

# President's Message



**Dr. Terrence Leas**

Welcome to Big Bend Community College! We want you to experience a feeling of close support as you begin your educational journey with us. In that regard, I hope your contact with Big Bend Community College thus far has been positive, and we have made you feel welcome.

For many of you, Big Bend Community College is a first choice to continue your education; for some of you, it offers a second chance to get a new start; and for all of you, Big Bend Community College is your source for pursuing education in your own community. Whatever your reason for joining us, we are honored to help you achieve your educational goals.

We know the importance of getting a good start on your education, and the best way to do that is to explore options and ask

questions. We are proud of the richness of diversity in the cultures, backgrounds, and history of our community and strive to provide an equitable learning environment.

Your success at Big Bend Community College depends on your willingness to set clear goals and stay committed to completing them. We will help by informing you of all the resources available to you. As proud as we are of our Moses Lake campus—our buildings and grounds, and our equipment—they are only a backdrop for our impressive faculty and staff. Our faculty and staff members are ready to provide accurate, timely advice and to help you through a difficult class or plan your career. This *Student Handbook* lists the help available and tells you how to get it. (Remember: no question is “dumb.” We encourage you to ask for assistance!)

This latest edition of the *Student Handbook* is filled with useful information that presents a full picture of Big Bend Community College and the ways we can help you achieve your education goals. Your *Student Handbook* is one of two important documents that you can always find online; the other is the college catalog ([academics.bigbend.edu/course catalogs](http://academics.bigbend.edu/course_catalogs)). Please bookmark them both for quick reference.

Thank you for choosing to join us, and best wishes for much success!

## July 1, 2018 Big Bend Community College Student Handbook

Mailing Address:  
Big Bend Community College  
7662 Chanute Street NE  
Moses Lake, WA 98837-3299

Website: [www.bigbend.edu](http://www.bigbend.edu)  
Telephone: 509.793.2222  
Toll Free No. 1.877.745.1212

# Contents

Academic Standards of Progress Policy.....	60-61
Admissions/Registration Office.....	7-8
BBCC Bookstore.....	15-16
BBCC Campus Alerts.....	16
BBCC Printing Policy.....	16-18
BBCC Testing Center.....	8-9
Campus Safety & Security.....	18-19
Campus Safety, Security & Crime Reporting Policy (Clery Act).....	81-82
Canvas.....	19
Career Services.....	9
Clubs and Organizations.....	23-24
Code of Student Rights and Responsibilities.....	27-73
College Resources.....	15-23
College Terminology.....	93-101
Counseling.....	9
DeVries Activity Center (gymnasium).....	25
Disability Support Services.....	10
Disability Support Services Procedures.....	90-92
Discrimination Harassment/Sexual Harassment.....	73-78
Domestic Violence, Dating Violence and Stalking.....	71-72
Drug/Alcohol Abuse and Prevention.....	78-79
Emergency Numbers.....	103
Emergency Procedures.....	19-20
Financial Aid Office.....	11
Food Service.....	20
Hate Crimes and Bias Incidents.....	80-81
Important Dates.....	5
Intercollegiate Sports.....	25
International Student Services.....	11
Lab Hours.....	20
Library.....	21-22
Lost and Found.....	22
Network/E-mail Account.....	22-23
Posting of Information on Campus.....	25
Registration.....	6-7
Residence Halls.....	23
Security.....	103
Smoking/Tobacco Policy.....	89
STEM Center.....	12
Student Activities.....	23-26
Student Code of Conduct Violations.....	32-39
Student Government and Activities.....	26
Student Records.....	62-66
Student Services.....	7-15
Student Success Center.....	12-13
Technology Fee.....	13
Technology Use Policy and Procedures.....	85-89
Title IX Compliance Statement.....	102
Traffic and Parking.....	72-73
TRiO Student Support Services.....	13
Veterans' Services.....	14
Viking Food Pantry.....	14
Workforce Education Services.....	15
University Center.....	14

# About BCC

## Mission

Big Bend Community College delivers lifelong learning through commitment to student success, excellence in teaching and learning, and community engagement.

## Vision

Big Bend Community College inspires every student to be successful.

## Values

Student Success  
Excellence in Teaching & Learning  
Inclusion  
Community Engagement  
Integrity & Stewardship

## Accreditation

Big Bend Community College is accredited by the Commission on Colleges of the Northwest Association of Schools and Colleges. Its transfer credits are normally accepted by other accredited colleges.

## History

Big Bend Community College was authorized by the Washington State Board of Education in 1961 and held its first regular classes at night in Moses Lake High School, beginning fall quarter 1962. The college opened classes in a new facility located a short distance southeast of the City of Moses Lake fall quarter 1963. In 1966, Big Bend Community College acquired a 159- acre tract of land on the former Larson Air Force Base which became the permanent college campus for all programs in 1975. The State Legislature's Community College Act of 1967 designated Big Bend Community College as District 18 of the state community college system. The district includes Adams and Grant counties, and a portion of Lincoln County (the Odessa Consolidated School District).

