

Code of Student Conduct

Code of Student Conduct ([Chapter 132M-126 WAC \(apps.leg.wa.gov/wac/default.aspx?cite=132M-126\)](https://apps.leg.wa.gov/wac/default.aspx?cite=132M-126))

Important Note: The 2024 Title IX regulations have been vacated. The 2024 Title IX regulations are no longer applicable. All Title IX Sex Discrimination student complaints will follow the 2020 Title regulations as specified in the College's Supplemental 2020 Title IX Student Conduct Code, [WAC 132M-126-115 through 132M-126-155 \(lawfilesexext.leg.wa.gov/law/WACArchive/2023/WAC%20132M-126%20%20CHAPTER.htm\)](https://apps.leg.wa.gov/law/WACArchive/2023/WAC%20132M-126%20%20CHAPTER.htm) .”

Preamble (WAC 132M-126-005)

Lower Columbia College is a diverse and dynamic learning community. As such, the college maintains a strong commitment to providing a learning environment that is civil and free from disruptive behavior. All members of the college community share in the responsibility to promote a positive learning environment, demonstrate mutual respect and dignity, and avoid adversarial relationships. Thus, students are expected to act as responsible members of this community, maintain a high degree of honesty and integrity, comply with the rules and regulations of the college, and respect the rights, privileges, and property of the college community. [For allegations of sexual harassment occurring prior to August 1, 2024, the archived rules apply and can be found here \(lawfilesexext.leg.wa.gov/law/WACArchive/2023/WAC%20132M-126%20%20CHAPTER.htm\)](https://lawfilesexext.leg.wa.gov/law/WACArchive/2023/WAC%20132M-126%20%20CHAPTER.htm)

Authority (WAC 132M-126-010)

The board of trustees of Washington State Community College District No. 13, acting pursuant to RCW 28B.50.140 (14), delegates to the president of the college the authority to administer disciplinary action. The president is authorized to delegate or reassign any and all duties and responsibilities as set forth in this chapter as may be reasonably necessary. Administration of the disciplinary procedures is the responsibility of the vice president of student services or their designee. Except in cases involving allegations of sex discrimination, including sex-based harassment, the student conduct officer, or delegee, shall serve as the principal investigator and administrator for alleged violations of this code.

Definitions (WAC 132M-126-015)

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

1. "ASLCC" means the associated students of Lower Columbia College as defined in the constitution of that body.

2. "Assembly" means any overt activity engaged in by one or more persons, the object of which is to gain publicity, advocate a view, petition for a cause, or disseminate information to any person, persons, or group of persons.
3. "Business day" means a weekday, excluding weekends, college holidays, and college closure days.
4. "College" means Lower Columbia College and any other college centers or premises established within Washington State Community College District No. 13.
5. "College community" means trustees, students, staff, faculty, and visitors in college facilities and college premises.
6. "College official" includes any person employed by the college performing assigned duties.
7. "College premises" shall include all campuses of the college, wherever located, and includes all land, buildings, facilities, vehicles, equipment, and other property owned, used, or controlled by the college.
8. "Complainant" means the following individuals who are alleged to have been subjected to conduct that would constitute sex discrimination:
 - a. A student or employee; or
 - b. A person other than a student or employee who was participating or attempting to participate in the college's education program or activity at the time of the alleged discrimination.
9. "Conduct review officer" is the vice president of student services or other college administrator designated by the president who is responsible for receiving or referring appeals of student disciplinary actions as specified in this code.
10. "Controlled substance" means and includes any drug or substance as defined in chapter 69.50 RCW as now law or hereafter amended.
11. "Disciplinary action" is the process by which the student conduct officer imposes discipline against a student for a violation of the student code of conduct.
12. "Disciplinary appeal" is the process by which an aggrieved student can appeal the discipline imposed by the student conduct officer. Disciplinary appeals from a suspension in excess of ten instructional days or an expulsion are heard by the student conduct committee. Appeals of all other appealable disciplinary action shall be reviewed through brief adjudicative proceedings.
13. "Faculty member" and "instructor" mean any employee of Washington State Community College District No. 13 who is employed on a full-time or part-time basis as a teacher, instructor, counselor or librarian.
14. "Filing" is the process by which a document is officially delivered to a college official responsible for facilitating a disciplinary review. Unless otherwise provided, filing shall be accomplished by:
 - a. Hand delivery of the document to the specified college official or college official's assistant; or
 - b. By sending the document by email and first-class mail to the specified college official's office and college email address. Papers required to be filed shall be deemed filed upon actual receipt during office hours at the office of the specified college official.

15. "Pregnancy or related conditions" means:
 - a. Pregnancy, childbirth, termination of pregnancy, or lactation; or
 - b. Medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; or
 - c. Recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions.
16. "President" is the president of the college. The president is authorized to:
 - a. Delegate any of their responsibilities as set forth in this chapter as may be reasonably necessary; and
 - b. Reassign any and all duties and responsibilities as set forth in this chapter as may be reasonably necessary.
17. "Program" or "programs and activities" means all operations of the college.
18. "RCW" means Revised Code of Washington which can be accessed at <https://apps.leg.wa.gov/rcw/>.
19. "Relevant" means related to the allegations of sex discrimination under investigation. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decision maker in determining whether the alleged sex discrimination occurred.
20. "Remedies" means measures provided to a complainant or other person whose equal access to the college's educational programs and activities has been limited or denied by sex discrimination. These measures are intended to restore or preserve that person's access to educational programs and activities after a determination that sex discrimination has occurred.
21. "Respondent" is a student who is alleged to have violated the student conduct code.
22. "Service" is the process by which a document is officially delivered to a party. Unless otherwise provided, service upon a party shall be accomplished by:
 - a. Hand delivery of the document to the party; or
 - b. By sending the document by email and by certified mail or first-class mail to the party's last known address. Service is deemed complete upon hand delivery of the document or upon the date the document is emailed and deposited in the mail.
23. "Student" includes all persons taking courses at or through the college, whether on a full-time or part-time basis, and whether such courses are credit courses, noncredit courses, online courses, or otherwise. Persons who withdraw after allegedly violating the code, who are not officially enrolled for a particular term but who have a continuing relationship with the college, or who have been notified of their acceptance for admission are considered "students" for purposes of this chapter.
24. "Student conduct officer" is a college administrator designated by the president to be responsible for implementing and enforcing the student conduct code.
25. "Student employee" means an individual who is both a student and an employee of the college. When a complainant or respondent is a student employee, the college must make a fact-specific inquiry to determine whether the individual's primary relationship with the college is to receive an education and whether any alleged

student conduct code violation including, but not limited to, sex-based harassment, occurred while the individual was performing employment-related work.

26. "Student group" is a student organization, athletic team, or living group including, but not limited to, student clubs and organizations, members of a class or student cohort, student performance groups, and student living groups within student housing.
27. "Student organization" means any number of students who have met the formal requirements of clubs and organizations.
28. "Supportive measures" means reasonable available, individualized and appropriate, nonpunitive and nondisciplinary measures offered by the college to the complainant or respondent without unreasonably burdening either party, and without fee or charge for purposes of:
 - a. Restoring or preserving a party's access to the college's educational program or activity, including measures that are designed to protect the safety of the parties or the college's educational environment; or providing support during the college's investigation and disciplinary procedures, or during any informal resolution process; or
 - b. Supportive measures may include, but are not limited to: Counseling; extensions of deadlines and other course-related adjustments; campus escort services; increased security and monitoring of certain areas of campus; restriction on contact applied to one or more parties; a leave of absence; change in class, work, housing, or extracurricular or any other activity, regardless of whether there is or is not a comparable alternative; and training and education programs related to sex-based harassment.
29. "Title IX coordinator" is the administrator responsible for processing complaints of sex discrimination, including sex-based harassment, overseeing investigations and informal resolution processes, and coordinating supportive measures, in accordance with college policy.

Statement of jurisdiction (WAC 132M-126-020)

1. The student conduct code shall apply to conduct by students or student groups that occurs:
 - a. On college premises;
 - b. At or in connection with college programs or activities; or
 - c. Off-campus premises, if in the judgment of the college the conduct has an adverse impact on the college community, the pursuit of its objectives, or the ability of a student or staff to participate in the college's programs and activities.
2. Jurisdiction extends to, locations in which students are engaged in college programs or activities including, but not limited to, college-sponsored housing, foreign or domestic travel, activities funded by the students, student government, student clubs or organizations, athletic events, training internships, cooperative and distance education, online education, practicums, supervised work experiences or any other college-sanctioned social or club activities.

