonable number of observers. The initiating or presiding officer may exclude from the hearing room any persons who are disruptive of the proceedings and may limit the number who may attend the hearing in order to afford safety and comfort to the participants and orderliness to the proceedings.

[Statutory Authority: RCW 28B.20.130 and University of Washington Board of Regents Standing Orders, Chapter 1, Section 2. 10-23-039, § 478-120-030, filed 11/10/10, effective 12/11/10. Statutory Authority: RCW 28B.20.130 and 28B.10.900 through 28B.10.903. 07-23-068, § 478-120-030, filed 11/19/07, effective 12/20/07; 96-10-051, § 478-120-030, filed 4/29/96, effective 5/30/96; Order 72-9, § 478-120-030, filed 11/30/72.]

**WAC 478-120-050 Jurisdiction.** (1) The vice-president and vice-provost for student life, the chancellors of the University of Washington Bothell and Tacoma campuses, or their delegates, may initiate any disciplinary action related to violations of any of the university's rules, regulations, procedures, policies, standards of conduct, or orders. Jurisdiction in such cases may be transferred to the dean of the school or college, or at the University of Washington Bothell and Tacoma campuses, to the dean or director of the program in which the student is enrolled if the alleged misconduct bears upon the student's fitness to continue in the school or college.

(2) Additionally, the dean of each college or school, including the graduate school, or the dean's delegate, or the dean or director of programs in which the student is enrolled on the University of Washington Bothell or Tacoma campuses may initiate any disciplinary action:

(a) Related to violations of university rules, regulations, procedures, policies, standards of conduct, and orders which pertain to that particular campus, college or school, or at the University of Washington Bothell and Tacoma campuses, the program in which the student is enrolled; and

(b) Related to violations of rules, procedures, policies, and standards of conduct of that particular campus, college or school, or at the University of Washington Bothell and Tacoma campuses, the program in which the student is enrolled. The student academic grievance procedure is a separate procedure and is set forth in the *University Handbook* (graduate school students should also refer to Graduate School Memorandum No. 33). Violations involving academic misconduct should be reported to the dean of the appropriate school or college, or dean or program director at the University of Washington Bothell or Tacoma campuses.

(3) Other departments of the university have proceedings separate and distinct from the student conduct code. For example:

(a) Campus traffic regulations are under the general jurisdiction of the police department at the University of Washington Seattle campus and under the jurisdiction of public safety officers at the University of Washington Bothell and Tacoma campuses. (See chapters 478-116, 478-117 and 478-118 WAC.)

(b) The library fines appeals committee has the authority to consider appeals of library charges. (See chapter 478-168 WAC.)

[Statutory Authority: RCW 28B.20.130 and University of Washington Board of Regents Standing Orders, Chapter 1, Section 2. 10-23-039, § 478-120-050, filed 11/10/10, effective 12/11/10. Statutory Authority: RCW 28B.20.130 and 28B.10.900 through 28B.10.903. 07-23-068, § 478-120-050, filed 11/19/07, effective 12/20/07; 96-10-051, § 478-120-050, filed 4/29/96, effective 5/30/96; Order 72-9, § 478-120-050, filed 11/30/72.]

**WAC 478-120-065 Informal disciplinary hearings.**

(1) A dean, the vice-president and vice-provost for student life, or, at the University of Washington Bothell and Tacoma campuses, the chancellors or the dean or director of the program in which the student is enrolled, or their delegates, may initiate a disciplinary proceeding by conducting, or directing a member of his or her staff to conduct, an informal hearing with the student accused of misconduct. This informal disciplinary hearing may be nothing more than a face-to-face meeting between the initiating officer or staff person and the student, and no special notice of the meeting is required. The

purpose of this informal disciplinary hearing is to provide an opportunity for the student to respond to allegations of misconduct before disciplinary action is taken, and the student waives any rights to an informal hearing by his or her failure to attend.

(2) During an informal disciplinary hearing, the student must be provided with the following information:

(a) The alleged misconduct and the reasons for the university's belief that the student engaged in the misconduct;

(b) The specific section(s) of the student conduct code allegedly violated; and

(c) The possible sanctions that may be imposed.

(3) Based on the findings of an informal hearing, the initiating officer shall enter in writing one of the following orders:

(a) An order exonerating the student or dismissing the disciplinary proceeding if it appears that there has been no misconduct;

(b) An initial order imposing a disciplinary sanction;

(c) An order referring the matter to the appropriate university disciplinary committee; or

(d) An order referring the matter directly to the faculty appeal board because exceptional circumstances as defined in WAC 478-120-100 (3)(b)(i) may exist.

(4)(a) If the order imposes a sanction and exceptional circumstances as defined in WAC 478-120-100 (3)(b)(i) exist, the matter shall be referred directly to the faculty appeal board and the student shall be informed that he or she has the right to request a formal hearing according to the procedures set forth in WAC 478-120-075(3).

(b) If the order imposes a sanction but exceptional circumstances do not exist, then the student must be informed that he or she has twenty-one calendar days from the date of the order (or twenty-five calendar days from the date of the mailing of the initial order) to request a hearing before the appropriate university disciplinary committee. If the student chooses not to appeal, the order becomes the final order.

(5) Within ten days of the conclusion of the hearing and any associated investigations, the student shall be provided with a written order which shall include a statement of the decision, the reasons for the decision, and information about appealing the decision. No unfavorable action may be taken against the student until the student has been given such notice and information. In a case involving an alleged sexual offense, both the accuser and the accused shall be informed of the outcome of that hearing. In a case where the student is a minor, the disciplinary sanctions imposed may be reported to the student's parents or legal guardian at the discretion of the initiating officer.

(6) A student may request a hearing by the appropriate university disciplinary committee at any time during these informal proceedings. If such a request is made, the matter shall be referred to the appropriate university disciplinary committee.

(7) The official record of this informal hearing shall consist of all documents prepared or considered by the dean, the vice-president and vice-provost for student life, or, at the University of Washington Bothell and Tacoma campuses, the chancellors, or the dean or director of the program in which the student is enrolled, or their delegates, with regard to the dispute at hand.

[Statutory Authority: RCW 28B.20.130 and University of Washington Board of Regents Standing Orders, Chapter 1, Section 2. 10-23-039, § 478-120-065, filed 11/10/10, effective 12/11/10. Statutory Authority: RCW 28B.20.130 and 28B.10.900 through 28B.10.903. 07-23-068, § 478-120-065, filed 11/19/07, effective 12/20/07; 96-10-051, § 478-120-065, filed 4/29/96, effective 5/30/96.]

**WAC 478-120-075 Appeals.** Any initial order may be appealed by timely submission of a written petition to the appropriate body. An order only referring a matter from one hearing body to another, not determining the matter on its merits, is not an initial order.

(1) If a student does not appeal to the appropriate body within twenty-one days of the initial order (or within twenty-five calendar days of the date when the university mailed the initial order to the student), the right to appeal is waived and the order becomes final.

(a) All initial orders shall be hand delivered or delivered by mail.

(b) Any student involved in a disciplinary hearing is required to provide his or her current and accurate address to the office of the vice-president and vice-provost for student life or the office of the chancellor for the University of Washington Bothell or Tacoma campuses, whichever is appropriate, or their delegates.

(2) All petitions for appeal must be made in writing to the appropriate authority (the appropriate chair of one of the university disciplinary committees (Seattle, Bothell or Tacoma), the chair of the faculty appeal board, or the president). The petition must state the reasons for the appeal and indicate points of disagreement with the initial order.

(3) If a student wishes to request a formal hearing before the faculty appeal board, the student's written petition for appeal must also state that a formal hearing is being requested and must identify the specific exceptional circumstances (as defined in WAC 478-120-100 (3)(b)(i)) warranting such a hearing. When conducting administrative reviews of informal hearings, the faculty appeal board shall make any inquiries necessary to ascertain whether the proceeding must be converted to a formal disciplinary hearing.

(4) After conducting the appropriate review, the appeal body or the president may sustain, reduce, or vacate the sanction imposed by the initial order, except if that review is in the form of a formal hearing before the faculty appeal board, that board may increase any sanction.

(5) Only the president or the president's delegate may issue a final order of dismissal.

(6) Sanctions, if any, will be imposed only after an order becomes final, except for actions taken under WAC 478-120-140.

[Statutory Authority: RCW 28B.20.130 and University of Washington Board of Regents Standing Orders, Chapter 1, Section 2. 10-23-039, § 478-120-075, filed 11/10/10, effective 12/11/10. Statutory Authority: RCW 28B.20.130 and 28B.10.900 through 28B.10.903. 07-23-068, § 478-120-075, filed 11/19/07, effective 12/20/07; 96-10-051, § 478-120-075, filed 4/29/96, effective 5/30/96.]

**WAC 478-120-085 The university disciplinary committees.** Each University of Washington campus shall have its own university disciplinary committee. The university disciplinary committees shall consist of a nonvoting chair, three voting faculty members, and three voting student members. The committees shall be maintained for the purpose of pro-

viding hearings for disciplinary actions that have been initiated by the deans or, at the University of Washington Bothell and Tacoma campuses, the dean or director of the program in which a student is enrolled, the vice-president and vice-provost for student life at the University of Washington Seattle campus, the chancellors of the University of Washington Bothell and Tacoma campuses, or their delegates.