# Campus Directory

Main Campus 509.793.2222, dial the extension when prompted

Accounting .....	2019	Industrial Systems	
Admissions .....	2061	Technology .....	2264, 2265
Agriculture .....	2017	Instruction Office Staff .....	2054
Aircraft Maintenance .....	2251	JATP Office.....	2297
Aircraft Rescue Fire Fighting .....	2045	Library .....	2350
Airframe/Powerplant .....	2254	Maintenance .....	2282
Alumni Information .....	2006	Math/Science Resource Center .....	2185
Art .....	2051	Medical Assistant .....	2133
ASB .....	2068	Music .....	2140
Automotive (College) .....	2255	Nursing (RN/LPN) .....	2137
Automotive (High School).....	2257	Nursing Lab/CNA .....	2135
Aviation .....	2241	Opportunity Center .....	2310
Aviation Admissions .....	2062	Outreach Advisor.....	2072
Bookstore .....	2036	Payroll.....	2017
Business Information		Preschool .....	2173
Management .....	2191	President .....	2001
Business Office .....	2024	Public Information Office .....	2003
Career Counselor .....	2056	Registration .....	2061
Career Services .....	2069	Running Start Advisor.....	2035
Cashier .....	2018	Safety & Security .....	2286, 2299
Center for Bus. & Indus. Services .....	2374	Social Science .....	2177
Central Washington University .....	2355	Sodexo - Dining Hall .....	2380
College Bound .....	2012	Student Programs.....	2067, 2066
Commercial Driver's License .....	2221	Student Orientation .....	2035
Continuing Education .....	2047	Student Support Services .....	2040
Counseling/Career Center .....	2035	Technology Help Desk.....	2206
Disability Support Services .....	2027	Veterans/VA Counseling .....	2032
Dorm Office .....	2291	VP, Administrative Services .....	2002
Early Childhood Education .....	2216	VP of Instruction/Student Services.....	2055
English as a Second Language .....	2301	Welding .....	2262
English Skills Lab .....	2361	Word Services .....	2270
Extension Services .....	2047	WorkSource .....	2070
Families That Work .....	2301		
Financial Aid .....	2088	<b>ATHLETICS</b>	
Foundation .....	2006	Activities Center Director .....	2231
GED Classes .....	2300	Athletic Director .....	2225
GED Testing .....	2064	Baseball Coach .....	2342
Grades .....	2065	Men's Basketball Coach .....	
Gym .....	2231	PE Department .....	2225/2226
Housing .....	2291	Softball Coach .....	2032
Human Resources/Personnel .....	2008	Volleyball Coach .....	2231
		Women's Basketball Coach .....	2227

# Important Dates

	<b>Fall 2018</b>	<b>Winter 2019</b>	<b>Spring 2019</b>	<b>Summer 2019</b>
Early Registration Begins	May 22	Nov. 13	Feb. 26	May 21
Tuition Due	Sept. 6	Dec. 20	March 14	June 13
1 <sup>st</sup> Year Flight Students Report	Sept. 11			
General Faculty Report	Sept. 11			
Instruction Begins	Sept. 24	Jan. 7	April 1	July 1
Last day to add a class (with instructor permission)	Sept. 27	Jan. 10	April 4	July 3
Last day to drop a class	Nov. 21	March 6	May 28	Aug. 2
Instruction ends	Dec. 6	March 20	June 11	Aug. 9
Final Exams	Dec. 10 – 12	March 21 – 22	June 12 – 14	
Quarter Break	Dec. 13 – Jan. 6	March 23 – 31	June 15 – June 30	
Commencement			June 14	
Holidays	Veteran's Day Nov. 12 Thanksgiving Nov. 21-23 (Campus Closes 2:30 pm Nov. 21)	Martin Luther King Day Jan. 21 Presidents Day Feb. 18	Memorial Day May 27	Independence Day July 4

*\*Tentative calendar, subject to change without notice.*

# Registration

## Registration

Students must complete the registration process before attending classes at BBCC. Registration is scheduled before the beginning of each quarter. A class schedule is posted to the BBCC website a few weeks before registration begins. Detailed information about registration dates and times and class information is in the class schedule. Students are encouraged to use the BBCC student kiosk at [www.bigbend.edu](http://www.bigbend.edu) to register.

## Registration Access Times

Registration access times are scheduled for continuing students. Priority is based on the total number of credits earned. Current students find their access time at the BBCC student kiosk at [www.bigbend.edu](http://www.bigbend.edu). Students are responsible for arranging appointments with their advisors prior to their registration time. Former BBCC students may contact the Admissions/Registration office (509.793.2061) for an access time. New students with 30 or more transfer credits register after currently enrolled students. Information concerning times is included in the class schedule. New students with fewer than 30 transfer credits register during new student registration sessions or open registration.

## Dropping a Class

A student may drop classes up to ten days before the beginning of final exams. The final date to drop is printed in the class schedule. Students who are receiving financial aid and wish to withdraw completely must inform personnel in the Financial Aid Office. Courses which are dropped during the first ten days of the quarter are not included on the student's academic transcript (Summer Quarter: first six days). Courses dropped after the 10th day will be recorded with a "W" on the transcript.

## Refund Policy

Students who stop attending class without written notice to registration personnel forfeit all claims to credits or refunds and will receive failing grades. Students requested to withdraw for disciplinary reasons or delinquent attendance will not be eligible for refunds. Students who withdraw from a class or from the College through the Admissions/Registration Office may be entitled to a refund on the following basis:

Prior to first instructional day	100% refund
During first week of quarter	80% refund
During second week of quarter	50% refund
During third week of quarter	40% refund
After third week of quarter	No refund

\*Summer Quarter-see summer quarter class schedule for refund dates.

## Advising

Counselors, full-time instructors and other trained staff serve as advisors to help students set educational and career goals. Advisors provide students with individualized attention needed to discuss educational support services, goals, programs and course selections.

Students are encouraged to participate in advising services at Big Bend Community College to assist in the completion of their programs of study. Meeting with an advisor prior to registering for classes each quarter can be helpful in the educational planning of a student's degree or program. Students who intend to transfer need to take the time to learn about their prospective transfer school's requirements early in their educational planning process.

All new students must meet with an advisor before registering, either at N.S.R or individually. Students with fewer than 30 earned credits must meet with an advisor prior to registration each quarter. All students on academic probation must see their advisor before registration will be accepted.

Although advisors are available to assist with education, it is the student's responsibility to be informed about their degree or program requirements and college policies.

# Student Services

## Admissions/Registration Office

<b>Location:</b>	Building 1400
<b>Contacts:</b>	509.793.2061, <a href="mailto:admissions@bigbend.edu">admissions@bigbend.edu</a> or on the web at <a href="http://www.bigbend.edu">www.bigbend.edu</a>
<b>Hours:</b>	Monday – Thursday 7:30 a.m. – 5:00 p.m. Friday 7:30 a.m. – 2:30 p.m.

### Services:

- Grade changes
- Address changes
- Advisor changes

- Admissions Applications
- Registration for classes
- Course schedule information
- Course changes – adds and drops
- Transcript services: accepted, sent out and evaluated
- Refer to catalog for information on advanced placement, tuition refund policy and military credit
- Graduation Application

## Web Services:

- Registration
- Degree audit
- Register to vote
- Student address
- Class scheduler
- Class information
- Student schedule
- Financial aid inquiry
- Tax credit information
- Student PIN change
- Registration Access Time
- Unofficial transcript (grades)
- Tuition Payment by credit card
- Course schedule information

## Student Right-to-Know Completion and Graduation Rates:

In accordance with federal regulations, Big Bend Community College reports completion and graduation rates on the web at [www.bigbend.edu](http://www.bigbend.edu).