3. Students are responsible for their conduct from notification of admission to the college through the actual receipt of a certificate or degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment.
4. These standards shall apply to a student's conduct even if the student withdraws from college while a disciplinary matter is pending.
5. The college has sole discretion, on a case-by-case basis, to determine whether the student conduct code will be applied to conduct by students or student groups that occurs off campus.
6. In addition to initiating disciplinary proceedings for violations of the student code, the college may refer any violations of federal, state, or local laws to civil and criminal authorities for disposition. The college reserves the right to pursue student disciplinary proceedings regardless of whether the underlying conduct is subject to civil or criminal prosecution.

Statement of student rights (WAC 132M-126-025)

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

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

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

2. Due process.
 - a. The rights of students to be secure in their persons, quarters, papers, and effects against unreasonable searches and seizures is guaranteed.
 - b. No disciplinary sanction may be imposed on any student without notice to the accused of the nature of the charges.
 - c. A student accused of violating this code of student conduct is entitled, upon request, to procedural due process as set forth in this chapter.

Prohibited student conduct (WAC 132M-126-030)

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

1. **Abuse of others.** Assault, physical abuse, verbal abuse, threat(s), intimidation, or other conduct that harms, threatens, or is reasonably perceived as threatening the health or safety of another person or another person's property unless otherwise protected by law.
2. **Abuse in later life.**
 - a. Neglect, abandonment, economic abuse, or willful harm of an adult aged 50 or older by an individual in an ongoing relationship of trust with the victim; or
 - b. Domestic violence, dating violence, sexual assault, or stalking of an adult aged 50 or older by any individual; and
 - c. Does not include self-neglect.
3. **Academic dishonesty.** Any act of academic dishonesty including:
 - a. Cheating includes any attempt to give or obtain unauthorized assistance relating to the completion of an academic assignment.
 - b. Plagiarism includes taking and using as one's own, without proper attribution, the ideas, writings, or work of another person, or artificial intelligence in completing an academic assignment. Prohibited conduct may also include the unauthorized submission for credit of academic work that has been submitted for credit in another course.
 - c. Fabrication includes falsifying data, information, or citations in completing an academic assignment and also includes providing false or deceptive information to an instructor concerning the completion of an assignment.
 - d. Deliberate damage includes taking deliberate action to destroy or damage another's academic work or college property in order to gain an advantage for oneself or another.
 - e. Academic consequences for academic dishonesty or abetting in academic dishonesty may be imposed at the discretion of a faculty member up to and including a failing grade for the course. Students should refer to each of their faculty's course syllabus and program handbook. Further academic consequences may follow consistent with the provisions in any program handbook including, but not limited to, dismissal from an academic program. Incidents of academic dishonesty may also be referred to the student conduct officer for disciplinary action consistent with this chapter in addition to the academic consequences identified above.

4. **Acts of dishonesty.** Acts of dishonesty include, but are not limited to:
 - a. Forgery, alteration, and/or submission of falsified documents or misuse of any college document, record, or instrument of identification;
 - b. Tampering with an election conducted by or for college students;
 - c. Furnishing false information or failing to furnish correct information, in response to the request or requirement of a college officer or employee; or
 - d. Knowingly making a false statement or submitting false information in relation, or in response, to a college academic or disciplinary investigation or process.
5. **Alcohol.** The use, possession, manufacture, or distribution of alcoholic beverages or paraphernalia (except as expressly permitted by college policies, and federal, state, and local laws), or public intoxication on college premises or at college-sponsored events. Alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to any person not of legal age.
6. **Cannabis, drug, and tobacco violations.**
 - a. **Cannabis.** The use, possession, growing, delivery, sale, or being visibly under the influence of cannabis or the psychoactive compounds found in cannabis and intended for human consumption, regardless of form, or the possession of cannabis paraphernalia on college premises or college-sponsored events. While state law permits the recreational use of marijuana, federal law prohibits such use on college premises or in connection with college activities.
 - b. **Drugs.** The use, possession, production, delivery, sale, or being observably under the influence of any legend drug, including anabolic steroids, androgens, or human growth hormones as defined in chapter 69.41 RCW, or any other controlled substance under chapter 69.50 RCW, except as prescribed for a student's use by a licensed practitioner.
 - c. **Tobacco, electronic cigarettes, and related products.** The use of tobacco, electronic cigarettes, and related products in any building owned, leased or operated by the college or in any location where such use is prohibited, including 25 feet from entrances, exits, windows that open, and ventilation intakes of any building owned, leased or operated by the college. This includes all college sidewalks, parking lots, landscaped areas, sports fields and college buildings. Use of tobacco is also prohibited at events on college premises, or in college-owned, rented or leased vehicles. "Related products" include, but are not limited to, cigarettes, pipes, bidi, clove cigarettes, waterpipes, hookahs, chewing tobacco, vaporizers, and snuff.
7. **Cyber misconduct.** Cyberstalking, cyberbullying or online harassment. Use of electronic communications including, but not limited to, electronic mail, instant messaging, electronic bulletin boards, applications (apps), and social media sites to harass, abuse, bully or engage in other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person. Prohibited activities include, but are not limited to, unauthorized monitoring of another's email communications directly or through spyware, sending threatening emails, disrupting electronic communications with spam or by sending a computer

virus, sending false messages to third parties using another's email identity, nonconsensual recording of sexual activity, and nonconsensual distribution of a recording of sexual activity.

8. **Disruption or obstruction.** Disruption or obstruction of instruction, research, administration, disciplinary proceeding, or other college activity, including the obstruction of the free flow of pedestrian or vehicular movement on college premises or at a college activity, or any activity that is authorized to occur on college premises, whether or not actually conducted or sponsored by the college.
9. **Discriminatory harassment.**
 - a. Unwelcome and offensive conduct, including verbal, nonverbal, or physical conduct, not otherwise protected by law, that is directed at a person because of such person's protected status and that is sufficiently severe, persistent, or pervasive so as to:
 - i. Limit the ability of a student to participate in or benefit from the college's educational and/or social programs and/or student housing;
 - ii. Alter the terms of an employee's employment; or
 - iii. Create an intimidating, hostile, or offensive environment for other campus community members.
 - b. Protected status includes a person's race; color; creed/religion; national origin; presence of any sensory, mental or physical disability; use of a trained service animal; sex, including pregnancy; marital status; age; genetic information; sexual orientation; gender identity or expression; veteran or military status; HIV/AIDS and hepatitis C status; or membership in any other group protected by federal, state, or local law.
 - c. Discriminatory harassment may be physical, verbal, or nonverbal conduct and may include written, social media, and electronic communications not otherwise protected by law.
10. **Ethical violation.** The breach of any generally recognized and published code of ethics or standards of professional practice that governs the conduct of a particular profession for which the student is taking a course or is pursuing as an educational goal or major.
11. **Failure to comply with directive.** Failure to comply with the directive of a college officer or employee who is acting in the legitimate performance of their duties, including failure to properly identify oneself to such a person when requested to do so.
12. **Harassment or bullying.** Conduct unrelated to a protected class that is unwelcome and sufficiently severe, persistent, or pervasive such that it could reasonably be expected to create an intimidating, hostile, or offensive environment, or has the purpose or effect of unreasonably interfering with a person's academic or work

performance, or a person's ability to participate in or benefit from the college's programs, services, opportunities, or activities.

- a. Harassing conduct may include, but is not limited to, physical, verbal, or nonverbal conduct, including written, social media, and electronic communications not otherwise protected by law.
- b. For purposes of this code, "bullying" is defined as repeated or aggressive unwanted behavior not otherwise protected by law when a reasonable person would feel humiliated, harmed, or intimidated.
- c. For purposes of this code, "intimidation" is an implied threat. Intimidation exists when a reasonable person would feel threatened or coerced even though an explicit threat or display of physical force has not been made. Intimidation is evaluated based on the intensity, frequency, context, and duration of the comments or actions.