(1) The president of the University of Washington Seattle campus and the chancellors of the University of Washington Bothell and Tacoma campuses shall designate a member of the faculty or administration to serve as chair of each respective university disciplinary committee for a term of one year. All chairs may be reappointed for consecutive terms.

(a) The chairs shall ensure that all procedural safeguards and guidelines are followed. Accordingly, the chairs shall decide all procedural questions that arise in relation to hearings, including rulings on evidence (as defined in WAC 478-120-095(3)) and challenges to the impartiality of committee members. The chairs shall have the discretion to regulate all aspects of the proceedings.

(b) The chairs shall take whatever steps are necessary to ensure that hearings are conducted in a safe and orderly manner.

(2) The three voting faculty members of each university disciplinary committee shall be selected at random from the faculty senate at the University of Washington Seattle, or at the University of Washington Bothell and Tacoma campuses, their respective faculty assembly or organization to serve one-year terms. Voting faculty members may not be reappointed to consecutive terms.

(a) Panels of eligible faculty members shall be randomly selected to serve on the committees in the order in which they were selected, except that at the University of Washington Seattle each faculty member of the committees must represent a different faculty senate group.

(b) Faculty members must have been members of the faculty for at least one year and hold the position of assistant professor or higher in order to be eligible to serve as voting members of the university disciplinary committees.

(3) The three voting student members of the university disciplinary committees shall be selected at random from each student body to serve one-year terms. Student members of the committees may not be reappointed.

(a) Panels of eligible students shall be selected randomly from the entire full-time student body to serve as committee members or alternates in the order in which they were selected, except that at the University of Washington Seattle one member must be a professional or graduate student and the other two members must represent different undergraduate classes.

(b) To be eligible to serve on the university disciplinary committees, students must be full-time and in good standing with the university.

(4) In addition to the chairs, a quorum shall be two faculty members and two student members. The chairs shall select alternates from the panels of eligible faculty or students as needed to produce a quorum.

(5) Committee members may be disqualified from a particular hearing for bias, prejudice, conflict of interest, or any other reason which may prevent him or her from serving as an impartial judge of the matter before the committees.

(a) Committee members may excuse themselves for any of the causes set forth in this section by submitting a written statement to the appropriate committee chair stating facts and reasons for the disqualification.

(b) A student before any of the university disciplinary committees may challenge the impartiality of a committee member by written petition. The appropriate chair shall determine whether to grant the petition and excuse the committee member from the case, and shall state the facts and reasons for that determination in writing.

(c) Any person who has been delegated the authority to initiate disciplinary proceedings is disqualified from serving as a member of the university disciplinary committees.

(6) The appropriate chair may relieve a member of his or her university disciplinary committee from serving on that committee for a particular case, for a specific period of time, or for the rest of the year after the member submits a written request to the chair.

(7) Members of the university disciplinary committees shall begin their terms on the first day of classes of winter quarter. Those terms shall expire on the first day of classes of the next winter quarter, except that cases in process shall be continued until a decision is reached. The new panels of committee members shall be identified by the outgoing chairs, or by the person designated by the appropriate chair, through random procedures established by the chair.

[Statutory Authority: RCW 28B.20.130 and University of Washington Board of Regents Standing Orders, Chapter 1, Section 2. 10-23-039, § 478-120-085, filed 11/10/10, effective 12/11/10. Statutory Authority: RCW 28B.20.130 and 28B.10.900 through 28B.10.903. 07-23-068, § 478-120-085, filed 11/19/07, effective 12/20/07; 96-10-051, § 478-120-085, filed 4/29/96, effective 5/30/96.]

**WAC 478-120-095 Hearings before the university disciplinary committees.** The purpose of a hearing before a university disciplinary committee is to provide all parties with an opportunity to present evidence and argument before disciplinary sanctions are imposed on a student. Based on the evidence presented at this hearing, the committee shall determine whether the student has engaged in the alleged misconduct. If there is a finding of misconduct, the committee shall then determine the appropriate sanction to be imposed.

(1) When a hearing is scheduled before a university disciplinary committee, the chair of the appropriate committee shall provide the student with written notice of the following information:

(a) The time and place of the hearing;  
 (b) The allegations of misconduct against the student;  
 (c) A list of all witnesses who may be called to testify;  
 (d) A description of all documentary and real evidence to be presented at the hearing, including a copy of his or her disciplinary file; and

(e) The sanctions that may be imposed at the hearing if the allegations of misconduct are found to be true.

(2) The chair of each committee shall adhere to the following procedures at all disciplinary hearings:

(a) The student shall be provided with a reasonable opportunity (at least seven days) to gather evidence, contact witnesses, and prepare a defense for the hearing.

(b) The student may be accompanied by an advisor of the student's choice.

(c) The student is entitled to hear all testimony and examine all evidence that is presented at the hearing. In response, the student may present evidence and witnesses on his or her own behalf and may ask questions of any other witnesses.

(d) No student shall be compelled to give self-incriminating evidence.

(3) Evidence shall be admissible at the hearing if it is the type of evidence that reasonably prudent members of the university community would rely upon in the conduct of their affairs.

(4) The initiating officer (the appropriate dean, or at the University of Washington Bothell and Tacoma campuses, dean or director of the program in which the student is enrolled, the vice-president and vice-provost for student life, the chancellors of the University of Washington Bothell and Tacoma campuses, or their delegates) must prove by a preponderance of the evidence presented at the hearing that the student has engaged in the alleged misconduct. The committee shall base its factual determination solely on the evidence presented at the hearing.

(a) Decisions of the university disciplinary committee will be made based on a simple majority vote of the committees.

(b) If a university disciplinary committee cannot reach a decision by simple majority vote, an order shall be entered referring the matter to the faculty appeal board. Where exceptional circumstances exist, the student shall be notified of the right to request a formal hearing. Otherwise, the faculty appeal board shall conduct an administrative review as provided under WAC 478-120-100 (1) and (2).

(5) If at any time after a matter has been referred to a university disciplinary committee the appropriate chair determines that the matter should properly be before the faculty appeal board, the chair may refer the matter to the faculty appeal board and shall provide the student with written notice of the referral and of the opportunity to request a formal hearing if exceptional circumstances exist. (See WAC 478-120-100 (3)(b)(i).)

(6) If the committee determines that the student has violated the university's rules, regulations, procedures, policies, standards of conduct, or orders, it shall then determine the appropriate sanction to be imposed. When determining the appropriate sanction, the committee shall review the evidence presented at the hearing and the student's past record of conduct at the university.

(7) The chair of the appropriate university disciplinary committee shall provide the student with a written statement of the committee's decision within ten days of the conclusion of the hearing. This written statement shall include the committee's factual findings, the conclusions that have been drawn from those findings, the reasons for those conclusions, and the sanctions, if any, to be imposed. If sanctions are imposed, the student must also be informed of the appropriate procedures for appealing the committee's decision to the faculty appeal board. In a case involving an alleged sexual offense, both the accuser and the accused shall be informed of the outcome of the hearing. In a case where the student is a minor, the written statement of the committee's decision may be reported to the student's parents or legal guardian at

the discretion of the chair of the appropriate university disciplinary committee.

(8) This written statement of the committee's decision shall be the committee's initial order. If the student chooses not to appeal, the initial order of the appropriate university disciplinary committee becomes the final order at the end of the appeal period set forth in WAC 478-120-075(1), except that orders of dismissal shall be referred to the president.

(9) The student may choose to present evidence to the chair of the appropriate university disciplinary committee rather than at a hearing before the full committee. The student's waiver of the right to a hearing before a university disciplinary committee must be submitted in writing to the chair of the appropriate committee. The chair will submit the student's evidence and arguments to the full committee and the committee will make its decision based on the chair's report.

(10) All proceedings of the committees will be conducted with reasonable dispatch and be terminated as soon as possible, consistent with fairness to all parties involved. The chair shall have the discretion to continue the hearing.

(11) An adequate summary of the proceedings will be kept. Such a summary shall include all documents that were considered by the appropriate committee and may include a tape recording of the testimony and any other documents related to the hearing.

(12) A report of a university disciplinary committee shall, upon written request and release by the student or students involved, and subject to the requirements of the Family Educational Rights and Privacy Act, be made available to members of the university community through the vice-president and vice-provost for student life, or the office of the chancellor at the University of Washington Bothell or Tacoma campuses, whichever is appropriate, or their delegates.

[Statutory Authority: RCW 28B.20.130 and University of Washington Board of Regents Standing Orders, Chapter 1, Section 2. 10-23-039, § 478-120-095, filed 11/10/10, effective 12/11/10. Statutory Authority: RCW 28B.20.130 and 28B.10.900 through 28B.10.903. 07-23-068, § 478-120-095, filed 11/19/07, effective 12/20/07; 96-10-051, § 478-120-095, filed 4/29/96, effective 5/30/96.]

**WAC 478-120-140 Emergency authority of the president and chancellors of the university.** If a student's conduct represents a threat to the health, safety, or welfare of the university or any member of the university community, the president or the president's delegate, or the chancellors of the University of Washington Bothell and Tacoma campuses or their delegates, may suspend that student from participation in any or all university functions or privileges.

(1) In such an emergency situation, the president or chancellors, or their delegates, shall issue a written order to be served upon the student describing the terms of the emergency suspension and the reasons for imposing the suspension. The order shall be effective immediately.