## Big Bend Testing Center

The BBCC Testing Center is located in the 1000 building (7976 Bolling St. NE) (across from the Job Corps). From Patton Blvd, turn right on Bolling St. The test center is on the left.

<b>Hours:</b>	Monday – Thursday 7:30 a.m. – 4:30 p.m. Friday 7:30 a.m. – 2:00 p.m.
<b>Phone:</b>	509.793.2064

The Testing Center provides a consistent place for make-up and accommodated exams as well as offering a variety of certification and pre-employment assessments by appointment. Call 509.793.2064 to make an appointment.

- BBCC Placement Exams
- CLEP
- S.A.T.
- TEAS
- DSST
- Proctored Exams
- MOS/MTA (Certiport)
- GED (included in Pearson Vue)
- Certification/Pre-Employment Exams (Pearson Vue, Certiport, Castle, PAN)

All personal belongings including but not limited to, cell phones, backpacks, keys, purses, wallets, notebooks, listening devices, etc., will be locked in secure storage during testing. All appropriate test fees must be paid at the Business Office in the 1400 building prior to testing.

*If you require an accommodation, please contact the Coordinator of Disability Services at 509.793.2027 prior to scheduling your appointment.*

## Career Services

<b>Contact:</b>	Jody Bortz
<b>Location:</b>	1836
<b>Phone:</b>	509.793.2069
<b>Hours:</b>	Monday – Thursday 8:00 a.m. – 5:00 p.m. Friday 8:00 a.m. – 2:30 p.m.

BBC Career Services offers a broad range of information and assistance for individuals in job/career exploration, education/training requirements, job hunting techniques, employment opportunities, internships, mentorships, work experience, and career assessments for determining the right career. Resources include career exploration, employment preparation, and videos demonstrating interview techniques. Access local, state and nationwide websites and databases for job search. In person appointments are available for assistance in career exploration, job search, resume review, interview preparation or any other related topic. Career Services is a service available to current, potential students, and alumni of Big Bend Community College.

## Counseling

<b>Contacts:</b>	Jaime Garza, Heidi Gephart, and MariAnne Zavala-Lopez
<b>Location:</b>	Counseling Center in Administration Building 1400
<b>Phone:</b>	509.793.2035
	Appointments are recommended, Walk in appointments are welcome based on availability.
<b>Hours:</b>	Fall, Winter, and Spring Quarter Hours: Monday – Thursday 7:30 a.m. – 5:00 p.m. Friday 7:30 a.m. – 2:30 p.m.

## Services:

- Academic advising
- Transfer information
- Personal counseling
- Career planning, decision-making, and career assessments
- Running Start advising and counseling

# Disability Support Services

BBCC complies with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. BBCC is free from discrimination in the recruitment, administration, and treatment of students. The Disability Support Services (DSS) office at BBCC provides voluntary and confidential support services for students with documented disabilities in one or more of the following categories: Deaf/Hearing, Speech/Language, Blind/Visual, Neurological/Nervous System, Psychological/Emotional, Mobility, Learning, Chronic/Acute Health, and Temporary/other. To ensure maximum participation by all students with disabilities, the college will:

- Provide programs and facilities that are accessible to all students with disabilities
- Determine and implement reasonable accommodations and/ or modifications that meet the individual needs of students with disabilities

## Contact Information:

- The DSS office is located in the Administration Building (1400), Room 1472.
- The telephone number for the Coordinator of Disability Services is 509.793.2027. To schedule an appointment, call 509.793.2035.
- Email: [dss@bigbend.edu](mailto:dss@bigbend.edu)
- A Telecommunications Device for the Deaf (TDD), is available in the Disability Support Services/Counseling area, Room 1474, for incoming and outgoing calls. The TDD telephone number is 509.793.2325

# Financial Aid Office

<b>Contacts:</b>	509.793.2061 or on the web at <a href="http://www.bigbend.edu">www.bigbend.edu</a>
<b>Location:</b>	Financial Aid Office in Administration Building 1400
<b>Hours:</b>	Monday – Thursday 7:30 a.m. – 5:00 p.m. Friday 7:30 a.m. – 2:30 p.m.

## Services:

- Grants, scholarships, loans, student employment to help pay the costs of a BBCC education
- To apply for federal & state financial aid complete the Free Application for Federal Student Aid (FAFSA)
- Washington Application for Student Financial Aid (WASFA) application process for DREAMers
- Current listing of available scholarships, including BBCC Foundation Scholarships
- Forms for federal & state financial aid
- You can check on the status of your financial aid application on the Financial Aid Portal
- To access the Financial Aid Portal click on the  on the Financial Aid page on the BBCC website

# International Student Services

<b>Contact:</b>	MariAnne Zavala-Lopez
<b>Location:</b>	Counseling Office in Administration Building, Rm. 1470
<b>Phone:</b>	509.793.2028
<b>Hours:</b>	Fall, Winter, and Spring Quarter Hours: Monday – Thursday 8:00 a.m. – 5:00 p.m. Friday 8:00 a.m. – 2:30 p.m.

## Services:

- International student information and advising
- Immigration and naturalization service's liaison
- Orientation and support services
- Academic advising, career planning, and counseling

# STEM Center

## Science, Technology, Engineering and Mathematics

<b>Contact:</b>	Veronica Guadarrama, STEM
<b>Location:</b>	Building 1200
<b>Phone:</b>	509.793.2185
<b>Email:</b>	<a href="mailto:VeronicaG@bigbend.edu">VeronicaG@bigbend.edu</a>
<b>Hours:</b>	Monday – Thursday, 8:00 a.m. – 8:30 p.m. Friday, 8:00 a.m. – 1:00 p.m. Sunday, 3:00 p.m. – 8:00 p.m.