13. **Hazing.**

- a. Hazing is any act committed as part of:
 - i. A person's recruitment, initiation, pledging, admission into, or affiliation with a student group;
 - ii. Any pastime or amusement engaged in with respect to such a student group; or
 - iii. That causes, or is likely to cause, bodily danger or physical harm, or serious psychological or emotional harm, to any student.
- b. Examples of hazing include, but are not limited to:
 - i. Causing, directing, coercing, or forcing a person to consume any food, liquid, alcohol, drug, or other substance which subjects the person to risk of such harm;
 - ii. Humiliation by ritual act;
 - iii. Striking another person with an object or body part;
 - iv. Causing someone to experience excessive fatigue, or physical and/or psychological shock; or
 - v. Causing someone to engage in degrading or humiliating games or activities that create a risk of serious psychological, emotional, and/or physical harm.
- c. Hazing does not include customary athletic events or other similar contests or competitions.
- d. Consent is not a valid defense against hazing.

14. **Indecent exposure.** The intentional or knowing exposure of a person's genitals or other private body parts when done in a place or manner in which such exposure is likely to cause affront or alarm. Breastfeeding or expressing breast milk is not indecent exposure.

15. **Lewd conduct.** Conduct which is lewd or obscene that is not otherwise protected under the law.

16. **Misuse of electronic resources.** Theft or other misuse of computer time or other electronic information resources of the college. Such misuse includes, but is not limited to:
- a. Unauthorized use of such resources or opening of a file, message, or other item;
 - b. Unauthorized duplication, transfer, or distribution of a computer program, file, message, or other item;
 - c. Unauthorized use or distribution of someone else's password or other identification;
 - d. Use of such time or resources to interfere with someone else's work;
 - e. Use of such time or resources to send, display, or print an obscene or abusive message, text, or image;
 - f. Use of such time or resources to interfere with normal operation of the college's computing system or other electronic information resources;
 - g. Use of such time or resources in violation of applicable copyright or other law;
 - h. Adding to or otherwise altering the infrastructure of the college's electronic information resources without authorization; or
 - i. Failure to comply with the college's electronic use policy.
17. **Property violation.** Damage to, misappropriation of, unauthorized use or possession of, vandalism, or other nonaccidental damaging or destruction of college property or the property of another person. Property for purposes of this subsection includes computer passwords, access codes, identification cards, personal financial account numbers, other confidential personal information, intellectual property, and college trademarks.
18. **Retaliation.** Harming, threatening, intimidating, coercing, or other adverse action taken against any individual for reporting, providing information, exercising one's rights or responsibilities, participating, or refusing to participate, in the process of responding to, investigating, or addressing allegations or violations of federal, state, or local law, or college policies.
19. **Safety violations.** Nonaccidental, reckless, or unsafe conduct that interferes with or otherwise compromises any college policy, equipment, or procedure relating to the safety and security of the campus community, including tampering with fire safety equipment and triggering false alarms or other emergency response systems.
20. **Sex discrimination.** The term "sex discrimination" includes sex-based harassment, and may occur when a respondent causes more than de minimis harm to an individual by treating them different from a similarly situated individual on the basis of: Sex stereotype, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity. Except as permitted by 20 U.S.C. 1681 (a)(1) through (9) and the corresponding regulations §§ 106.12 through 106.15, 20 U.S.C. 1686 and its corresponding regulation § 106.32(b)(1), or § 106.41(b), preventing a

person from participating in an education program or activity consistent with their gender identity constitutes more than de minimis harm and is prohibited.

- a. **Sex-based harassment.** "Sex-based harassment" is a form of discrimination and means of sexual harassment or other harassment on the basis of sex, including the following conduct:
 - i. **Quid pro quo harassment.** A student, employee, agent, or other person authorized by the college to provide an aid, benefit, or service under the college's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct.
 - ii. **Hostile environment.** Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the recipient's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:
 - A. The degree to which the conduct affected the complainant's ability to access the college's education program or activity;
 - B. The type, frequency, and duration of the conduct;
 - C. The parties' ages, roles within the college's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
 - D. The location of the conduct and the context in which the conduct occurred; and
 - E. Other sex-based harassment in the college's education program or activity.
 - iii. **Sexual violence.** "Sexual violence" includes nonconsensual sexual intercourse, nonconsensual sexual contact, domestic violence, incest, statutory rape, dating violence, and stalking.
 - A. **Nonconsensual sexual intercourse** is any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a person upon another person, that is without consent and/or by force. Sexual intercourse includes anal or vaginal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.
 - B. **Nonconsensual sexual contact (fondling)** is any actual or attempted sexual touching, however slight, with any body part or object, by a person upon another person that is without consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, mouth, or other bodily orifice

of another individual, or any other bodily contact in a sexual manner.

- C. **Incest** is sexual intercourse or sexual contact with a person known to be related to them, either legitimately or illegitimately, as an ancestor, descendant, brother, or sister of either wholly or half related. Descendant includes stepchildren, and adopted children under the age of 18.
- D. **Statutory rape (rape of a child)** is nonforcible sexual intercourse with a person who is under the statutory age of consent.
- E. **Domestic violence** is physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, coercive control, damage or destruction of personal property, stalking or any other conduct prohibited under RCW 10.99.020, committed by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the state of Washington, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the state of Washington.
- F. **Dating violence** is physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - I. The length of the relationship;
 - II. The type of relationship; and
 - III. The frequency of interactions between the persons involved in the relationship.
- G. **Stalking** means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear

for their safety or the safety of others or to suffer substantial emotional distress.

- b. **Consent.** For purposes of this code, "consent" means knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity.
 - i. Each party has the responsibility to make certain that the other has consented before engaging in the activity.
 - ii. For consent to be valid, there must be at the time of the act of sexual intercourse or sexual contact actual word or conduct indicating freely given agreement to have sexual intercourse or sexual contact.
 - iii. A person cannot consent if they are unable to understand what is happening or are disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has engaged in nonconsensual conduct.
 - iv. Intoxication is not a defense against allegations that an individual has engaged in nonconsensual sexual conduct.
- c. **Title IX retaliation** means intimidation, threats, coercion, or discrimination against any person by a student, for the purpose of interfering with any right or privilege secured by Title IX, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in a sex discrimination investigation, proceeding, or hearing, including during an informal resolution process, during a Title IX investigation, or during any disciplinary proceedings involving allegations of sex discrimination.

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

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

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

- a. Commissioned law enforcement personnel or legally authorized military personnel while in performance of their duties;
- b. Students with legally issued weapons permits may store their weapons in their vehicle parked on campus in accordance with RCW 9.41.050 (2) or (3), provided the vehicle is locked and the weapon is concealed from view; or
- c. The president may grant permission to bring a weapon on campus upon a determination that the weapon is reasonably related to a legitimate

pedagogical purpose. Such permission shall be in writing and shall be subject to such terms or conditions incorporated in the written permission.

- d. Possession and/or use of disabling chemical sprays for purpose of self-defense is not prohibited. In addition to initiating discipline proceedings for violation of the student conduct code, the college may refer any violations of federal, state, or local laws to civil and criminal authorities for disposition. The college reserves the right to pursue student disciplinary proceedings regardless of whether the underlying conduct is subject to civil or criminal prosecution.

Corrective action, disciplinary sanctions and terms and conditions (WAC 132M-126-035)

1. One or more of the following corrective actions or disciplinary sanctions may be imposed upon a student or upon college-sponsored student organizations, athletic teams, or living groups found responsible for violating the student conduct code.
 - a. **Warning.** A verbal or written statement to a student that there is a violation and that continued violation may because for further disciplinary action. Warnings are corrective actions, not disciplinary, and may not be appealed.
 - b. **Written reprimand.** Notice in writing that the student has violated one or more terms of this code of conduct and that continuation of the same or similar behavior may result in more severe disciplinary action.
 - c. **Disciplinary probation.** Formal action placing specific conditions and restrictions upon the student's continued attendance depending upon the seriousness of the violation and which may include a deferred disciplinary sanction. If the student subject to a deferred disciplinary sanction is found in violation of any college rule during the time of disciplinary probation, the deferred disciplinary sanction which may include, but is not limited to, a suspension or a dismissal from the college, shall take effect immediately without further review. Any such sanction shall be in addition to any sanction or conditions arising from the new violation. Probation may be for a limited period of time or may be for the duration of the student's attendance at the college.
 - d. **Disciplinary suspension.** Dismissal from the college and from student status for a stated period of time. There will be no refund of tuition or fees for the quarter in which the action is taken.
 - e. **Dismissal.** The revocation of all rights and privileges of membership in the college community and exclusion from the campus and college-owned or controlled facilities without any possibility of return. There will be no refund of tuition or fees for the quarter in which the action is taken.