(2) The president or delegate, or chancellors or their delegates, shall then refer the matter to the vice-president and vice-provost for student life at the University of Washington Seattle campus or the appropriate campus official at the University of Washington Bothell or Tacoma campuses, whichever is appropriate, who shall proceed as quickly as feasible

to complete any proceedings that would be required if the matter did not involve an immediate danger.

[Statutory Authority: RCW 28B.20.130 and University of Washington Board of Regents Standing Orders, Chapter 1, Section 2. 10-23-039, § 478-120-140, filed 11/10/10, effective 12/11/10. Statutory Authority: RCW 28B.20.130 and 28B.10.900 through 28B.10.903. 07-23-068, § 478-120-140, filed 11/19/07, effective 12/20/07; 96-10-051, § 478-120-140, filed 4/29/96, effective 5/30/96.]

**WAC 478-120-145 Recording and maintenance of records.** (1) The vice-president and vice-provost for student life at the University of Washington Seattle campus or the chancellors of the University of Washington Bothell and Tacoma campuses, or their delegates, shall keep records of all disciplinary actions reported to their respective offices. Disciplinary records shall be kept separate from academic records, and transcripts of a student's academic record shall contain no notation of any disciplinary action.

(2) The dean of a college or school at the University of Washington Seattle, or the dean or director of the program in which the student is enrolled at the University of Washington Bothell and Tacoma campuses initiating disciplinary action shall report in writing to the office of the vice-president and vice-provost for student life, or the office of the chancellor for the University of Washington Bothell or Tacoma campuses, whichever is appropriate, or their delegates, all cases in which disciplinary action is taken. The dean at the University of Washington Seattle shall also inform the registrar of any action affecting a student's official standing in the university. The office of the vice-president and vice-provost for student life, or the office of the chancellor for the University of Washington Bothell or Tacoma campuses, shall notify the dean of the college or school or director of the program in which the student is enrolled of any disciplinary action it takes and also shall notify the registrar or campus officer of student affairs of any action affecting a student's official standing in the university.

(3) Disciplinary records of students not exonerated shall be maintained by the vice-president and vice-provost for student life, or the chancellor at the University of Washington Bothell or Tacoma campuses, whichever is appropriate, or their delegates, and the registrar for seven years after disciplinary action has been taken and/or after the administrative purpose has been served.

(4) Disciplinary records of exonerated students shall not be maintained.

(5) Notwithstanding any other provision of this section, the vice-president and vice-provost for student life, or the chancellor at the University of Washington Bothell or Tacoma campuses, whichever is appropriate, or their delegates, at their discretion, upon written request by the student, may expunge the student's disciplinary record.

(6) Records and information regarding student disciplinary proceedings are subject to the provisions of the Family Educational Rights and Privacy Act and supporting regulations (20 U.S.C. 1232g), and to chapter 478-140 WAC.

[Statutory Authority: RCW 28B.20.130 and University of Washington Board of Regents Standing Orders, Chapter 1, Section 2. 10-23-039, § 478-120-145, filed 11/10/10, effective 12/11/10. Statutory Authority: RCW 28B.20.130 and 28B.10.900 through 28B.10.903. 07-23-068, § 478-120-145, filed 11/19/07, effective 12/20/07; 96-10-051, § 478-120-145, filed 4/29/96, effective 5/30/96.]

## Chapter 478-136 WAC USE OF UNIVERSITY OF WASHINGTON FACILITIES

### WAC

478-136-010	Use of university facilities—General policy.
478-136-012	Definitions.
478-136-015	Delegated and administrative responsibilities.
478-136-025	Users.
478-136-030	Limitations on use.
478-136-035	No smoking policy for university facilities.
478-136-041	Alcoholic beverage policy.
478-136-060	Safety and liability.

**WAC 478-136-010 Use of university facilities—General policy.** The University of Washington is an educational institution provided and maintained by the people of the state in order to carry out its broad mission of teaching, research and public service. The purpose of this policy is to ensure that all university facilities are reserved primarily for educational use including, but not limited to, instruction, research, public assembly, student activities, and recreational activities related to educational use. Further, each facility may be used for a variety of activities, as long as the primary function the facility was intended to serve is protected. Reasonable time, place, and manner restrictions may be placed on the use of university facilities.

[Statutory Authority: RCW 28B.20.130. 10-13-098, § 478-136-010, filed 6/17/10, effective 7/18/10; 97-24-047, § 478-136-010, filed 11/26/97, effective 12/27/97. Statutory Authority: RCW 28B.20.130(1). 82-16-001 (Order 82-2), § 478-136-010, filed 7/22/82, effective 10/1/82; Order 73-2, § 478-136-010, filed 1/10/73.]

**WAC 478-136-012 Definitions.** (1) "Chair" of the committee on the use of university facilities means the person delegated authority by the president of the University of Washington and the chancellors of the University of Washington to authorize the use of university facilities, as provided for herein, for activities which take place on their respective campuses or at locations governed by their respective campuses; who oversee the committee on the use of university facilities for their respective campuses; and who liaise with other chairs to promote coordination in the application of this policy across campuses. The University of Washington attorney general's division shall provide legal guidance to the chair as needed.

(2) "Committee on the use of university facilities" means a committee appointed by the chair of the committee on the use of university facilities, which meets on a schedule to be determined by the chair, to provide nonbinding guidance to the chair on the application of these rules. Committee representatives might include representatives for UW police, environmental health and safety, risk management, student affairs, student government, and faculty and staff representatives.

(3) "Facility" or "facilities" includes all structures, grounds, parking lots, waterfront, and airspace owned or operated by the University of Washington, except where a "facility" is excluded from the application of this rule pursuant to a contract (such as a lease or rental agreement). Specific rules also apply to parking lots, bicycle and skateboard use (chapters 478-116, 478-117, and 478-118 WAC), boat moorage facilities (chapter 478-138 WAC and *University Handbook*, Volume 4, Part VII, Chapter 3, Section 2), resi-

dence halls (chapter 478-156 WAC), airspace use (*University Handbook*, Volume 4, Part VII, Chapter 3, Section 5), non-university speakers on campus (*University Handbook*, Volume 4, Part VII, Chapter 3, Section 4), and use of facilities by the Associated Students University of Washington (ASUW), Graduate and Professional Student Senate (GPSS), and other affected organizations (*University Handbook*, Volume 3, Part III, Chapter 5).

(4) "Use of facilities" includes, but is not limited to, the holding of events, the posting and removal of signs, all forms of advertising, commercial activities, and charitable solicitation.

[Statutory Authority: RCW 28B.20.130. 10-13-098, § 478-136-012, filed 6/17/10, effective 7/18/10. Statutory Authority: RCW 28B.20.130 and chapter 70.160 RCW. 07-03-136, § 478-136-012, filed 1/23/07, effective 2/23/07. Statutory Authority: RCW 28B.20.130. 02-06-020, § 478-136-012, filed 2/25/02, effective 3/28/02; 97-24-047, § 478-136-012, filed 11/26/97, effective 12/27/97. Statutory Authority: RCW 28B.20.130(1). 82-16-001 (Order 82-2), § 478-136-012, filed 7/22/82, effective 10/1/82.]

**WAC 478-136-015 Delegated and administrative responsibilities.** (1) The board of regents has delegated to the president of the university the authority to regulate the use of university facilities.

Under this authority, the president has acted or will act as follows:

(a) Delegate to the chair for the committee on the use of university facilities with respect to facilities located on or governed by those located on the Seattle campus and for all other university facilities except for those located on the campuses for which there is a chancellor, the authority to review the use of university facilities; to establish within the framework of this policy guidelines and procedures governing such use; to approve or disapprove requested uses; and to establish policies regarding fees and rental schedules where appropriate. Inquiries to the chair for the Seattle campus should be directed to:

University of Washington Seattle  
Seattle Chair of the Committee on the Use of  
University Facilities  
Box 351241  
Seattle, WA 98195-1241

(or phone: 206-543-9233, or e-mail sprogram@uw.edu).

(b) Delegate to the chancellors of the University of Washington campuses, with respect to facilities located on or governed by those located on their campus, the authority to review the use of university facilities; to establish within the framework of this policy guidelines and procedures governing such use; to approve or disapprove requested uses; and to establish policies regarding fees and rental schedules where appropriate.

(c) Delegate the chancellors the authority to subdelegate the authorities provided for in (b) of this subsection to a chair of the committee on the use of university facilities for facilities located on or governed by those located on their respective campuses. For the current UW campuses, other than the Seattle campus, inquiries concerning the use of university facilities may be directed to:

University of Washington Bothell  
Bothell Chair of the Committee on the Use of University  
Facilities  
Office of the Vice-Chancellor for Administration and  
Planning  
Box 358520  
18115 Campus Way N.E.  
Bothell, WA 98011

or

University of Washington Tacoma  
Tacoma Chair of the Committee on the Use of University  
Facilities  
1900 Commerce Street, GWP 312  
Box 358430  
Tacoma, WA 98402

(or, for the University of Washington Tacoma, phone: 253-692-5645).

(d) Directs the chairs for each committee on the use of university facilities to confer with one another to promote a uniform application of this chapter.

(2) Sponsorship of an event by an academic or administrative unit of the university implies that an official with authority to make such decisions for the academic or administrative unit has applied his or her professional judgment to the content of the program, the qualifications of the individuals conducting the event, the manner of presentation, and has concluded, on behalf of his or her academic or administrative unit, that the event is consistent with this chapter.