\*\*\* STEM CENTER & TUTORING HOURS MAY VARY \*\*\*

### Our Mission:

The Science, Technology, Engineering and Math (STEM) Center is dedicated to providing access to high quality tutoring and support, updated technology and instructional services for all levels of math, science and engineering courses. The STEM Center, located in the Math/Science Building (1200), is a collaborative study area open to all BBCC enrolled students, including GED/DVS. Aside from tutoring services, the STEM Center also provides access to Wi-Fi, computer workstations, white board tables, dry-erase windows, science and engineering course software, printing and scanning, laptops and calculators for daily checkout, anatomy and physiology models, a microscope, textbooks with selective answers, private study rooms, and STEM related advising. Non-BBCC students wishing to use the STEM facilities must register for MATH 010.

### Services:

- Printing and access to Wi-Fi
- Drop-in Math and Science Tutoring
- Math Supplemental Instruction (SI)
- Study area and private study rooms

## Student Success Center

<b>Contact:</b>	Diana Villafaña
<b>Location:</b>	Building 1400
<b>Phone:</b>	509.793.2369
<b>Hours:</b>	Monday – Thursday, 8:00 a.m. – 5:00 p.m. Friday, 8:00 a.m. – 2:30 p.m.

### What is Student Success Center (SSC)?

The Student Success Center is committed to serving students by providing resources that will help them achieve their educational goals at Big Bend Community College (BBCC).

## Our Mission:

It is our mission to provide quality support services in-person and online to assure students have the tools necessary to be successful at BBCC.

## Services:

- Tutoring
- Computer Lab
- Laptop checkouts
- Peer Mentoring
- Book Checkouts
- Exploring your college options
- Supplemental Instruction (SI)

## Technology Fee

The student technology fee is assessed when a student registers for classes and consists of \$5.65 per credit hour. The fee structure is governed by Washington State RCW 28B. 15.051 which states, in part, that the fee is “charged to students to recover the costs of providing and maintaining services (that include) access to the internet, email, computer stations, laboratories and computer software.” If students have questions and need technical support for college owned computers, portal access and campus email accounts, they should contact Big Bend Technology at 509.793.2206.

## Students will receive:

- Access to the BBCC Portal system, including the CANVAS learning management system and bigbend.edu college email. Student college email is maintained from initial enrollment and ending one (1) calendar year after student’s last enrolled term.
- License to Microsoft Windows and Office Professional. The software download is available for *Free* at <https://bigbend.onthehub.com>. Prices are subject to change.
- 150 pages of printing per quarter.

## TRiO-Student Support Services

<b>Contact:</b>	Cheryl Brischle
<b>Location:</b>	Administration Building Rm. 1433
<b>Phone:</b>	509.793.2040
<b>Hours:</b>	Monday – Thursday, 7:30 a.m. – 5:00 p.m. Friday, 7:30 a.m. – 2:30 p.m.

## Services:

- Computer/Study Lab
- Peer mentoring
- Academic Advising
- Career Counseling
- Laptop/Book Loan Check out
- Transfer Planning
- Social and cultural activities
- Financial Literacy
- Success workshops
- One-on-one/Group tutoring
- University visits

## University Center

<b>Contact:</b>	Central Washington University – Moses Lake
<b>Location:</b>	Room 1846C – ATEC University Center
<b>Phone:</b>	509.793.2355 Or University Center Reception 509.793.2384
<b>Email:</b>	<a href="mailto:cwu_moseslake@cwu.edu">cwu_moseslake@cwu.edu</a>
<b>Website:</b>	<a href="http://cwu.edu/moseslake">cwu.edu/moseslake</a>

Representatives from the above mentioned universities are often available to meet with Big Bend students to answer any question concerning transfer advising.

## Viking Food Pantry

<b>Location:</b>	Building 1500 Rm. 1501
<b>Phone:</b>	509.793.2057 After hours – 509.793.2310
<b>Email:</b>	<a href="mailto:vikingfoodpantry@bigbend.edu">vikingfoodpantry@bigbend.edu</a>
<b>Hours:</b>	Monday 9 a.m. – 1 p.m. Tuesday – Thursday 11 a.m. – 1 p.m. (Academic Year) Monday 9 a.m. – 1 p.m. Thursday 11 a.m. – 1 p.m. (Summer) Open by appointment as well

### Services:

The Viking Food Pantry is a service available and open to ALL members of the Big Bend Community College Community. Fresh and canned fruits and vegetables, meats, various non-perishables, dairy products and personal care items are available. Information with connections to community and campus resources is also available at the Viking Food Pantry. For questions on how to access the Viking Food Pantry to inquire about donations email [vikingfoodpantry@bigbend.edu](mailto:vikingfoodpantry@bigbend.edu).

## Veterans' Services

<b>Contact:</b>	Cassandra Fry, Program Specialist II
<b>Location:</b>	Student Services, Building 1400
<b>Phone:</b>	509.793.2452
<b>Email:</b>	<a href="mailto:cassandraf@bigbend.edu">cassandraf@bigbend.edu</a>
<b>Hours:</b>	Monday – Thursday 8:00 a.m. – 5:00 p.m. Friday 8:00 a.m. – 2:30 p.m.

### Services:

- Financial Aid
- Educational assistance
- Help in applying for Dept. of Veterans' Affairs (VA) benefits

# Workforce Education Services

<b>Location:</b>	Administration Building Rm. 1416
<b>Phone:</b>	509.793.2310
<b>Hours:</b>	Monday – Thursday 7:30 a.m. – 5:00 p.m. Friday 7:30 a.m. – 2:30 p.m.

The Workforce Education Services department provides guidance, support, and financial assistance for students in basic education (GED, ESL, and High School completion) and vocational/technical workforce programs (non-transfer programs). Financial assistance includes tuition and fees, books, bus passes, and emergency supports. Some students may be eligible for food benefits and childcare assistance. Eligibility is broad; students can qualify based on: low-income status, military service within the past 48 months, displaced homemaker status, receiving or eligible for unemployment benefits, receiving or eligible for food benefits, or receiving TANF. Applications are available online: [bigbend.edu/academics/workforce-education-services/workforce-education-services-funding-application](http://bigbend.edu/academics/workforce-education-services/workforce-education-services-funding-application).