2. Disciplinary terms and conditions that may be imposed alone or in conjunction with the imposition of a disciplinary sanction include, but are not limited to, the following:
 - a. **Educational.** Participation in or successful completion of an educational activity designed to create an awareness of the student's misconduct.
 - b. **Loss of privileges.** Denial of specified privileges for a designated period of time.
 - c. **Not in good standing.** A student deemed "not in good standing" with the college shall be subject to the following restrictions:
 - i. Ineligible to hold an office in any student organization recognized by the college or to hold any elected or appointed office of the college.
 - ii. Ineligible to represent the college to anyone outside the college community in any way, including representing the college at any official function, or any forms of intercollegiate competition or representation.
 - d. **No contact directive.** An order directing a student to have no contact with a specified student, college employee, a member of the college community, or a particular college facility.
 - e. **Professional evaluation.** Referral for drug, alcohol, psychological, or medical evaluation by an appropriately certified or licensed professional may be required. The student may choose the professional within the scope of practice and with the professional credentials as defined by the college. The student will sign all necessary releases to allow the college access to any such evaluation. The student's return to college may be conditioned upon compliance with recommendations set forth in such a professional evaluation. If the evaluation indicates that the student is not capable of functioning within the college community, the student will remain suspended until future evaluation recommends that the student is capable of reentering the college and complying with the rules of conduct.
 - f. **Restitution.** Reimbursement for damage to or misappropriation of property, or for injury to persons, or for reasonable costs incurred by the college in pursuing an investigation or disciplinary proceeding. This may take the form of monetary reimbursement, appropriate service, or other compensation.
 - g. **Trespass or restriction.** A student may be restricted from any or all college premises and/or college-sponsored activities based on the violation.
 - h. **Campus housing suspension or termination.** Removal from a campus housing for a specified period or permanently. Conditions may be imposed before a student is permitted to return to a campus housing.
3. More than one of the disciplinary terms and conditions listed above may be imposed for any single violation.
4. If a student withdraws from the college or fails to reenroll before completing a disciplinary sanction or condition, the disciplinary sanction or condition must be completed either prior to or upon the student's reenrollment, depending on the nature of the sanction, condition, and/or the underlying violation. Completion of disciplinary sanctions and conditions may be considered in petitions for readmission to the college.

Hazing prohibited—Sanctions (WAC 132M-126-036)

1. Any student group that knowingly permits hazing is strictly liable for harm caused to persons or property resulting from hazing. If the organization, association, or student living group is a corporation, whether for profit or nonprofit, the individual directors of the corporation may be held individually liable for damages.
2. Any person who participates in the hazing of another shall forfeit any entitlement to state-funded grants, scholarships, or awards for a period of time determined by the college.
3. Any student group that knowingly permit hazing to be conducted by its members or by others subject to its direction or control, shall be deprived of any official recognition or approval granted by the college.
4. Any student group found responsible for violating the code of student conduct, college anti-hazing policies, or state or federal laws relating to hazing or offenses related to alcohol, drugs, sexual assault, or physical assault will be disclosed in a public report issued by the college setting forth the name of the student group, the date the investigation began, the date the investigation ended, a finding of responsibility, a description of the incident(s) giving rise to the finding, and the details of the sanction(s) imposed.

Amnesty Policy (WAC 132M-126-037)

1. Lower Columbia College values the health, safety, and wellness of those in our college community. Students are encouraged to report crimes, share concerns, and seek medical attention for themselves or others in need.
2. A student conduct officer may elect not to initiate disciplinary action against a student who, while in the course of helping another person seek medical or other emergency assistance, admits to a possible policy violation under this student conduct code, provided that any such violations did not and do not place the health or safety of any other person at risk.
3. A student conduct officer may elect not to initiate disciplinary action against a student who, while in the course of reporting violence, sexual misconduct, or a crime in progress, admits to personal consumption of alcohol or drugs at or near the time of the incident, provided that any such use did not place the health or safety of any other person at risk.
4. While policy violations cannot be overlooked, the college may elect to offer educational options or referrals, rather than initiating disciplinary action against students who report crimes, serve as witnesses, or seek medical attention as described in this section.
5. This amnesty policy may not apply to students who repeatedly violate college policies in regards to alcohol, drugs, or other prohibited conduct.

Initiation of disciplinary action (WAC 132M-126-040)

1. Any member of the college community may file a complaint against a student or student group for possible violations of the student conduct code.
2. The student conduct officer or designee, may review and investigate any complaint to determine whether it appears to state a violation of the student conduct code.
 - a. **Sex discrimination, including sex-based harassment.** The college's Title IX coordinator or designee shall review, process, and if applicable, investigate complaints or other reports of sex discrimination, including sex-based harassment. Allegations of sex discrimination, including sex-based harassment, by a student shall be addressed through the student conduct code. Allegations involving employees or third parties associated with the college will be handled in accordance with college policies.
 - b. **Hazing by student groups.** A student conduct officer, or designee, may review and investigate any complaint or allegation of hazing by a student group. A student group will be notified through its named officer(s) and address on file with the college. A student group may designate one representative who may speak on behalf of a student group during any investigation and/or disciplinary proceeding. A student group will have the rights of a respondent as set forth below.
3. Investigations will be completed in a timely manner and the results of the investigation shall be referred to the student conduct officer for disciplinary action.
4. If a student conduct officer determines that a complaint appears to state a violation of the student conduct code, the student conduct officer will consider whether the matter might be resolved through agreement with the respondent or through alternative dispute resolution proceedings involving the complainant and the reporting party.
 - a. Informal dispute resolution shall not be used to resolve sex-based harassment complaints without written permission from both the complainant and the respondent.
 - b. If the parties elect to mediate a dispute through informal dispute resolution, either party shall be free to discontinue mediation at any time.
5. If the student conduct officer has determined that a complaint has merit and if the matter is not resolved through agreement or informal dispute resolution, the student conduct officer may initiate disciplinary action against the respondent.
6. Both the respondent and the complainant in cases involving allegation of sex discrimination shall be provided the same procedural rights to participate in student discipline matters, including the right to participate in the disciplinary process and to appeal any disciplinary decision.
7. All disciplinary actions will be initiated by the student conduct officer. If that officer is the subject of a complaint initiated by the respondent, the president shall, upon request and when feasible, designate another person to fulfill any such disciplinary responsibilities relative to the complainant.

8. The student conduct officer shall initiate disciplinary action by serving the respondent with written notice directing them to attend a disciplinary meeting. The notice shall briefly describe the factual allegations, the provision(s) of the conduct code the respondent is alleged to have violated, the range of possible sanctions for the alleged violation(s), and specify the time and location of the meeting.
9. At the meeting, the student conduct officer will present the allegations to the respondent and the respondent shall be afforded an opportunity to explain what took place. If the respondent fails to attend the meeting after proper service of notice, the student conduct officer may take disciplinary action based upon the available information.
10. Within 10 business days of the initial disciplinary meeting, and after considering the evidence in the case, including any facts or argument presented by the respondent, the student conduct officer shall serve the respondent with a written decision setting forth the facts and conclusions supporting their decision, the specific student conduct code provisions found to have been violated, the discipline imposed, if any, and a notice of any appeal rights with an explanation of the consequences of failing to file a timely appeal. This period may be extended at the sole discretion of the student conduct officer, if additional information is necessary to reach a determination. The student conduct officer will notify the parties of any extension period and the reason therefore.
11. The student conduct officer may take any of the following disciplinary actions:
 - a. Exonerate the respondent and terminate the proceedings;
 - b. Impose a disciplinary sanction(s), as described in WAC 132M-126-035; or
 - c. Refer the matter directly to the student conduct committee for such disciplinary action as the committee deems appropriate. Such referral shall be in writing, to the attention of the chair of the student conduct committee, with a copy served on the respondent.
12. In cases involving allegations of sex discrimination, the student conduct officer shall review the investigation report provided by the Title IX coordinator, and determine whether, by a preponderance of the evidence, there was a violation of the student conduct code; and if so, what disciplinary sanction(s) and/or remedies will be recommended. The student conduct officer shall, within five business days of receiving the investigation report, serve respondent, complainant, and the Title IX coordinator with a written recommendation, setting forth the facts and conclusions

supporting their recommendation. The time for serving a written recommendation may be extended by the student conduct officer for good cause.