(3) Approval of a facilities use request by the appropriate committee chair means that the committee chair has determined that the proposed event is consistent with this chapter.

[Statutory Authority: RCW 28B.20.130. 10-13-098, § 478-136-015, filed 6/17/10, effective 7/18/10. Statutory Authority: RCW 28B.20.130 and University of Washington Board of Regent's Standing Orders, Chapter 1, Section 2. 05-21-133, § 478-136-015, filed 10/19/05, effective 11/19/05. Statutory Authority: RCW 28B.20.130. 02-06-020, § 478-136-015, filed 2/25/02, effective 3/28/02; 97-24-047, § 478-136-015, filed 11/26/97, effective 12/27/97; 86-15-038 (Order 86-2), § 478-136-015, filed 7/16/86. Statutory Authority: RCW 28B.20.130(1). 82-16-001 (Order 82-2), § 478-136-015, filed 7/22/82, effective 10/1/82.]

**WAC 478-136-025 Users.** (1) Faculty, staff, and registered student organizations or official student governments may use university facilities to hold events for faculty, staff, and students provided such uses comply with this general policy on use of university facilities and specific facilities use policies of individual university units. These events do not require either sponsorship by an academic or administrative unit or approval by a chair of the committee on the use of university facilities.

(2) Faculty, staff, and registered student organizations or official student governments may use university facilities to hold events to which the general public is invited when the event is sponsored by an academic or administrative unit and approved by the appropriate chair of the committee on the use of university facilities.

(3) Nonuniversity organizations and individuals may use university facilities to hold events which are sponsored by a university academic or administrative unit and approved by the appropriate chair of the committee on the use of univer-

sity facilities. The general public may be invited to such events.

[Statutory Authority: RCW 28B.20.130. 10-13-098, § 478-136-025, filed 6/17/10, effective 7/18/10; 97-24-047, § 478-136-025, filed 11/26/97, effective 12/27/97. Statutory Authority: RCW 28B.20.130(1). 82-16-001 (Order 82-2), § 478-136-025, filed 7/22/82, effective 10/1/82.]

**WAC 478-136-030 Limitations on use.** (1) First priority for the use of campus facilities shall be given to regularly scheduled university activities. Additionally, use of university facilities may be subject to reasonable time, place, and manner restrictions that take into account, among other considerations, the general facilities policy; the direct and indirect costs to the institution; environmental, health and safety concerns; wear and tear on the facilities; appropriateness of the event to the specific facility; and the impact of the event on the campus community, surrounding neighborhoods, and the general public.

(2) Freedom of expression is a highly valued and indispensable quality of university life. However, university facilities may not be used in ways which obstruct or disrupt university operations, the freedom of movement, or any other lawful activities. No activity may obstruct entrances, exits, staircases, doorways, hallways, or the safe and efficient flow of people and vehicles.

(3) University facilities may be used for political activities (including events and forums regarding ballot propositions and/or candidates who have filed for public office) only if the event has been sponsored by an administrative or academic unit and approved by the appropriate committee chair, and subject to the following limitations:

(a) The full rental cost of the facility must be paid and state funds may not be used to pay rental costs or any other costs associated with the event.

(b) All candidates who have filed for office for a given position, regardless of party affiliation, must be given equal access to the use of facilities within a reasonable time.

(c) No person shall solicit contributions on university property for political uses, except in instances where this limitation conflicts with applicable federal law regarding interference with the mails.

(d) University facilities may not be used to establish or maintain offices or headquarters for political candidates or partisan political causes.

(4) University facilities may not be used for private or commercial purposes such as sales, advertising, or promotional activities unless such activities serve an educational purpose, as determined by the appropriate chair of the committee on the use of university facilities (see also subsection (7) of this section, concerning residence halls).

Nothing in these rules is intended to alter or affect the regular advertising, promotional, or underwriting activities carried on, by, or in the regular university media or publications. Policies concerning advertising, promotional or underwriting activities included in these media or publications are under the jurisdiction of and must be approved by their respective management or, where applicable, advisory committees, in accordance with applicable state and federal laws.

(5) When permission is granted to use university facilities for approved instructional or related purposes, as a condition of approval, the user of university facilities agrees to

include in all materials nonendorsement statements in the form approved by the appropriate committee chair. "Materials" includes all communications, advertisement, and any other printed, electronic, or broadcast/telecast information related to the user's activities offered in university facilities. The committee chair may determine the content, size of print and placement of the nonendorsement language. The university will not make its facilities available for instructional or related purposes that compete with courses or programs offered by the university.

(6) Solicitation, or distribution of handbills, pamphlets and similar materials by anyone, whether a member of the university community or of the general public, is not permitted in those areas of campus to which access by the public is restricted or where such solicitation or distribution would significantly impinge upon the primary business being conducted.

(7) Solicitation and distribution of materials in university residence halls are governed by residence hall policies. No solicitation of a commercial nature is permitted in university residence halls. Commercial advertising may be allowed, and is restricted to certain designated areas of each residence hall, when it is related to the university's mission and approved by the department of housing and food services.

(8) Outdoor electronic amplification is prohibited with the following exceptions:

(a) The lawn area immediately west of the Seattle campus Husky Union Building (HUB) will be available for open-air speaking events using directional and volume-controlled speech amplification equipment provided by the university. Use of the Husky Union Building lawn site will be available to registered or official student organizations and faculty or staff groups on a first-come, first-served basis. The amplification system will be issued upon presentation of a currently valid student, faculty or staff identification card at the Husky Union Building Reservation Office.

(b) The committee chair with authority to permit the use of a facility may grant permission for the use of amplification equipment in other outdoor locations. Permission should be requested from the appropriate committee chair sufficiently in advance of the program to allow timely consideration.

(9)(a) No person may use university facilities to camp, except if permission to do so has been granted in accordance with the provisions of chapters 478-116 and 478-136 WAC or except as provided in (b) of this subsection. "Camp" means to remain overnight, to erect a tent or other shelter, or to use sleeping equipment, a vehicle, or a trailer camper, for the purpose of or in such ways as will permit remaining overnight. Violators are subject to arrest and criminal prosecution under applicable state, county and city laws.

(b) This provision does not prohibit use of the university residence facilities in accordance with chapter 478-156 WAC or the use of facilities where the employee remains overnight to fulfill the responsibilities of his or her position or where a student remains overnight to fulfill the requirements of his or her course of study.

(10) Within the limits of applicable laws, the University of Washington is committed to establishing and maintaining safe conditions for persons attending football games in Husky Stadium or other athletic events or concerts in univer-

sity facilities. Accordingly, the rules enumerated below will apply to all such events and be strictly enforced.

(a) The possession or consumption of alcoholic beverages or illegal drugs is prohibited, except for alcohol allowed under a permit or license as provided in WAC 478-136-041. In addition to having the beverages or drugs confiscated, violators may be subject to university disciplinary action and/or legal proceedings, and removal from the events.

(b) Air horns, glass bottles, cans, picnic baskets, bota bags, ice chests, and thermoses (in excess of two-quart capacity) are prohibited. Individuals possessing such will not be admitted to, or will be removed from, Husky Stadium or other athletic or concert facilities until the items have been stored temporarily at locations provided for that purpose or disposed of in some other manner.

(c) Except for designated outdoor smoking sites, as provided in WAC 478-136-035, smoking is prohibited in all portions of all athletic stadia, including, but not limited to, the seating areas, public concourses, and enclosed and covered spaces.

(d) All persons entering events in Husky Stadium or other athletic venues or events in other university auditoria or facilities shall be subject to having all containers, bags, backpacks, coolers, or similar items visually inspected. Security personnel shall first ask permission to visually inspect the item and advise the person that he/she may refuse. Persons who refuse to allow inspection shall be allowed to return the item to a vehicle or otherwise dispose of it, after which admission shall be allowed. Persons who refuse the visual inspection and refuse to dispose of the item shall be denied entry.

(11) Only public service announcements and acknowledgment of sponsors will be allowed on scoreboards at athletic venues.

(a) For purposes of this section, a public service announcement is defined as an announcement which promotes the activities or services of federal, state or local governments, including the University of Washington, or non-profit organizations, or generally contributes to the community's welfare and interests.

(b) In acknowledgment of their sponsorship of the scoreboards or sponsorship of events and programs, sponsors may propose public service announcements for display on the scoreboard during athletic events. The public service announcement may be accompanied by a sponsor's name or logo but may not directly promote the products or services of the company. The text and graphics of public service announcements must be submitted at least three days in advance to the department of intercollegiate athletics for approval by the university.

(c) In addition to these public service announcements, sponsors also may be acknowledged by the display of corporate logos, trademarks, or other approved messages upon panels located on the scoreboard.

(12) The university will not make its facilities or services available to organizations which do not assure the university that they will comply with the terms of the Americans with Disabilities Act (ADA, 42 U.S.C. 12132, 12182) and the Rehabilitation Act of 1973 (RA, 29 U.S.C. 794). Uses must not impose restrictions nor alter facilities in a manner which would violate the ADA or RA.

(13) The university will not make its facilities or services available to organizations which do not assure the university that they do not discriminate against any person because of race, color, religion, national origin, sex, sexual orientation, age, handicap, or status as a Vietnam era or disabled veteran, except where such organizations have been exempted from provisions of applicable state or federal laws or regulations.