## College Resources

### BBCC Bookstore

<b>Location:</b>	Administration Building 1400
<b>Phone:</b>	509.793.2036
<b>Website:</b>	<a href="http://www.bbccbookstore.com">www.bbccbookstore.com</a>
<b>Hours:</b>	Monday – Thursday 7:30 a.m. – 5:00 p.m. Friday 7:30 a.m. – 2:30 p.m.

The BBCC Bookstore may offer special store hours at the beginning and end of the quarter. Check with the Bookstore for specific hours. The BBCC Bookstore is owned and operated by Big Bend Community College.

### Services:

- New and used textbooks, textbook rentals, eBook rentals, course materials and general supplies are stocked, as well as a selection of college-imprinted clothing and merchandise, reference books, gifts, snacks and beverages. Postage stamps, copying and fax services are also available. The BBCC Bookstore accepts cash, personal checks, VISA, MasterCard, Discover and American Express. Picture ID, preferably Big Bend Student ID, is required for check and credit card purchases.
- The BBCC Bookstore offers a book buyback during the three days of scheduled final exams each quarter. Contact the Bookstore for more information. Receipts are not required for buyback, but

Student ID may be required.

- The Bookstore will accept personal checks, financial aid checks and BBCC issued checks for up to \$10.00 over the amount of a purchase provided the person making the purchase is enrolled at or employed by the college. Returns of purchases made with a personal check will be refunded with a BBCC check (waiting period applies). Additional conditions, limits and adjudication and penalty information are available in the Bookstore.
- Students can find information on textbook and course material requirements for their classes and purchase these materials and other college related merchandise at the BBCC bookstore website [www.bbccbookstore.com](http://www.bbccbookstore.com).

**TEXTBOOK REFUND POLICY:** For students dropping or changing a class, the Bookstore will give a full refund during the first two weeks of the quarter with receipt, valid Student ID and copy of new class schedule. *A restocking fee of 20% may be applied to textbooks returned without dropping or changing classes.* **No refunds will be given after the second week of class.** Cash Register receipt must be presented to receive a refund or exchange and books must be in the condition in which they were purchased. Refunds are issued using the tender indicated on the receipt of purchase.

## **BBCC Campus Alerts**

### **[www.bigbend.edu/alerts](http://www.bigbend.edu/alerts)**

Subscribe to receive text message alerts or e-mails alerts whenever there is a campus emergency or unplanned closure. Log in using your College username and password to designate a cell phone number (for text message alerts) or designate the e-mail address you'd like to use to receive alerts. By signing up, you'll receive alerts anytime there is an emergency on campus that causes the campus to close unexpectedly or if there is an incident that may pose a safety concern for the community.

## **BBCC Printing Policy**

BBCC uses the PaperCut pay-for-print system to encourage responsible use of print resources and decreased print waste. A link to the official policy (AP8060) is available on the BBCC web site in the Student Life area.

## **Student Accounts**

Students access PaperCut using their regular network login and password. A \$15.00 complimentary deposit\* is placed into student printing accounts each quarter. The deposit is added before the first day of instruction each quarter.

**Clearance Notice:** All student printing accounts, including those with unused funds of any kind, are automatically cleared when the complimentary deposit for the next quarter is added.

**Restrictions:** Unused complimentary printing account balances carry no cash value and cannot be refunded, sold, or transferred to another user.

## Student Workers

Student workers will be assigned a BBCC network account specifically for their work related computer use, including printing. Student workers are responsible for ensuring they are using the proper account for work related printing. No credit will be given for work related printing mistakenly performed under a student's personal account. Abuse of student worker computing accounts or printing privileges may result in the worker being billed for printing, loss of work related printing privileges, and/or removal of the student worker network account.

## Printing Costs\*

- Single-sided print - 10¢
- Double-sided (Duplex) print - 10¢
- Color print (Bonaudi Library only) - 30¢

Double-sided printing will be set as the default wherever possible. However, users are responsible for verifying that setting is selected before printing.

## Adding Funds to Accounts

Students may add funds to their printing accounts using their student ID number at the Printer Cash machine in the library. The machine accepts coins and bills. Change is available at the Library Service Desk.

Funds can be added with credit or debit cards at the Business Office in the 1400 building. The receipt from the Business Office will be used at the Library Service Desk to update the account.

Users are encouraged to only add the amount necessary for their printing needs to avoid the loss of funds when accounts are cleared and complimentary deposits are added.

Refunds for unused account balances are not possible.

## Printer Flaws or Errors

ONLY print jobs that are below standard (e.g. crumpled, streaked, or low toner) due to printer malfunction will be credited back to printing accounts.

Bring the damaged print job to the Library Service Desk or the lab monitor to have credit added for the cost of the misprinted pages as soon as possible. **Only credit** will be added to accounts for printer problems. Refunds are not possible.

**User Errors** - Credit will not be given for user related printing errors.

\*Complimentary deposit amounts and printing costs are subject to change without notice.

## **Campus Safety & Security**

**For Help Call 509.793.2286**

**All Calls to 9-1-1 must also be reported to Campus Safety**

For administrative issues or questions, contact

Kyle Foreman, Director of Campus Safety & Security, 509.793.2299

Office in building 6000 Dorms, call 509.793.2286 to request access.

Big Bend Community College (BBCC) Campus Safety & Security Department's well trained and courteous non-commissioned staff provides personal safety, security and other services to the campus community seven days a week. Maintenance & Operations and Custodial staff assist Campus Safety during emergencies.

Campus Safety & Security staff and their designees do not have arrest authority, but they do have the authority to ask persons for identification and determine if the individual has lawful business on Campus property. Campus Safety & Security also responds to medical emergencies on campus to provide first aid, and also provides inspections, safety audits and emergency plan development, review and training.

Campus Safety & Security maintains works closely with federal, state and local law enforcement agencies, and has a strong relationship with the Grant County Sheriff's Office (GCSO) which has jurisdiction on the Campus. All criminal incidents which happen on campus are referred to the Sheriff's office.

All crime victims and witnesses are strongly encouraged to immediately report any crime to BBCC Campus Safety and the appropriate law enforcement agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

Reasons to Contact Campus Safety:

- Any emergency situation.
- Someone is following you.
- You or someone is injured.
- You see suspicious activity.