- a. The complainant and respondent may either accept the student conduct officer's recommended disciplinary sanction(s) or request a hearing before a student conduct committee.
- b. The complainant and the respondent shall have 21 calendar days from the date of the written recommendation to request a hearing before the student conduct committee.
- c. The request for a hearing may be verbal or written, but must be clearly communicated to the student conduct officer.
- d. The student conduct officer shall promptly notify the other party of the request.
- e. In cases involving sex discrimination, the student conduct officer may recommend dismissal of the complainant if:
 - i. The college is unable to identify respondent after taking reasonable steps to do so;
 - ii. Respondent is not participating in the college's educational programs or activities;
 - iii. The complainant has voluntarily withdrawn any or all of the allegations in the complaint, and the Title IX coordinator has declined to initiate their own complaint;
 - iv. The college determines that, even if proven, the conduct alleged by the complainant would not constitute sex discrimination; or
 - v. The conduct alleged by the complainant falls outside of the college's disciplinary jurisdiction.
- f. In cases involving allegations of sex-based harassment, the college must obtain the complainant's voluntary withdrawal in writing before the matter can be dismissed.
- g. If no request for a full hearing is provided to the student conduct officer, the student conduct officer's written recommendation shall be final and implemented immediately following the expiration of 21 calendar days from the date of the written recommendation.
- h. Upon receipt of the student conduct officer's written recommendation, the Title IX coordinator or their designee shall review all supportive measures and, within five business days, provide written direction to the complainant and respondent as to any supportive measures that will be implemented, continued, modified, or terminated. If either party is dissatisfied with the supportive measures, the party may seek review in accordance with the college's Title IX investigation procedure.
- i. If the respondent is found responsible for engaging in sex discrimination, the Title IX coordinator shall also take prompt steps to coordinate and implement any necessary remedies to ensure that sex discrimination does not recur and that complainant has equal access to the college's program and activities.

Appeal from disciplinary action (WAC 132M-126-045)

1. Except as specified for cases involving allegations of sex discrimination, as set forth by WAC 132M-126-040(12), the respondent may appeal a disciplinary action by filing a written notice of appeal with the conduct review officer within 21 calendar days of the student conduct officer's decision. Failure to file a notice of appeal timely constitutes a waiver of the right to appeal and the student conduct officer's decision shall be deemed final.
2. The notice of appeal must include a brief statement explaining why the respondent is seeking review.
3. The parties to an appeal shall be the respondent, complainant if any, and the student conduct officer.
4. A respondent, who timely appeals a disciplinary action or whose case is referred to the student conduct committee, has a right to a prompt, fair, and impartial hearing as provided for in these procedures.
5. On appeal, the college bears the burden of establishing the evidentiary facts underlying the imposition of a disciplinary sanction by a preponderance of the evidence.
6. Imposition of disciplinary action for violation of the student conduct code shall be stayed pending appeal, unless respondent has been summarily suspended.
7. A conduct review officer shall conduct a brief adjudicative proceeding for appeals of:
 - a. Suspensions of 10 instructional days or less;
 - b. Disciplinary probation;
 - c. Sex discrimination, including sex-based harassment cases; and
 - d. Disciplinary cases referred to the committee by the student conduct officer, the conduct review officer, or the president.

Brief adjudicative proceedings authorization (WAC 132M-126-050)

Brief adjudicative proceedings shall be used for student conduct appeals involving the following disciplinary actions:

1. Suspension of ten instructional days or less;
2. Disciplinary probation;
3. Written reprimands;
4. Any conditions or terms imposed in conjunction with one of the foregoing disciplinary actions; and
5. Appeals by a complainant in student disciplinary proceeding involving allegations of sexual misconduct in which the student conduct officer:
 - a. Dismisses disciplinary proceedings based upon a finding that the allegations of sexual misconduct have no merit; or
 - b. Issues a verbal warning to the respondent.

Brief adjudicative proceedings—Initial hearing (WAC 132M-126-055)

1. Brief adjudicative proceedings shall be conducted by a conduct review officer. The conduct review officer shall not participate in any case in which they are a complainant or witness, or in which they have direct or personal interest, prejudice, or bias, or in which they have acted previously in an advisory capacity.
2. The parties to a brief adjudicative proceeding are the respondent, the student conduct officer. Before taking action, the conduct review officer shall conduct an informal hearing and provide each party:
 - a. An opportunity to be informed of the agency's view of the matter; and
 - b. An opportunity to explain the party's view of the matter.
3. The conduct review officer shall serve an initial decision upon the respondent and the student conduct officer within 10 business days of consideration of the appeal. The initial decision shall contain a brief written statement of the reasons for the decision and information about how to seek administrative review of the initial decision. If no request for review is filed within 21 calendar days of service of the initial decision, the initial decision shall be deemed the final decision.
4. If the conduct review officer upon review determines that the respondent's conduct may warrant imposition of a disciplinary suspension in excess of 10 instructional days or expulsion, the matter shall be referred to the student conduct committee for a disciplinary hearing.

Brief adjudicative proceedings—Review of an initial decision (WAC 132M-126-060)

1. An initial decision is subject to review by the president or designee, provided the party files a written request for review with the conduct review officer within 21 calendar days of service of the initial decision.
2. The president or designee shall not participate in any case in which they are a complainant or witness, or in which they have direct or personal interest, prejudice, or bias, or in which they have acted previously in an advisory capacity.
3. During the review, the president or designee shall give all parties an opportunity to file written responses explaining their view of the matter and shall make any inquiries necessary to ascertain whether the sanctions should be modified or whether the proceedings should be referred to the student conduct committee for a formal adjudicative hearing.
4. The decision on review must be in writing and must include a brief statement of the reasons for the decision and must be served on the parties within 20 calendar days of the initial decision or of the request for review, whichever is later. The decision on review will contain a notice that judicial review may be available. A request for review may be deemed to have been denied if the president or designee does not make a disposition of the matter within 20 calendar days after the request is submitted.

5. If the president or designee upon review determines that the respondent's conduct may warrant imposition of a disciplinary suspension of more than 10 instructional days or expulsion, the matter shall be referred to the student conduct committee for a disciplinary hearing.

Brief adjudicative proceedings—College record (WAC 132M-126-065)

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

Student conduct committee (WAC 132M-126-070)

1. The student conduct committee shall consist of five members:
 - a. Two full-time students appointed by the student government (ASLCC);
 - b. Two faculty members appointed by the faculty association;
 - c. One administrative staff member (other than an administrator serving as a student conduct or conduct review officer), or other impartial hearing chair, appointed by the president.
2. The administrative staff member or other impartial hearing officer shall serve as the chair of the committee and may take action on preliminary hearing matters prior to convening the committee.
3. Hearings may be heard by a quorum of three members of the committee so long as the chair, one faculty member and one student are included on the hearing panel. Committee action may be taken upon a majority vote of all committee members attending the hearing.
4. Members of the student conduct committee shall not participate in any case in which they are a party, complainant, or witness, in which they have direct or personal interest, prejudice, or bias, or in which they have acted previously in an advisory capacity. Any party may petition the committee for disqualification of a committee member.
5. For cases involving allegations of sex discrimination, including sex-based harassment, members of the student conduct committee must receive training on serving impartially, avoiding prejudgment of facts at issue, conflicts of interest, and bias. The chair must also receive training in the student conduct process for sex discrimination cases, as well as the meaning and application of the term "relevant" in relation to questions and evidence, and the types of evidence that are impermissible, regardless of relevance in accordance with 34 C.F.R §§ 106.45 and 106.46.
6. The college, may, in its sole discretion, contract with an administrative law judge or other qualified person to act as the presiding officer, authorized to exercise any or all duties of the student conduct committee and/or committee chair.