(14) Individuals who violate the university's use of facilities rules and approved users who violate university contract terms for use of facilities may be advised of the specific nature of the violation and, if continued, individuals may be requested to leave university property or be refused future use of university facilities. Failure to comply with a request to leave university property could subject such individuals to arrest and criminal prosecution under provisions of applicable state, county, and city laws.

[Statutory Authority: RCW 28B.20.130. 10-13-098, § 478-136-030, filed 6/17/10, effective 7/18/10. Statutory Authority: RCW 28B.20.130 and chapter 70.160 RCW. 07-03-136, § 478-136-030, filed 1/23/07, effective 2/23/07. Statutory Authority: RCW 28B.20.130 and Executive Order 97-02. 06-13-021, § 478-136-030, filed 6/13/06, effective 7/14/06. Statutory Authority: RCW 28B.20.130 and University of Washington Board of Regent's Standing Orders, Chapter 1, Section 2. 05-21-133, § 478-136-030, filed 10/19/05, effective 11/19/05. Statutory Authority: RCW 28B.20.130. 03-24-045, § 478-136-030, filed 11/26/03, effective 12/27/03; 02-06-020, § 478-136-030, filed 2/25/02, effective 3/28/02; 01-11-135, § 478-136-030, filed 5/23/01, effective 6/23/01; 97-24-047, § 478-136-030, filed 11/26/97, effective 12/27/97; 91-14-024, § 478-136-030, filed 6/25/91, effective 7/26/91. Statutory Authority: Chapter 34.05 RCW. 90-12-034, § 478-136-030, filed 5/30/90, effective 9/1/90. Statutory Authority: RCW 28B.20.130. 88-19-045 (Order 88-05), § 478-136-030, filed 9/14/88; 85-01-045 (Order 84-5), § 478-136-030, filed 12/14/84. Statutory Authority: RCW 28B.20.130(1). 82-16-001 (Order 82-2), § 478-136-030, filed 7/22/82, effective 10/1/82; Order 73-2, § 478-136-030, filed 1/10/73.]

**WAC 478-136-035 No smoking policy for university facilities.** (1) The University of Washington is committed to maintaining a safe and healthful work and educational environment for all faculty, staff, students, and visitors. Accordingly, the University of Washington establishes the following no smoking policy, consistent with chapter 70.160 RCW (I-901), to protect individuals from exposure to second-hand smoke in their university-associated environments and to protect life and property against fire hazards.

(a) Except as provided in subsection (1)(b) and (c) of this section, smoking of all kinds is prohibited in all university facilities, including, but not limited to, vehicles, inside all buildings owned, occupied, or managed by the university and/or used by the university's faculty, staff, students, or visitors, and at any outside areas or locations, including, but not limited to, bus shelters, benches, and walkways.

(b) Smoking, while not permitted in on-campus residence halls, may be permitted in a limited portion of designated university student housing in accordance with smoking regulations established for those facilities by the vice-president and vice-provost for student life, the appropriate chancellor, or their designees.

(c) Smoking may be permitted in specific designated outdoor locations approved by the director of environmental health and safety as smoking areas in accordance with chapter 70.160 RCW and published on the environmental health and safety web site. Signage also identifies the designated locations.

(2) Violations of the university no smoking policy are subject to enforcement by the University of Washington police department or other jurisdictional law enforcement agencies with regulatory responsibility. In addition, any student, staff, or faculty member who violates the university no smoking policy may be subject to disciplinary action.

[Statutory Authority: RCW 28B.20.130. 10-13-098, § 478-136-035, filed 6/17/10, effective 7/18/10. Statutory Authority: RCW 28B.20.130 and chapter 70.160 RCW. 07-03-136, § 478-136-035, filed 1/23/07, effective 2/23/07.]

**WAC 478-136-041 Alcoholic beverage policy.** Alcoholic beverages may be possessed, sold, served, and consumed at university facilities only if the procedures set forth in this section are followed.

(1) The appropriate permits/licenses for possession, sale, service, and consumption of alcohol must be obtained from the Washington state liquor control board.

(2) Permits/licenses must be displayed during the event and all other guidelines and restrictions established by the Washington state liquor control board must be followed.

(3) Alcoholic beverages may be possessed, sold, served, and consumed at the University of Washington club, as so designated by the university board of regents to the Washington state liquor control board, pursuant to a spirits, beer, and wine private club license issued by the Washington state liquor control board.

(4) Alcoholic beverages may be possessed, sold, served, and consumed at university facilities leased to a commercial tenant under a lease that includes authorization for the tenant to apply and hold a license issued by the Washington state liquor control board.

(5) Except as provided in subsections (3) and (4) of this section, alcoholic beverages may be possessed, sold, served, and consumed at university facilities only under permits/licenses issued by the Washington state liquor control board and only as follows:

(a) Events at which alcohol is to be sold must be approved by the appropriate committee chair for the committee on the use of university facilities and an application to the chair must be accompanied by a request for written authorization under subsection (6) of this section or proof that the seller holds an appropriate license; and

(b) Events at athletic venues at which alcohol is to be possessed, sold, served, or consumed must not be within the spectator viewing areas and must have restricted attendance; and

(c) A university unit, or an individual or organization applying for a permit/license must have obtained approval under subsection (6) of this section; and

(d) Sale, service, and consumption of alcohol is to be confined to specified room(s) or area(s) identified on the license or permit. Unopened containers may not be sold or served. No alcohol is permitted to be taken off-premises.

(6) Written authorization to apply for a special occasion license to sell alcoholic beverages or a banquet permit to serve and consume alcoholic beverages at university facilities must be obtained from the appropriate committee chair for the committee on the use of university facilities prior to applying for a special occasion license or banquet permit from the Washington state liquor control board. Authoriza-

tion should be requested sufficiently in advance of the program to allow timely consideration. (Note: Some license applications must be filed with the Washington state liquor control board at least thirty days or more before the event.) Written authorization to apply for such a permit/license shall accompany the application filed with the Washington state liquor control board.

(7) Consumption, possession, dispensation, or sale of alcohol is prohibited except for persons of legal age.

[Statutory Authority: RCW 28B.20.130. 10-13-098, § 478-136-041, filed 6/17/10, effective 7/18/10.]

**WAC 478-136-060 Safety and liability.** (1) It is the responsibility of any person or organization requesting the use of university facilities to comply with all applicable university policies, procedures, rules and regulations, and applicable local, state and federal laws, including but not limited to fire, health and safety regulations.

(2) Permission to a nonuniversity organization, a registered student organization, or an official student government for the use of university facilities is granted with the express understanding and condition that such organization assumes full responsibility for any loss, damage or claims arising out of such use.

When the event involves physical activity, the sale of alcohol, or otherwise will increase the risk of bodily injury above the level inherent in the facilities to be used, proof of appropriate liability insurance coverage with limits of at least \$1,000,000 per occurrence must be provided to the university's office of risk management before approval for the requested use will be granted.

[Statutory Authority: RCW 28B.20.130. 10-13-098, § 478-136-060, filed 6/17/10, effective 7/18/10; 03-24-045, § 478-136-060, filed 11/26/03, effective 12/27/03; 97-24-047, § 478-136-060, filed 11/26/97, effective 12/27/97. Statutory Authority: RCW 28B.20.130(1). 82-16-001 (Order 82-2), § 478-136-060, filed 7/22/82, effective 10/1/82.]

## Chapter 478-137 WAC

### USE OF JOINT UNIVERSITY OF WASHINGTON, BOTHELL, AND CASCADIA COMMUNITY COLLEGE FACILITIES

#### WAC

478-137-030 Administrative authority.

**WAC 478-137-030 Administrative authority.** (1) The board of regents of the University of Washington and the board of trustees for Cascadia Community College have delegated to the chancellor of the university and the president of the college, respectively, the authority to regulate the use of joint facilities on the colocated campus.

(2) Under this authority, the chancellor of the university and the president of the college designate the coordination for use of joint facilities to an appointed joint committee on facility use and designate the use of the wetlands to the wetlands oversight committee. The chancellor of the university and the president of the college shall each appoint representatives to the joint committee on facility use to develop suggested event procedures. Each designee shall review the use of the facilities; establish administrative procedures governing such use that are consistent with these rules; approve or disapprove

requested uses and establish policies regarding fees and rental schedules unique to joint facilities as appropriate. Additionally, the joint committee on facility use shall act as an appeals board for decisions of the wetlands oversight committee regarding wetlands use requests. Inquiries concerning the use of joint facilities may be directed to:

University of Washington, Bothell  
Office of Administrative Services  
Joint Facilities Use Coordinator  
Box 358535  
18115 Campus Way N.E.  
Bothell, WA 98011

(Phone: 425-352-3556 or e-mail: [facuse@uwb.edu](mailto:facuse@uwb.edu)); and  
Cascadia Community College  
Finance and Operations Office  
Director of Auxiliary Services and Capital Projects  
18345 Campus Way N.E.  
Bothell, WA 98011  
(Phone: 425-352-8269).

(3) Preliminary approval of an event by an academic or administrative unit of the university or college implies that a responsible official has applied his or her professional judgment to the content of the program, the qualifications of the individuals conducting the event, the manner of presentation, and has concluded that the event is consistent with the teaching, research, and/or public service mission of the institutions.