- Escort to your vehicle or another building any time.
- You are locked out of your vehicle or flat tire. We can give you a number to call.
- Your car will not start or damage to your vehicle that was not there when you parked.

For more information on Campus Safety, visit [www.bigbend.edu/safety](http://www.bigbend.edu/safety)

## Canvas

Instructors at Big Bend use the Canvas learning-management system to share online class materials. Instructors may choose to share course syllabi, assignments, grades, and other class documents. Even instructors who teach face-to-face courses may use Canvas for sharing class materials, accepting assignments, testing, and sending messages. Canvas is accessed from a link on the top right of any BCC web page ([www.bigbend.edu](http://www.bigbend.edu)) or directly from (<https://bigbend.instructure.com/>). Login using the Big Bend network ID (i.e. your Big Bend e-mail address, like [bwayne05@bigbend.edu](mailto:bwayne05@bigbend.edu)) and password.

If you have any questions about Canvas, please visit the library in the 1800 building, e-mail [elarningadmin@bigbend.edu](mailto:elarningadmin@bigbend.edu), or call Zach Welhouse, eLearning Coordinator at 509.793.2352.

## Emergency Procedures

AP4130: SUSPENDED OPERATION POLICY FOR BIG BEND  
COMMUNITY COLLEGE (satisfies WAC 357-31-275 for classified employees)

### 4130.1 EMPLOYEE NOTIFICATION

The President or designee shall notify employees of the college's suspended operation through written internal communication when advance notice is possible and shall notify the public through local media (radio and newspapers). If advance notice is not possible, notification will be completed by broadcasting the announcement on the two local radio stations, KWIQ and KBSN/KDRM. Suspended operations may affect day or night classes, or both, and notification must include reference to both situations.

Suspended operations may fall into the following categories:

- a. Delay in Starting - The President or his/her designee may choose to delay the start up time for classes and staff rather than suspend total college operations for an entire workday. The President or designee shall have the option to staff the institution, or portion thereof as he/she wishes during the delay time. The time to report will be announced on the radio stations identified above.

- b. Class Closure - classes are closed for students and faculty; all other employees are expected to report to work.
- c. Institution Closure - the institution is closed; the President or his/ her designee shall have the option to staff the institution, or portion thereof, as he/she wishes during the first fifteen days of suspended operation.

## Food Service

<b>Contact:</b>	Jon Spitzli, General Manager
<b>Location:</b>	ATEC, Building 1800, Dining Commons
<b>Phone:</b>	509.793.2380
<b>Hours:</b>	Monday – Thursday* 7:30 a.m. – 1:30 p.m. Friday* 8:00 a.m. – 1:00 p.m.

### Monday – Friday (hours)

<b>Breakfast (Hot):</b>	7:30 a.m. – 9:30 a.m. (M-Th) 8:00 a.m. – 9:30 a.m. (Fri)
<b>Lunch:</b>	10:30 a.m. – 1:30 p.m. (M-Th) 10:30 a.m. – 1:00 p.m. (Fri)
<b>Espresso Stand:</b>	7:30 a.m. – 1:30 p.m. (M-Th) 8:00 a.m. – 1:00 p.m. (Fri)

Dining Commons is available for all students, by meal or by pre-paid plan.

\*Hours subject to change throughout the year.

## Services:

- Fresh food, voluntary meal plans, and catering programs available to students, staff, guests and special programs. All services managed by Sodexo.

## Lab Hours:

### Writing Center

<b>Location:</b>	Building 1800, Room 1832
<b>Hours:</b>	Monday – Wednesday* 8:00 a.m. – 8:00 p.m. Thursday – Friday* 8:00 a.m. – 4:00 p.m.

### Math, Science & Engineering Tutoring Lab @ STEM

<b>Location:</b>	Building 1200
<b>Hours:</b>	Monday – Thursday* 8:00 a.m. – 8:30 p.m. Friday* 8:00 a.m. – 1:00 p.m. Sunday 3:00 p.m. – 8:00 p.m.

\*\*\* STEM CENTER & TUTORING HOURS MAY VARY \*\*\*

# Library

<b>Location:</b>	Building 1800
<b>Phone:</b>	509.793.2350
<b>Website:</b>	<a href="http://www.bigbend.edu/library">www.bigbend.edu/library</a>
<b>Email:</b>	<a href="mailto:librarymail@bigbend.edu">librarymail@bigbend.edu</a>
<b>Hours:</b>	<b>Fall, Winter, and Spring Quarter Hours</b> Monday – Thursday 7:30 a.m. – 9:00 p.m. Friday 8:00 a.m. – 4:00 p.m. Saturday 12:00 p.m. – 6:00 p.m. <b>Summer quarter and Break Hours</b> Monday – Thursday 7:30 a.m. – 5:00 p.m. Friday 7:30 – 2:30 p.m. Saturday - CLOSED

**The library is closed during college observed holidays. Call or check the library's webpage to confirm hours.**

The library is proud to be named for Big Bend's longest-serving president: William C. Bonaudi. Dr. Bonaudi provided the vision and led the fundraising efforts for completing the Grant County Advanced Technologies Education Center (ATEC, the 1800 building), which includes the library.

Our primary purpose is to support the educational mission of the college by providing access to information resources as well as instruction and assistance in the research process. The library also serves as a cultural and educational resource for the surrounding community. We welcome your use of the library and encourage you to become familiar with the library's services and policies. All users are expected to comply with all library and campus policies, including acceptable use of electronic information systems.

## Resources and Services:

- **Primo** lets you search all the library's online resources (eBooks, magazines, journals, newspapers, & other data) including the library's books, DVDs, music CDs, etc. all at once!
- Special collections: children's and Young Adult books, Pacific Northwest history.
- Most online resources are available on any computer on campus. **Off campus access is available to most resources through your BBCC student login.**
- 24/7 Reference Online – Can't come to us? Click on the "Chat with a Librarian" link for assistance, any time anywhere.
- Lots of comfortable study space, including 10 study rooms with whiteboards. Media viewing and presentation technology is available throughout the library.
- Over 100 computers with the Microsoft Office Suite and high

speed internet access.