Student conduct committee—Prehearing (WAC 132M-126-075)

1. Proceedings of the student conduct committee shall be governed by the Administrative Procedure Act, chapter 34.05 RCW.
2. The student conduct committee chair shall serve all parties with written notice of the hearing not less than seven days in advance of the hearing date. The notice must include:
 - a. A copy of the student conduct code;
 - b. The basis for jurisdiction;
 - c. The alleged violation(s);
 - d. A summary of facts underlying the allegations;
 - e. The range of possible sanctions that may be imposed; and
 - f. A statement that retaliation is prohibited.
3. The chair is authorized to conduct prehearing conferences and/or to make prehearing decisions concerning the extent and form of any discovery, issuance of protective decisions, and similar procedural matters.
4. Upon request filed at least five calendar days before the hearing by any party or at the direction of the committee chair, the parties shall exchange, no later than the third day prior to the hearing, lists of potential witnesses and copies of potential exhibits that they reasonably expect to present to the committee. Failure to participate in good faith in such a requested exchange may be cause for exclusion from the hearing of any witness or exhibit not disclosed, absent a showing of good cause for such failure.
5. The chair may provide to the committee members in advance of the hearing copies of (a) the student conduct officer's notification of imposition of discipline (or referral to the committee) and (b) the notice of appeal (or any response to referral) by the respondent. If doing so, however, the chair should remind the members that these "pleadings" are not evidence of any facts they may allege.
6. The parties may agree before the hearing to designate specific exhibits as admissible without objection and, if they do so, whether the committee chair may provide copies of these admissible exhibits to the committee members before the hearing.
7. The student conduct officer shall provide reasonable assistance to the respondent and complainant in procuring the presence of college students, employees, staff, and volunteers to appear at a hearing, provided the respondent and complainant provide a witness list to the student conduct officer no less than three business days in advance of the hearing. The student conduct officer shall notify the respondent and complainant no later than 24 hours in advance of the hearing if they have been unable to contact any prospective witnesses to procure their appearance at the hearing. The committee chair will determine how to handle the absence of a witness and shall describe on the record their rationale for any decision.
8. Communications between committee members and other hearing participants regarding any issue in the proceeding, other than procedural communications that are necessary to maintain an orderly process, are generally prohibited

without notice and opportunity for all parties to participate, and any improper ex parte communication shall be placed on the record, as further provided in RCW 34.05.455.

9. In cases heard by the committee, each party may be accompanied at the hearing by an advisor of their choice, which may be an attorney retained at the party's expense.
10. The committee will ordinarily be advised by an assistant attorney general. If the respondent and/or complainant is represented by an attorney, the student conduct officer may also be represented by an assistant attorney general.
11. Attorneys for students must file a notice of appearance with the committee chair at least four business days before the hearing. Failure to do so may, at the discretion of the committee chair, result in a waiver of the attorney's ability to represent the student at the hearing, although an attorney will still serve as an advisor to the student.
12. In cases involving allegations of sex discrimination, the complainant has a right to participate equally in any part of the disciplinary process, including appeals. Respondent and complainant both have the following rights:
 - a. **Notice.** The college must provide notice that includes all information required in subsection (2) of this section, and a statement that the parties are entitled to an equal opportunity to access relevant and permissible evidence, or a description of the evidence upon request.
 - b. **Advisors.** The complainant and respondent are both entitled to have an advisor present, who may be an attorney retained at the party's expense.
 - c. **Extension of time.** The chair may, upon written request of any party and a showing of good cause, extend the time for disclosure of witness and exhibit lists, accessing and reviewing evidence, or the hearing date, in accordance with the procedures set forth in subsection (13)(b) of this section.
 - d. **Evidence.** In advance of the hearing, the student conduct officer shall provide reasonable assistance to the respondent and complainant in accessing and reviewing the investigative report and relevant and not otherwise impermissible evidence that is within the college's control.
 - e. **Confidentiality.** The college shall take reasonable steps to prevent the unauthorized disclosure of information obtained by a party solely through the disciplinary process, which may include, but are not limited to, directives by the student conduct officer or chair pertaining to the dissemination, disclosure, or access to evidence outside the context of the disciplinary hearing.

13. In cases involving allegations of sex-based harassment, the following additional procedures apply:

- a. **Notice.** In addition to all information required in subsection (2) of this section, the notice must also inform the parties that:
 - i. The respondent is presumed not responsible for the alleged sex-based harassment;
 - ii. The parties will have an opportunity to present relevant and not otherwise impermissible evidence to a trained, impartial decision maker;
 - iii. They may have an advisor of their choice, who may be an attorney, to assist them during the hearing;
 - iv. They are entitled to an equal opportunity to access relevant and not otherwise impermissible evidence in advance of the hearing; and
 - v. The student conduct code prohibits knowingly making false statements or knowingly submitting false information during a student conduct proceeding.
- b. **Extensions of time.** The chair may, upon written request of any party and a showing of good cause, extend the time for disclosure of witness and exhibit lists, accessing and reviewing evidence, or the hearing date. The party requesting an extension must do so no later than 48 hours before any date specified in the notice of hearing or by the chair in any prehearing conference. The written request must be served simultaneously by email to all parties and the chair. Any party may respond and object to the request for an extension of time no later than 24 hours after service of the request for an extension. The chair will serve a written decision upon all parties, to include the reasons for granting or denying any request. The chair's decision shall be final. In exceptional circumstances, for good cause shown, the chair may, in their sole discretion, grant extensions of time that are made less than 48 hours before any deadline.
- c. **Advisors.** The college shall provide an advisor to the respondent and any complainant, if the respondent or complainant have not otherwise identified an advisor to assist during the hearing.
- d. **Evidence.** In advance of the hearing, the student conduct officer shall provide reasonable assistance to the respondent and complainant in accessing and reviewing the investigative report and relevant and not otherwise impermissible evidence that is within the college's control.
- e. **Confidentiality.** The college shall take reasonable steps to prevent the unauthorized disclosure of information obtained by a party solely through the disciplinary process, which may include, but are not limited to, directives by the student conduct officer or chair issuing directives pertaining to the dissemination, disclosure, or access to evidence outside the context of the disciplinary hearing.
- f. **Separate locations.** The chair may, or upon the request of any party, must conduct the hearing with the parties physically present in separate locations,

with technology enabling the committee and parties to simultaneously see and hear the party or the witness while that person is speaking.

- g. **Withdrawal of complaint.** If a complainant wants to voluntarily withdraw a complaint, they must provide notice to the college in writing before a case can be dismissed.

Student conduct committee hearings— Presentations of evidence (WAC 132M-126-080)

1. Upon the failure of any party to attend or participate in a hearing, the student conduct committee may either:
 - a. Proceed with the hearing and issuance of its decision; or
 - b. Serve a decision of default in accordance with RCW 34.05.440.
2. The hearing will ordinarily be closed to the public. However, if all parties agree on the record that some or all of the proceedings be open, the chair shall determine any extent to which the hearing will be open. If any person disrupts the proceedings, the chair may exclude that person from the hearing room.
3. The chair shall cause the hearing to be recorded by a method that they select, in accordance with RCW 34.05.449. That recording, or a copy, shall be made available to any party upon request. The chair shall assure maintenance of the record of the proceeding that is required by RCW 34.05.476, which shall also be available upon request for inspection and copying by any party. Other recording shall also be permitted, in accordance with WAC 10-08-190.
4. The chair shall preside at the hearing and decide procedural questions that arise during the hearing, except as overridden by majority vote of the committee.
5. The student conduct officer (unless represented by an assistant attorney general) shall present the college's case.
6. All testimony shall be given under oath or affirmation. Evidence shall be admitted or excluded in accordance with RCW 34.05.452.
7. In cases involving allegations of sex discrimination, the complainant and respondent may not directly question one another or other witnesses. In such circumstances, the chair will determine whether questions will be submitted to the chair, who will then ask questions of the parties and witnesses, or allow questions to be asked directly of any party or witnesses by a party's attorney or advisor. The committee chair may revise this process if, in the chair's determination, the questioning by any party, attorney, or advisor, becomes contentious or harassing.
 - a. Prior to any question being posed to a party or witness, the chair must determine whether the question is relevant and not otherwise impermissible; and must explain any decision to exclude a question that is deemed not relevant, or is otherwise impermissible. The chair will retain for the record copies of any written questions provided by any party.
 - b. The chair must not permit questions that are unclear or harassing; but shall give the party an opportunity to clarify or revise such a question.
 - c. The chair shall exclude and the committee shall not consider legally privileged information unless the individual holding the privilege has

waived the privilege. Privileged information includes, but is not limited to, information protected by the following:

- i. Spousal/domestic partner privilege;
 - ii. Attorney-client communications and attorney work product privilege;
 - iii. Clergy privileges;
 - iv. Medical or mental health providers and counselor privileges;
 - v. Sexual assault and domestic violence advocate privileges; and
 - vi. Other legal privileges set forth in RCW 5.60.060 or federal law.
- d. The chair shall exclude and the committee shall not consider questions or evidence that relate to the complainant's sexual interests or prior sexual conduct, unless such question or evidence is offered to prove someone other than the respondent committed the alleged conduct, or is evidence of specific instances of prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.
8. Except in cases involving allegations of sex-based harassment, the chair has the discretion to determine whether a respondent may directly question any witnesses; and if not, to determine whether questions must be submitted to the chair to be asked of witnesses, or to allow questions to be asked by an attorney or advisor for the respondent.