(4) Final approval of a joint facilities use request by the appropriate designee on the use of joint facilities implies that the designee has reviewed the proposed event with regard to: The rules in this chapter; the direct and indirect costs to the institutions; environmental, health and safety concerns; wear and tear on the facilities; appropriateness of the event to the specific facility; and the impact of the event on the institutions, surrounding neighborhoods and the general public.

(5) The institutions will not make their joint facilities or services available to organizations that do not assure the institutions that they will comply with the terms of the Americans with Disabilities Act (ADA, 42 U.S.C. 12132, 12182) and the Rehabilitation Act of 1973 (RA, 29 U.S.C. 794). Uses must not impose restrictions nor alter facilities in a manner which would violate the ADA or RA.

(6) The institutions will not make their joint facilities or services available to organizations which do not assure the institutions that they do not discriminate against any person because of race, color, religion, national origin, sex, sexual orientation, age, handicap, or status as a Vietnam era or disabled veteran, except where such organizations have been exempted from provisions of applicable state or federal laws or regulations.

(7) Individuals who violate the institutions' use of joint facilities regulations and approved users who violate the institutions' contract terms for use of joint facilities may be advised of the specific nature of the violation and individuals may be requested to leave the property or be refused future use of joint facilities. Failure to comply with a request to leave the property may subject such individuals to arrest and criminal prosecution under provisions of applicable state, county, and city laws.

[Statutory Authority: RCW 28B.20.130, 10-13-098, § 478-137-030, filed 6/17/10, effective 7/18/10; 06-13-022, § 478-137-030, filed 6/13/06, effective 8/1/06.]

## Chapter 478-138 WAC

### USE OF UNIVERSITY STADIUM BOAT MOORAGE FACILITIES

#### WAC

478-138-030 Use of university stadium boat moorage facilities—Stadium boat moorage facilities—Area defined.  
478-138-060 Schedule of fees.

**WAC 478-138-030 Use of university stadium boat moorage facilities—Stadium boat moorage facilities—Area defined.** (1)(a) The stadium boat moorage facilities shall consist of those docks and floats located on Lake Washington in Union Bay which provide water access to the University of Washington shoreline on home football game days, or for other special events as determined by the university.

(b) The stadium boat moorage facilities shall also include such other specified areas along or adjacent to the university shoreline, as designated by the senior vice-president for finance and facilities, that provide access to the university shoreline on home football game days, or for other special events as determined by the university. The activities for which these additional stadium boat moorage facilities may be used include, but are not limited to: Moorage of water related vessels; and loading, unloading, or transporting passengers to and from water related vessels. All other uses of the university shoreline shall be under the authority of the senior vice-president for finance and facilities.

(c) Use of the university shoreline and moorage facilities for waterfront activities not designated for that area, or otherwise not in compliance with this chapter will subject the violators to arrest under provisions of RCW 9A.52.080 (Criminal trespass in the second degree), City of Seattle 12A.08.040 (Criminal trespass), or other applicable law.

(2) In the event the university permits a non-university vessel use of the stadium boat moorage facilities for moorage, loading and unloading passengers, shuttling passengers to and from anchored vessels, or other related activities, the university does not assume responsibility for nor guarantee the expertise or training of the vessels' pilots or that such vessels are maintained in a safe condition or are adequately equipped with life vests and other safety devices as required by the United States Coast Guard and the Washington state utilities and transportation commission.

The senior vice-president for finance and facilities shall have the authority to establish such conditions as are necessary or appropriate to protect the university from liability in connection with the use of the stadium boat moorage facilities.

[Statutory Authority: RCW 28B.20.130 and University of Washington Board of Regents Standing Orders, Chapter 1, Section 2, 10-23-039, § 478-138-030, filed 11/10/10, effective 12/11/10. Statutory Authority: RCW 28B.20.130, 92-14-060, § 478-138-030, filed 6/26/92, effective 7/27/92. Statutory Authority: RCW 28B.10.300, 88-19-042 (Order 88-02), § 478-138-030, filed 9/14/88; Order, § 478-138-030, filed 7/2/73 and 7/27/73.]

**WAC 478-138-060 Schedule of fees.** Fees for stadium boat moorage and the effective date thereof shall be established by the director of intercollegiate athletics. The

approved fee schedule shall be published on the intercollegiate athletics web site.

[Statutory Authority: RCW 28B.20.130 and University of Washington Board of Regents Standing Orders, Chapter 1, Section 2. 10-23-039, § 478-138-060, filed 11/10/10, effective 12/11/10. Statutory Authority: RCW 28B.20.130.03-12-007, § 478-138-060, filed 5/22/03, effective 6/22/03; 92-14-060, § 478-138-060, filed 6/26/92, effective 7/27/92.]

### Chapter 478-160 WAC

#### ADMISSION AND REGISTRATION PROCEDURES FOR THE UNIVERSITY OF WASHINGTON

##### WAC

478-160-085	Application to graduate school.
478-160-110	Admission to the school of law—On-line application.
478-160-125	Admission to the school of medicine.
478-160-130	First-year admission to the school of medicine—Application.
478-160-140	Application for transfer to the school of medicine.
478-160-163	Waivers of tuition and fees.
478-160-175	Credit definitions.
478-160-231	Residence classification review committee.
478-160-320	Special instructional programs offered summer quarter.

#### WAC 478-160-085 Application to graduate school.

Prospective applicants to the graduate school may obtain information about degree programs and the online application process on the graduate school web site or by an e-mail request to [uwgrad@u.washington.edu](mailto:uwgrad@u.washington.edu) (for U.S. citizens, permanent residents and immigrants) or to [gradvisa@u.washington.edu](mailto:gradvisa@u.washington.edu) for international applicants.

Questions may be directed to [uwgrad@u.washington.edu](mailto:uwgrad@u.washington.edu), or the graduate school at the following address:

University of Washington  
Office of Graduate Admissions  
301 Loew Hall  
P.O. Box 84808  
Seattle, WA 98124-6108

[Statutory Authority: RCW 28B.20.130 and University of Washington Board of Regents Standing Orders, Chapter 1, Section 2. 10-23-039, § 478-160-085, filed 11/10/10, effective 12/11/10. Statutory Authority: RCW 28B.20.130.03-12-007, § 478-160-085, filed 5/22/03, effective 6/22/03. Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW. 97-14-004, § 478-160-085, filed 6/19/97, effective 7/20/97. Statutory Authority: RCW 28B.20.130.92-12-011, § 478-160-085, filed 5/22/92, effective 6/22/92; Order 72-5, § 478-160-085, filed 11/6/72.]

**WAC 478-160-110 Admission to the school of law—On-line application.** Applicants to the first-year class and applicants for admission with advanced standing may apply to the University of Washington school of law through the on-line application process on the school of law web site ([www.law.washington.edu](http://www.law.washington.edu)).

Questions may be directed to [lawadm@uw.edu](mailto:lawadm@uw.edu) or to the school of law at the following address:

University of Washington School of Law  
Office of Admissions and Financial Aid  
William H. Gates Hall  
Box 353020  
Seattle, WA 98195-3020

The deadline for filing an application is determined by the University of Washington school of law and can be obtained from the web site or the address above.

[2011 WAC Supp—page 14]

[Statutory Authority: RCW 28B.20.130 and University of Washington Board of Regents Standing Orders, Chapter 1, Section 2. 10-23-039, § 478-160-110, filed 11/10/10, effective 12/11/10. Statutory Authority: RCW 28B.20.130.98-10-048, § 478-160-110, filed 4/29/98, effective 5/30/98. Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW. 97-14-004, § 478-160-110, filed 6/19/97, effective 7/20/97. Statutory Authority: RCW 28B.20.130 (1) and (3). 80-15-082 (Order 80-2), § 478-160-110, filed 10/21/80; Order 72-5, § 478-160-110, filed 11/6/72.]

**WAC 478-160-125 Admission to the school of medicine.** The University of Washington school of medicine publishes complete information regarding its policies, procedures, and programs on the school of medicine web site. Information may also be obtained by contacting the following office:

University of Washington School of Medicine  
Office of Admissions  
A-300 Health Sciences Center  
Box 356340  
Seattle, WA 98195-6340

The office of admissions can also be reached by phone (206-543-7212) or e-mail ([askuwsom@uw.edu](mailto:askuwsom@uw.edu)). The web site address is [www.uwmedicine.org/admissions](http://www.uwmedicine.org/admissions).

[Statutory Authority: RCW 28B.20.130 and University of Washington Board of Regents Standing Orders, Chapter 1, Section 2. 10-23-039, § 478-160-125, filed 11/10/10, effective 12/11/10. Statutory Authority: RCW 28B.20.130.02-06-021, § 478-160-125, filed 2/25/02, effective 3/28/02. Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW. 97-14-004, § 478-160-125, filed 6/19/97, effective 7/20/97. Statutory Authority: RCW 28B.20.130(3). 78-07-018 (Order 78-4), § 478-160-125, filed 6/15/78; Order 72-5, § 478-160-125, filed 11/6/72.]

**WAC 478-160-130 First-year admission to the school of medicine—Application.** The school of medicine is a participant in the American Medical College Application Service Program (AMCAS). Applications can be found at [www.aamc.org/students/amcas](http://www.aamc.org/students/amcas).