- Check out our technology: laptops, USB mics, webcams, etc. for short term use.
- Wireless network access is available throughout the building.
- Interlibrary loans - If we don't have it, we can get it, usually in just a few days!
- Reserves – Items held at the Service Desk for everyone in your class to use.
- Photocopy machine - 10¢ per page standard, 30¢ color, cash only. 10 free copies from library use only materials.
- Scanning – the library's copier also scans to thumb drives or BCC email accounts.
- Typewriter – Yes, sometimes you still need one of these.
- Assistive technology equipment –Just lets us know what you need.
- Test proctoring is available through the campus Testing Center.
- Fax service is available at the BCC Bookstore.

## Overdue Materials:

The library may charge overdue fees for late items. Materials borrowed from the library should be returned or renewed on or before the due date. Borrowers are required to pay for the original purchase costs plus a processing fee for lost or severely damaged materials. Accounts with materials two months overdue are turned over to collection.

An unresolved overdue or bill with the library will result in a hold on grades and transcripts as well the suspension of borrowing privileges.

## Lost and Found

<b>Location:</b>	Business Office 1400
<b>Phone:</b>	509.793.2024
<b>Hours:</b>	Monday – Thursday 7:30 a.m. – 5:00 p.m. Friday 7:30 a.m. – 2:30 p.m.

## Services:

- Found items kept for identification.

## Network/E-mail Account

Your Big Bend network account is used to access various technologies including Canvas, online tutoring, Papercut (printing), and library resources. It also provides you with a unique e-mail address, which instructors and administrators will use to deliver official Big Bend communication. You can access your Big Bend e-mail account at <http://www.bigbend.edu> by clicking

on the “Email” link in the upper right.

To setup or update your network password go to <http://www.bigbend.edu>, click on the “Password Help” link in the upper right and carefully follow the instructions provided. Passwords expire every 90 days and must be updated.

If you are unable to update your password online, call the Big Bend Technology Helpdesk at 509.793.2206.

## Residence Halls

<b>Contact:</b>	Luis Alvarez, Director of Residence Halls and Residential Life
<b>Location:</b>	Phillips Hall (5000 Bldg.) Office 5116
<b>Email:</b>	<a href="mailto:luisa@bigbend.edu">luisa@bigbend.edu</a>
<b>Phone:</b>	509.793.2291
<b>Hours:</b>	Monday – Thursday 8:30 a.m. – 4:00 p.m. Friday* 8:30 a.m. – 2:00 p.m.

### Services:

Information and applications for the college residence hall, which offers on-campus housing, plus leadership opportunities and co-curricular activities for full-time students.

# Student Activities

## Clubs and Organizations

<b>Location:</b>	Activities Office 1410
<b>Phone:</b>	509.793.2066
<b>Hours:</b>	Monday – Thursday 8:00 a.m. – 5:00 p.m. Friday 8:00 a.m. – 2:30 p.m.

### Services:

BBCC students are encouraged to participate in existing clubs and organizations or to form new clubs. Contact the Activities Office or the ASB Office for a list of the active clubs on the BBCC campus. All BBCC clubs must adhere to the rules and regulations governing organizations, which are located in the BBCC Student Organization Handbook.

- Application to become a recognized student organization. Student groups desiring status as a recognized student organization must complete the application procedures in the Office of Student Activities. BBCC provides equal opportunity to student clubs and organizations and does not discriminate against anyone based on race, creed, color, national origin, sex,

marital status, sexual orientation, religion, age, pregnancy, genetic status, gender identity, status as a veteran, use of a trained guide dog or service animal or the presence of any sensory, mental or physical disability or whose stated purpose violates state, local or federal laws and/or college rules and regulations. \*See Definition under Discrimination, Harassment and/or Sexual Harassment Section\*

- In order to start a new recognized student organization, a representative of the group must make an appointment with representatives in the Office of Student Activities to discuss the application process.
- The following must then be submitted to the Office of Student Activities:
  - Letter of intent, focusing on goals and outcomes of club
  - Membership roster (an organization must have at least 10 members plus an advisor)
  - Club constitution & bylaws
  - Application form
- The petitioning organization will be granted “Pending” status once the application and paperwork is received. While under pending status, the group will be granted a 30-day permit to use campus facilities for the purpose of holding organizational meetings and recruiting new members. This permit does not include the right to sponsor an all-campus event, to solicit (raising funds on campus) or to use the name of the college.
- The application is reviewed by the representatives of the Office of Student Activities. It is then brought before the ASB. Final approval is through the Director of Student Programs. This process usually takes 30 days.
- The Office of Student Activities and the ASB will consider the following criteria for approval or denial of the application:
  - Possible duplication of another student organization on campus. Possible attributes that the new organization may bring to campus life.
  - Probability of growth and continual good standing of the new organization.
  - Activities which are consistent with the college policy and city, state and federal laws.
- Once all requirements have been met and approval has been granted, the group will be classified as a “recognized” student organization. In order to maintain registered status, the president of the organization must annually register his/her organization and maintain accurate and up-to-date records of officers, members and programs with the Office of Student Activities.

# DeVries Activity Center

<b>Contact:</b>	Michael DeHoog, Activity Center Supervisor Jameson Lange, Assistant
<b>Location:</b>	Building 2000
<b>Phone:</b>	509.793.2231 Michael DeHoog 509.793.2342 Jameson Lange
<b>Hours:</b>	<b>Fall, Winter, and Spring Quarter</b> Monday – Thursday 7:30 a.m. – 7:30 p.m. Friday 9:00 a.m. – 1:00 p.m. Saturday and Sunday, CLOSED <b>Summer Quarter</b> Monday – Thursday 8:00 a.m. – 3:00 p.m. Friday 9:00 a.m. – 1:00 p.m. Saturday and Sunday, CLOSED

Closed August to mid-September, Winter Break, Spring Break, Athletic Contests, Special Events and all Holidays when classes are not in session.

## Intercollegiate Sports

Big Bend Community College offers five varsity athletic programs, including women's volleyball (Fall Quarter), men's and women's basketball (Fall/Winter Quarter), men's baseball and women's softball (Winter/Spring Quarter). Admission to all athletic events is free to students carrying ASB cards. Non-students can purchase individual basketball and volleyball game tickets at the door. There is no admission fee for regular season baseball and softball games.