Student conduct committee—Initial decision (WAC 132M-126-085)

1. At the conclusion of the hearing, the student conduct committee shall permit the parties to make closing arguments in whatever form it wishes to receive them. The committee also may permit each party to propose findings, conclusions, and/or a proposed decision for its consideration.
2. Within 20 calendar days following the conclusion of the hearing or the committee's receipt of closing arguments, the committee shall issue an initial decision in accordance with RCW 34.05.461 and WAC 10-08-210. The initial decision shall include findings on all material issues of fact and conclusions on all material issues of law, including which, if any, provisions of the student conduct code were violated. Any findings based substantially on the credibility of evidence or the demeanor of witnesses shall be so identified and explained.
3. The committee's initial order shall also include a determination on appropriate discipline, if any. If the matter was referred to the committee by the student conduct officer, the committee shall identify and impose disciplinary sanction(s) or conditions, if any, as authorized in the student code. If the matter is an appeal by a party, the committee may affirm, reverse, or modify the disciplinary sanction and/or conditions imposed by the student conduct officer and/or impose additional disciplinary sanction(s) or conditions as authorized herein.

4. The committee chair shall cause copies of the initial decision to be served on the parties and their legal counsel of record. The committee chair shall also promptly transmit a copy of the decision and the record of the committee's proceedings to the president.
5. In cases involving sex-based harassment, the initial decision shall be served on all parties simultaneously, as well as the Title IX coordinator.

Student conduct committee—Review of initial decision (WAC 132M-126-090)

1. Any party, including a complainant in sex-based harassment cases, may appeal the committee's decision to the president or designee by filing a written appeal with the president's office within 21 calendar days of service of the committee's decision. Failure to file a timely appeal constitutes a waiver of the right and the initial decision shall be deemed final.
2. The notice of appeal must identify the specific findings of fact and/or conclusions of law in the initial decision that are challenged and must contain argument why the appeal should be granted. Appeals may be based upon, but are not limited to:
 - a. Procedural irregularity that would change the outcome;
 - b. New evidence that would change the outcome and that was not reasonably available when the initial decision was made; and
 - c. The investigator, decision maker, or Title IX coordinator had a conflict of interest or bias for or against a respondent or complainant individually or respondents or complainants generally.
3. Upon receiving a timely appeal, the president or a designee will promptly serve a copy of the appeal on all nonappealing parties, who will have 10 business days from the date of service to submit a written response addressing the issues raised in the appeal to the president or a designee, and serve it on all parties. Failure to file a timely response constitutes a waiver of the right to participate in the appeal.
4. If necessary to aid review, the president or designee may ask for additional briefing from the parties on issues raised on appeal. The president's or designee's review shall be restricted to the hearing record made before the student conduct committee and will normally be limited to a review of those issues and arguments raised in the notice of appeal.
5. The president or designee shall serve a written decision on all parties and their attorneys, if any, within 20 calendar days after receipt of the notice of appeal. The president's or designee's decision shall be final and subject to judicial review pursuant to chapter 34.05 RCW, Part V.
6. In cases involving allegations of sex-based harassment, the president's decision must be served simultaneously on the complainant, respondent, and Title IX coordinator.
7. The president or designee shall not engage in an ex parte communication with any of the parties regarding an appeal.

Recordkeeping (WAC 132M-126-095)

1. Student conduct code records are maintained in accordance with the college's records retention schedule.
2. The disciplinary record is confidential, and is released only as authorized under the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. Sec. 1232g; 34 C.F.R. Part 99).

Summary suspension (WAC 132M-126-100)

1. Summary suspension is a temporary exclusion from specified college premises or denial of access to all activities or privileges for which a respondent might otherwise be eligible, while an investigation and/or formal disciplinary procedures are pending.
2. The student conduct officer may impose a summary suspension if there is probable cause to believe that the respondent:
 - a. Has violated any provision of the code of conduct; and
 - b. Presents an immediate danger to the health, safety, or welfare of members of the college community; or
 - c. Poses an ongoing threat of substantial disruption of, or interference with, the operations of the college.
3. Notice. Any respondent who has been summarily suspended shall be served with oral or written notice of the summary suspension. If oral notice is given, a written notification shall be served on the respondent within two business days of the oral notice.
4. The written notification shall be entitled "notice of summary suspension" and shall include:
 - a. The reasons for imposing the summary suspension, including a description of the conduct giving rise to the summary suspension and reference to the provisions of the student conduct code or the law allegedly violated;
 - b. The date, time, and location when the respondent must appear before the conduct review officer for a hearing on the summary suspension; and
 - c. The conditions, if any, under which the respondent may physically access the campus or communicate with members of the campus community. If the respondent has been trespassed from the campus, a notice against trespass shall be included warning the respondent that their privilege to enter into or remain on college premises has been withdrawn, and that the respondent shall be considered trespassing and subject to arrest for criminal trespass if they enter the college campus other than to meet with the student conduct officer or conduct review officer, or to attend a disciplinary hearing.
5.
 - a. The conduct review officer shall conduct a hearing on the summary suspension as soon as practicable after imposition of the summary suspension.
 - b. During the summary suspension hearing, the issue before the conduct review officer is whether there is probable cause to believe that the summary suspension should be continued, pending the conclusion of

- disciplinary proceedings, and/or whether the summary suspension should be less restrictive in scope.
- c. The respondent shall be afforded an opportunity to explain why summary suspension should not be continued while disciplinary proceedings are pending or why the summary suspension should be less restrictive in scope.
 - d. If the respondent fails to appear at the designated hearing time, the conduct review officer may order that the summary suspension remain in place pending the conclusion of the disciplinary proceedings.
 - e. As soon as practicable following the hearing, the conduct review officer shall issue a written decision which shall include a brief explanation for any decision continuing and/or modifying the summary suspension and notice of any right to appeal.
 - f. To the extent permissible under applicable law, the conduct review officer shall provide a copy of the decision to all persons or officers who may be bound or protected by it.

Classroom misconduct and authority to suspend for no more than one day (WAC 132M-126-105)

1. Faculty members have the authority to take appropriate action to maintain order and proper conduct in the classroom and to maintain the effective cooperation of students in fulfilling the objectives of the course.
2. Bringing any person, thing, or object to a teaching and learning environment that may disrupt the environment or cause a safety or health hazard, without the express approval of the faculty member, is expressly prohibited.
3. Faculty members or college administrators have the right to suspend any student from any single class or related activity for no more than one day, if the student's misconduct creates disruption to the point that it is difficult or impossible to maintain the decorum of the class, related activity or the learning and teaching environment. The faculty member or college administrator shall report this suspension to the student conduct officer or designee on the same day of the suspension. In consultation with the faculty member, the student conduct officer may set conditions for the student upon return to the class or activity.

Sexual misconduct procedures (WAC 132M-126-110)

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

Order of precedence (WAC 132M-126-115)

This supplemental procedure applies to allegations of sexual harassment subject to Title IX jurisdiction pursuant to regulations promulgated by the United States

Department of Education. See 34 C.F.R. Part 106. To the extent these supplemental hearing procedures conflict with the college's standard disciplinary procedures, WAC 132M-126-005 through 132M-126-110, these supplemental procedures shall take precedence. The college may, at its discretion, contract with an administrative law judge or other person to act as presiding officer and assign such presiding officer to exercise any or all of the duties in lieu of the student conduct committee and committee chair.

Prohibited conduct under Title IX (WAC 132M-126-120)

Pursuant to RCW 28B.50.140(13) and Title IX of the Education Amendments Act of 1972, 20 U.S.C. Sec. 1681, the college may impose disciplinary sanctions against a student who commits, attempts to commit, or aids, abets, incites, encourages, or assists another person to commit, an act(s) of "sexual harassment."