The deadline for filing an application is determined by the University of Washington school of medicine and can be obtained from the web site or by contacting the following office:

University of Washington School of Medicine  
Office of Admissions  
A-300 Health Sciences Center  
Box 356340  
Seattle, WA 98195-6340

The office of admissions can also be reached by phone (206-543-7212) or e-mail ([askuwsom@uw.edu](mailto:askuwsom@uw.edu)). The web address is [www.uwmedicine.org/admissions](http://www.uwmedicine.org/admissions). Applicants are encouraged to file applications twelve months prior to desired date of entry.

[Statutory Authority: RCW 28B.20.130 and University of Washington Board of Regents Standing Orders, Chapter 1, Section 2. 10-23-039, § 478-160-130, filed 11/10/10, effective 12/11/10. Statutory Authority: RCW 28B.20.130.02-06-021, § 478-160-130, filed 2/25/02, effective 3/28/02. Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW. 97-14-004, § 478-160-130, filed 6/19/97, effective 7/20/97. Statutory Authority: RCW 28B.20.130.92-12-011, § 478-160-130, filed 5/22/92, effective 6/22/92. Statutory Authority: RCW 28B.20.130(3). 78-07-018 (Order 78-4), § 478-160-130, filed 6/15/78; Order 72-5, § 478-160-130, filed 11/6/72.]

**WAC 478-160-140 Application for transfer to the school of medicine.** The University of Washington school of medicine does not accept applications from students who request to transfer from other medical schools unless the students are residents of Wyoming, Alaska, Montana, or Idaho, and there is a funded position open in the respective state's contract due to student attrition. For more information regarding the transfer policy, contact:

University of Washington School of Medicine  
Office of Admissions  
A-300 Health Sciences Center  
Box 356340  
Seattle, WA 98195-6340

The office of admissions can also be reached by phone (206-543-7212) or by e-mail ([askuwsom@uw.edu](mailto:askuwsom@uw.edu)).

[Statutory Authority: RCW 28B.20.130 and University of Washington Board of Regents Standing Orders, Chapter 1, Section 2. 10-23-039, § 478-160-140, filed 11/10/10, effective 12/11/10. Statutory Authority: RCW 28B.20.130. 02-06-021, § 478-160-140, filed 2/25/02, effective 3/28/02. Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW. 97-14-004, § 478-160-140, filed 6/19/97, effective 7/20/97. Statutory Authority: RCW 28B.20.130. 92-12-011, § 478-160-140, filed 5/22/92, effective 6/22/92. Statutory Authority: RCW 28B.20.130(3). 78-07-018 (Order 78-4), § 478-160-140, filed 6/15/78; Order 72-5, § 478-160-140, filed 11/6/72.]

**WAC 478-160-163 Waivers of tuition and fees. (1)**

The board of regents is authorized to grant tuition and fee waivers to students pursuant to RCW 28B.15.910 and the laws identified therein. A number of these statutes authorize, but do not require, the board of regents to grant waivers for different categories of students and provides for waivers of different fees. For the waivers that are authorized but not required by state law, the board of regents must affirmatively act to implement the legislature's grant of authority under each individual law. A list of waivers that the board has implemented can be found in the *University of Washington General Catalog*, which is published biennially. The most recent list may be found in the online version of the *General Catalog* at [www.washington.edu/students/reg/tuition\\_exempt\\_reductions.html](http://www.washington.edu/students/reg/tuition_exempt_reductions.html).

(2) Even when it has decided to implement a permissive waiver listed in RCW 28B.15.910, the university, for specific reasons and a general need for flexibility in the management of its resources, may choose not to award waivers to all students who may be eligible under the terms of the laws. Where the university has chosen to impose specific limitations on a permissive waiver listed in RCW 28B.15.910, those limitations are delineated in subsection (5) of this section. If the university has not imposed specific limitations on a permissive waiver listed in RCW 28B.15.910, the waiver is not mentioned in subsection (5) of this section. The university's description of the factors it may consider to adjust a waiver program to meet emergent or changing needs is found in subsection (8) of this section. All permissive waivers are subject to subsection (8) of this section.

(3) The board of regents also has the authority under RCW 28B.15.915 to grant waivers of all or a portion of operating fees as defined in RCW 28B.15.031. Waiver programs adopted under RCW 28B.15.915 are described in the *General Catalog*. The most recent list may be found in the online ver-

sion of the *General Catalog* at [www.washington.edu/students/reg/tuition\\_exempt\\_reductions.html](http://www.washington.edu/students/reg/tuition_exempt_reductions.html). Waivers granted under RCW 28B.15.915 are subject to subsection (8) of this section.

(4) Waivers will not be awarded to students participating in self-sustaining courses or programs because they do not pay "tuition," "operating fees," "services and activities fees," or "technology fees" as defined in RCW 28B.15.020, 28B.15.031, 28B.15.041, or 28B.15.051, respectively.

(5) Specific limitations on waivers are as follows:

(a) Waivers authorized by RCW 28B.15.621 (2)(a) for eligible veterans and National Guard members, shall be awarded only to:

(i) Undergraduate students pursuing their first bachelor's degree to a maximum of 225 college-level credits, including credits transferred from other institutions of higher education; and

(ii) Full-time graduate or professional degree students, provided however, that the waiver may be applied only toward a single degree program at the University of Washington, and, provided further, that graduate and professional degree students who received a waiver authorized by RCW 28B.15.621 (2)(a) as undergraduates at the University of Washington shall not be eligible for this waiver.

To qualify an individual as an "eligible veteran or National Guard member," the person seeking the waiver must present proof of domicile in Washington state and a DD form 214 (Report of Separation) indicating their service as an active or reserve member of the United States military or naval forces, or a National Guard member called to active duty, who served in active federal service, under either Title 10 or Title 32 of the United States Code, in a war or conflict fought on foreign soil or in international waters or in another location in support of those serving on foreign soil or in international waters, and if discharged from services, has received an honorable discharge.

(b) Waivers of nonresident tuition authorized by RCW 28B.15.014 for university faculty and classified or professional staff shall be restricted to four consecutive quarters from their date of employment with the University of Washington. The recipient of the waiver must be employed by the first day of the quarter for which the waiver is awarded. Waivers awarded to immigrant refugees, or the spouses or dependent children of such refugees, shall be restricted to persons who reside in Washington state and to four consecutive quarters from their arrival in Washington state.

(c) Waivers authorized by RCW 28B.15.558 shall be awarded only to:

(i) University of Washington employees who are employed half-time or more, hold qualifying appointments as of the first day of the quarter for which the waivers are requested, are paid monthly, and, for classified staff new to the university, have completed their probationary periods prior to the first day of the quarter; or

(ii) State of Washington permanent employees who are employed half-time or more, are not University of Washington permanent classified employees, are permanent classified or exempt technical college paraprofessional employees, or are permanent faculty members, counselors, librarians or exempt employees at other state of Washington public higher education institutions; or

(iii) Teachers and other certificated instructional staff employed at public common and vocational schools, holding or seeking a valid endorsement and assignment in a state-identified shortage area.

(6) Waivers mandated by RCW 28B.15.621(4), as amended by section 1, chapter 450, Laws of 2007, for children and spouses or surviving spouses of eligible veterans and National Guard members who became totally disabled, or lost their lives, while engaged in active federal military or naval service, or who are prisoners of war or missing in action, shall be awarded in accordance with, and subject to the limitations set forth in state law.

(7) Waivers mandated by RCW 28B.15.380, as amended by section 4, chapter 261, Laws of 2010, for children and surviving spouses of any law enforcement officer (as defined in chapter 41.26 RCW), firefighter (as defined in chapter 41.24 or 41.26 RCW), or Washington state patrol officer, who lost his or her life or became totally disabled in the line of duty while employed by any public law enforcement agency or full-time volunteer fire department in this state, shall be awarded in accordance with, and subject to the limitations set forth in, state law.

(8) The university may modify its restrictions or requirements pursuant to changes in state or federal law, changes in programmatic requirements, or in response to financial or other considerations, which may include, but are not limited to, the need to adopt fiscally responsible budgets, the management of the overall levels and mix of enrollments, management initiatives to modify enrollment demand for specific programs and management decisions to eliminate or modify academic programs. The university may choose not to exercise the full funding authority granted under RCW 28B.15.-910 and may limit the total funding available under RCW 28B.15.915.

[Statutory Authority: 2010 c 261, chapter 28B.15 RCW, RCW 28B.20.130 and University of Washington board of regents Standing Orders, Chapter 1, Section 2. 10-22-058, § 478-160-163, filed 10/28/10, effective 11/28/10. Statutory Authority: RCW 28B.15.558, 28B.15.621, and 28B.20.130. 08-03-115, § 478-160-163, filed 1/22/08, effective 2/22/08. Statutory Authority: RCW 28B.15.621 and 28B.20.130. 07-13-024, § 478-160-163, filed 6/11/07, effective 7/12/07. Statutory Authority: Chapter 28B.15 RCW and RCW 28B.20.130. 06-12-008, § 478-160-163, filed 5/26/06, effective 6/26/06; 02-06-021, § 478-160-163, filed 2/25/02, effective 3/28/02.]

**WAC 478-160-175 Credit definitions.** Credit courses are offered either for resident credit or for extension credit.

(1) Most courses offered through University of Washington extension are offered for resident credit, and grades earned in such courses are transcribed as resident credit and are included in the student's resident cumulative grade-point average.