For purposes of this supplemental procedure, "sexual harassment" encompasses the following conduct:

1. **Quid pro quo harassment.** A college employee conditioning the provision of an aid, benefit, or service of the college on an individual's participation in unwelcome sexual conduct.
2. **Hostile environment.** Unwelcome conduct that a reasonable person would find to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the college's educational programs or activities, or employment.
3. **Sexual assault.** Sexual assault includes the following conduct:
 - a. **Nonconsensual sexual intercourse.** Any actual or attempted sexual intercourse (anal, oral, or vaginal), however slight, with any object or body part, by a person upon another person, that is without consent and/or by force. Sexual intercourse includes anal or vaginal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.
 - b. **Nonconsensual sexual contact.** Any actual or attempted sexual touching, however slight, with any body part or object, by a person upon another person that is without consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.
 - c. **Incest.** Sexual intercourse or sexual contact with a person known to be related to them, either legitimately or illegitimately, as an ancestor, descendant, brother, or sister of either wholly or half related. Descendant includes stepchildren and adopted children under the age of eighteen.
 - d. **Statutory rape.** Consensual sexual intercourse between someone who is eighteen years of age or older and someone who is under the age of sixteen.
4. **Domestic violence.** Physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated

to a spouse of the victim under the domestic or family violence laws of the state of Washington, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the state of Washington, RCW 26.50.010.

5. Dating violence. Physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed by a person:
 - a. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - b. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - i. The length of the relationship;
 - ii. The type of relationship; and
 - iii. The frequency of interaction between the persons involved in the relationship.
6. Stalking. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or suffer substantial emotional distress.

Title IX jurisdiction (WAC 132M-126-125)

1. This supplemental procedure applies only if the alleged misconduct:
 - a. Occurred in the United States;
 - b. Occurred during a college educational program or activity; and
 - c. Meets the definition of sexual harassment as that term is defined in this supplemental procedure.
2. For purposes of this supplemental procedure, an "educational program or activity" is defined as locations, events, or circumstances over which the college exercised substantial control over both the respondent and the context in which the alleged sexual harassment occurred. This definition includes any building owned or controlled by a student organization that is officially recognized by the college.
3. Proceedings under this supplemental procedure must be dismissed if the decision maker determines that one or all of the requirements of subsection (1)(a) through (c) of this section have not been met. Dismissal under this supplemental procedure does not prohibit the college from pursuing other disciplinary action based on allegations that the respondent violated other provisions of the college's student conduct code, WAC 132M-126-005 through 132M-126-110.
4. If the student conduct officer determines the facts in the investigation report are not sufficient to support Title IX jurisdiction and/or pursuit of a Title IX violation, the student conduct officer will issue a notice of dismissal in whole or part to both parties explaining why some or all of the Title IX claims have been dismissed.

Initiation of discipline (WAC 132M-126-130)

1. Upon receiving the Title IX investigation report from the Title IX coordinator, the student conduct officer will independently review the report to determine whether there are sufficient grounds to pursue a disciplinary action against the respondent for engaging in prohibited conduct under Title IX.

2. If the student conduct officer determines that there are sufficient grounds to proceed under these supplemental procedures, the student conduct officer will initiate a Title IX disciplinary proceeding by filing a written disciplinary notice with the chair of the student conduct committee and serve the notice on the respondent, the complainant, and their respective advisors. The notice must:
 - a. Set forth the basis for Title IX jurisdiction;
 - b. Identify the alleged Title IX violation(s);
 - c. Set forth the facts underlying the allegation(s);
 - d. Identify the range of possible sanctions that may be imposed if the respondent is found responsible for the alleged violation(s); and
 - e. Explain that the parties are entitled to be accompanied by their chosen advisors during the hearing and that:
 - i. The advisors will be responsible for questioning all witnesses on the party's behalf;
 - ii. An advisor may be an attorney; and
 - iii. The college will appoint the party an advisor of the college's choosing at no cost to the party, if the party fails to do so; and
3. Explain that if a party fails to appear at the hearing, a decision of responsibility may be made in their absence.

Prehearing procedure (WAC 132M-126-135)

1. Upon receiving the disciplinary notice, the chair of the student conduct committee will send a hearing notice to all parties, in compliance with WAC 132M-126-075. In no event will the hearing date be set less than ten days after the Title IX coordinator provided the final investigation report to the parties.
2. A party may choose to have an attorney serve as their advisor at the party's own expense. This right will be waived unless, at least five days before the hearing, the attorney files a notice of appearance with the committee chair with copies to all parties including the student conduct officer.
3. In preparation for the hearing, the parties will have equal access to all evidence gathered by the investigator during the investigation, regardless of whether the college intends to offer the evidence at the hearing.

Rights of parties (WAC 132M-126-140)

1. The college's student conduct procedures, WAC 132M-126-040 through 132M-126-100, and this supplemental procedure shall apply equally to all parties.
2. The college bears the burden of offering and presenting sufficient testimony and evidence to establish that the respondent is responsible for a Title IX violation by a preponderance of the evidence.
3. The respondent will be presumed not responsible until such time as the disciplinary process has been resolved.
4. During the hearing, each party shall be represented by an advisor. The parties are entitled to an advisor of their choosing and the advisor may be an attorney. If a party does not choose an advisor, then the Title IX coordinator will appoint an advisor of the college's choosing on the party's behalf at no expense to the party.

Evidence (WAC 132M-126-145)

The introduction and consideration of evidence during the hearing is subject to the following procedures and restrictions:

1. **Relevance:** The committee chair shall review all questions for relevance and shall explain on the record their reasons for excluding any question based on lack of relevance.
2. **Relevance means** that information elicited by the question makes facts in dispute more or less likely to be true.
3. **Questions or evidence about a complainant's sexual predisposition or prior sexual behavior** are not relevant and must be excluded, unless such question or evidence:
 - a. Is asked or offered to prove someone other than the respondent committed the alleged misconduct; or
 - b. Concerns specific incidents of prior sexual behavior between the complainant and the respondent, which are asked or offered on the issue of consent.
4. **Cross-examination required:** If a party or witness does not submit to cross-examination during the live hearing, the committee must not rely on any statement by that party or witness in reaching a determination of responsibility.
5. **No negative inference:** The committee may not make an inference regarding responsibility solely on a witness's or party's absence from the hearing or refusal to answer questions.
6. **Privileged evidence:** The committee shall not consider legally privileged information unless the holder has effectively waived the privilege. Privileged information includes, but is not limited to, information protected by the following:
 - a. Spousal/domestic partner privilege;
 - b. Attorney-client and attorney work product privileges;
 - c. Privileges applicable to members of the clergy and priests;
 - d. Privileges applicable to medical providers, mental health therapists, and counselors;
 - e. Privileges applicable to sexual assault and domestic violence advocates; and
 - f. Other legal privileges identified in RCW 5.60.060.

Initial order (WAC 132M-126-150)

1. In addition to complying with WAC 132M-126-085, the student conduct committee will be responsible for conferring and drafting an initial order that:
 - a. Identifies the allegations of sexual harassment;
 - b. Describes the grievance and disciplinary procedures, starting with filing of the formal complaint through the determination of responsibility, including

notices to parties, interviews with witnesses and parties, site visits, methods used to gather evidence, and hearings held;

- c. Makes findings of fact supporting the determination of responsibility;
 - d. Reaches conclusions as to whether the facts establish whether the respondent is responsible for engaging in sexual harassment in violation of Title IX;
 - e. Contains a statement of, and rationale for, the committee's determination of responsibility for each allegation;
 - f. Describes any disciplinary sanction or conditions imposed against the respondent, if any;
 - g. Describes to what extent, if any, complainant is entitled to remedies designed to restore or preserve complainant's equal access to the college's educational programs or activities; and
 - h. Describes the process for appealing the initial order to the college president.
2. The committee chair will serve the initial order on the parties simultaneously.

Appeals (WAC 132M-126-155)

1. The parties shall have the right to appeal from the initial order's determination of responsibility and/or dismissal of an allegation(s) of sexual harassment in a formal complaint. The right to appeal will be subject to the same procedures and time frames set forth in WAC 132M-126-090.
2. The president or their delegate will determine whether the grounds for appeal have merit, provide the rationale for this conclusion, and state whether the disciplinary sanction and condition(s) imposed in the initial order are affirmed, vacated, or amended, and, if amended, set forth any new disciplinary sanction and/or condition(s).
3. The president's office shall serve the final decision on the parties simultaneously.