(2) Courses offered through correspondence study, and some other courses, are offered for extension credit. These credits and grades are not included in the resident grade-point average, and students may apply only ninety such university credits toward an undergraduate degree. Extension credit courses are identified by an "X" prefix when listed in catalog material.

Additional information concerning credit courses may be obtained by contacting the following office:

University of Washington Educational Outreach  
Box 359492  
Seattle, WA 98195-9492

(or phone 206-685-6308, or visit the web site at [www.pce.uw.edu](http://www.pce.uw.edu)).

[Statutory Authority: RCW 28B.20.130 and University of Washington Board of Regents Standing Orders, Chapter 1, Section 2. 10-23-039, § 478-160-175, filed 11/10/10, effective 12/11/10. Statutory Authority: RCW 28B.20.130. 02-06-021, § 478-160-175, filed 2/25/02, effective 3/28/02. Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW. 97-14-004, § 478-160-175, filed 6/19/97, effective 7/20/97. Statutory Authority: RCW 28B.20.130. 91-16-001, § 478-160-175, filed 7/25/91, effective 8/25/91; Order 72-5, § 478-160-175, filed 11/6/72.]

**WAC 478-160-231 Residence classification review committee.** The residence classification review committee shall be composed of four persons appointed by the vice-president and vice-provost for student life, each for a term of one academic year.

[Statutory Authority: RCW 28B.20.130 and University of Washington Board of Regents Standing Orders, Chapter 1, Section 2. 10-23-039, § 478-160-231, filed 11/10/10, effective 12/11/10. Statutory Authority: RCW 28B.20.130. 92-12-011, § 478-160-231, filed 5/22/92, effective 6/22/92. Statutory Authority: RCW 28B.20.130 (1) and (3). 80-15-082 (Order 80-2), § 478-160-231, filed 10/21/80; Order 74-2, § 478-160-231, filed 3/4/74.]

**WAC 478-160-320 Special instructional programs offered summer quarter.** In recognition of the special needs of students who can attend the university only in the summer, a number of institutes, workshops, and special programs are offered each summer quarter. Because the nature and content of the programs vary from year to year, interested persons are invited to contact the following address:

University of Washington  
Summer Quarter Office  
Box 359485  
Seattle, WA 98195-9485

(or phone 206-685-7542, or visit the web site at [www.summer.washington.edu](http://www.summer.washington.edu)).

[Statutory Authority: RCW 28B.20.130 and University of Washington Board of Regents Standing Orders, Chapter 1, Section 2. 10-23-039, § 478-160-320, filed 11/10/10, effective 12/11/10. Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW. 97-14-004, § 478-160-320, filed 6/19/97, effective 7/20/97. Statutory Authority: RCW 28B.20.130. 92-12-011, § 478-160-320, filed 5/22/92, effective 6/22/92; Order 72-8, § 478-160-320, filed 11/30/72.]

## Chapter 478-165 WAC

### COST SAVINGS IN COURSE MATERIALS

#### WAC

478-165-040      Affiliated book store responsibilities.  
478-165-050      Faculty and staff obligations.

**WAC 478-165-040 Affiliated book store responsibilities.** In making course materials available for purchase, any University of Washington affiliated book store should:

- (1) Provide students the option of purchasing materials that are unbundled when possible;
- (2) Disclose to faculty and staff the costs to students of purchasing materials, and work with faculty and staff to encourage publishers to provide information showing how

new editions vary from previous editions and to make this information available publicly;

(3) Actively promote and publicize book buy-back programs;

(4) Disclose retail costs for course materials on a per course basis to faculty and staff and make this information publicly available; and

(5) Disclose information to students on required course materials including, but not limited to, title, authors, edition, price, and International Standard Book Number (ISBN) at least four weeks before the start of the class for which the materials are required. The provost may waive the disclosure requirement provided in this subsection on a case-by-case basis, if students may reasonably expect that nearly all information regarding course materials is available four weeks before the start of the class for which the materials are required. The requirement provided in this subsection does not apply if the faculty member using the course materials is hired four weeks or less before the start of class.

[Statutory Authority: RCW 28B.10.590, 28B.20.130 and University of Washington Board of Regents' Standing Orders, Chapter 1, Section 2. 10-24-093, § 478-165-040, filed 11/30/10, effective 12/31/10. Statutory Authority: RCW 28B.10.590 and 28B.20.130. 07-16-034, § 478-165-040, filed 7/23/07, effective 8/23/07.]

**WAC 478-165-050 Faculty and staff obligations.** In assigning course materials, faculty and staff members shall consider the least costly practices which may include, but are not limited to, adopting the least expensive edition of materials available, consistent with copyright restrictions, adopting free, open textbooks when available, and working with librarians to provide compilations of web and library resources that are freely available to students, when educational content is comparable as determined by the faculty.

[Statutory Authority: RCW 28B.10.590, 28B.20.130 and University of Washington Board of Regents' Standing Orders, Chapter 1, Section 2. 10-24-093, § 478-165-050, filed 11/30/10, effective 12/31/10. Statutory Authority: RCW 28B.10.590 and 28B.20.130. 07-16-034, § 478-165-050, filed 7/23/07, effective 8/23/07.]

## Chapter 478-324 WAC

### RULES AND REGULATIONS FOR THE UNIVERSITY OF WASHINGTON IMPLEMENTATION OF THE STATE ENVIRONMENTAL POLICY ACT

#### WAC

478-324-045	SEPA advisory committee responsibility.
478-324-130	Establishment of SEPA information center.
478-324-140	Additional methods of public notice.

**WAC 478-324-045 SEPA advisory committee responsibility.** (1) The responsible official shall consult with the committee as follows:

(a) After completion of an environmental checklist but before threshold determination.

(b) Prior to the responsible official's reconsideration of the threshold determination if substantive comments have been received regarding the DNS.

(c) Prior to the responsible official issuing a mitigated DNS.

(d) Prior to the issuance of a scoping notice.

(e) Prior to the publication of any draft EIS.

(f) Prior to the publication of any final EIS.

(2) Committee review of scoping notice, DNS, and mitigated DNS may occur without a formal meeting.

(3) The university shall give the committee notice of public hearings on the environmental impact of a proposal.

(4) The committee's recommendations shall be advisory and shall not relieve the responsible officials of their responsibilities as established by these procedures.

[Statutory Authority: RCW 28B.20.130 and University of Washington Board of Regents Standing Orders, Chapter 1, Section 2. 10-23-039, § 478-324-045, filed 11/10/10, effective 12/11/10. Statutory Authority: RCW 28B.20.130 and 43.21C.120. 03-12-007, § 478-324-045, filed 5/22/03, effective 6/22/03. Statutory Authority: RCW 43.21C.120. 00-04-039, § 478-324-045, filed 1/25/00, effective 2/25/00.]

**WAC 478-324-130 Establishment of SEPA information center.** (1) The University of Washington office of public records and open public meetings shall serve as the university's SEPA information center.

(2) The following documents shall be maintained at the SEPA information center:

(a) Copies of all SEPA public information registers for a period of one year from the date of publication.

(b) Copies of all environmental checklists, determinations of nonsignificance and determinations of significance for a period of one year from the date of issue.

(c) Copies of all current scoping and public hearing notices.

(d) Copies of all draft and final EISs for a period of three years after the date of publication, except that technical appendices need not be maintained at the SEPA information center if adequate notice is provided regarding where on campus such appendices are located.

(e) Copies of all draft and final EISs which have been incorporated by reference shall be maintained at the SEPA information center for the same time period as the underlying document is maintained.

(f) A current list of individuals designated as responsible officials for university compliance with SEPA.

(g) A current membership list of the SEPA advisory committee.

(h) Copies of agendas and minutes of the SEPA advisory committee for a period of one year after the date of issue.

(3) The documents at the SEPA information center shall be available for public inspection and copies thereof shall be provided upon request. A fee to cover the actual cost of printing/copying may be charged for copies.

[Statutory Authority: RCW 28B.20.130 and University of Washington Board of Regents Standing Orders, Chapter 1, Section 2. 10-23-039, § 478-324-130, filed 11/10/10, effective 12/11/10. Statutory Authority: RCW 43.21C.120. 00-04-039, § 478-324-130, filed 1/25/00, effective 2/25/00. Statutory Authority: RCW 43.21C.120 and WAC 197-11-904. 84-20-074 (Order), § 478-324-130, filed 10/2/84.]

**WAC 478-324-140 Additional methods of public notice.** The university shall provide public notice of scoping, DNS with comment period, public hearings scheduled in accordance with these procedures and availability of draft and final EISs by providing notice in such form as a press release or advertisement in the on-line *University Week*, University of Washington *Daily*, and/or in another legal newspaper of general circulation in the area where the property

which is the subject of the action is located (e.g., *The Seattle Times* or *Tacoma News Tribune*).

[Statutory Authority: RCW 28B.20.130 and University of Washington Board of Regents Standing Orders, Chapter 1, Section 2. 10-23-039, § 478-324-140, filed 11/10/10, effective 12/11/10. Statutory Authority: RCW 28B.20.130 and 43.21C.120. 03-12-007, § 478-324-140, filed 5/22/03, effective 6/22/03. Statutory Authority: RCW 43.21C.120. 00-04-039, § 478-324-140, filed 1/25/00, effective 2/25/00. Statutory Authority: RCW 43.21C.120 and WAC 197-11-904. 84-20-074 (Order), § 478-324-140, filed 10/2/84.]