## Posting of Information on Campus

<b>Contact:</b>	Matt Killebrew, Director of Communications
<b>Location:</b>	Communications Office, 2nd floor 1400 Building
<b>Phone:</b>	509.793.2003
<b>Hours:</b>	Monday – Friday 8:00 a.m. – 4:00 p.m.

## Services:

- Any posters, flyers, or advertisements of any kind must be routed through the Office of Communications before being posted publicly. Approved material must be stamped by the Office of Communications before being posted. Any material hung for public display without approval will be removed immediately and discarded.

# Student Government and Activities

<b>Contact:</b>	Kim Jackson, Director of Student Programs
<b>Location:</b>	Activities Office room 1410, Building 1400
<b>Phone:</b>	509.793.2067

## Services:

- Student Government. Associated Student Body (ASB), the principle student governing body, is comprised of six officers appointed in the spring and programmers appointed in the spring and fall. For their service, the ASB president, vice president, secretary, treasurer, program director and public relations officer are paid the equivalent of 18 resident credit hours and a \$400 bookstore allowance, while programmers receive the equivalent of resident half tuition per quarter. The ASB normally meets weekly. Meetings, which are open to the public, are held in the large conference room in the 1400 bldg. To be eligible to apply for an ASB office, students must be formally enrolled with a full-time credit load of at least ten credits, hold and maintain a 2.5 cumulative GPA.
- Student Programs Mission Statement. The Association of Student Body of Big Bend Community College strives to build a strong community through motivation, education and a sense of unity. ASB encourages students to develop a positive outlook on life, while recognizing individual success.
- The primary function of the ASB is to provide opportunities for involvement for all BBCC students including club activities, concerts, dances, and special events. The ASB Executive Board welcomes student input in planning those activities.
- ASB Identification Cards. Students are encouraged to go to the Bonaudi Library to have their free Associated Student Body (ASB) cards made early in the quarter. You must present a picture ID (such as a Driver's License) to receive an ASB card. The cards not only provide student identification, but are also used for library checkout, tracking lab time and other use of campus services. It is also required for free admission to intercollegiate basketball and volleyball games, use of campus athletic facilities, and free or reduced fees at ASB sponsored activities. Students need to get their ID cards validated each quarter by bringing them in to the Library. There is a \$3.00 replacement fee for lost cards. Cards can be made or validated any time the Library is open.

# Code of Student Rights and Responsibilities

## Statement of Student Rights

WAC 132R-04-010

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 maintain and to respect the general conditions necessary for a free and effective learning environment is shared by all members of the college community.

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

1. Academic freedom
  - a. Students are guaranteed the rights of free inquiry, expression, and assembly upon and within college facilities that are generally open and available to the public.
  - b. Students are free to pursue appropriate educational objectives from among the college's curricula, programs, and services, subject to the limitations of RCW 28B.50.090 (3)(b).
  - c. Students shall be protected from academic evaluation which is arbitrary, prejudiced, or capricious, but are responsible for meeting the standards of academic performance established by each of their instructors.
  - d. Students have the right to a learning environment which is free from unlawful discrimination, inappropriate and disrespectful conduct, and any and all harassment, including sexual harassment.
2. Due process
  - a. The rights of students to be secure in their persons, quarters, papers, and effects against unreasonable searches and seizures is guaranteed.
  - b. No disciplinary sanction may be imposed on any student without notice to the accused of the nature of the charges.

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

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. WSR 03-15-063, § 132R-04-010, filed 7/14/03, effective 8/14/03. Statutory Authority: RCW 28B.50.140. WSR 90-02-019, § 132R-04-010, filed 12/26/89, effective 1/26/90; Order 69-4, § 132R-04-010, filed 12/5/69.]

## **Definitions** WAC 132R-04-015

For the purposes of this chapter, terms are defined as follows:

1. "Student conduct officer" is a college administrator designated by the president to be responsible for implementing and enforcing the student conduct code. The vice president of learning and student success will serve as the student conduct officer or may appoint a designee.
2. "Conduct review officer" is a college administrator designated by the president to be responsible for receiving and facilitating appeals from student disciplinary actions and for reviewing initial decisions issued in a brief adjudicative proceeding. The conduct review officer shall be designated by the president and shall be authorized to grant appropriate relief upon review. The director of student programs will serve as the conduct review officer, unless otherwise designated by the president.
3. "The president" is the president of the college. The president is authorized to delegate any and all of his or her responsibilities as set forth in this chapter as may be reasonably necessary and to reassign any and all duties and responsibilities as set forth in this chapter as may be reasonably necessary.
4. "Disciplinary action" is the process by which discipline is imposed by the student conduct officer against a student for a violation of the student conduct code.
5. "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 disciplinary committee. Appeals of all other appealable disciplinary action may be reviewed through brief adjudicative proceedings.
6. "Respondent" is the student against whom disciplinary action is being taken.
7. "Service" is the process by which a document is officially delivered to a party. Unless expressly specified otherwise, service upon a party shall be accomplished by:
  - a. Hand delivery of the document to the party; or
  - b. By sending the document by e-mail 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 e-mailed and deposited into the mail.

8. "Filing" is the process by which a document is officially delivered to a school official responsible for facilitating a disciplinary review by a presiding officer. Unless expressly specified otherwise, filing shall be accomplished by:
  - a. Hand delivery of the document to the school official or school official's assistant; or
  - b. By sending the document by e-mail and first class mail to the recipient's college e-mail and office address.

Papers required to be filed shall be deemed filed upon actual receipt during office hours at the office of the specified official or presiding officer.

9. "College premises" shall include all campuses of the college, wherever located, and includes all land, buildings, facilities, vehicles, equipment, and other property owned, used, or controlled by the college.
10. "Student" is defined as all persons taking courses at or through the college, including those concurrently attending secondary or postsecondary institutions and colleges, whether on a full-time or part-time basis, and whether such courses are credit courses, noncredit courses, (excluding those trainings occurring through the Center for Business and Industry Service and the Japanese Agricultural Training Program), Irrespective of modality. Persons who withdraw after allegedly violating the student code of conduct, 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." "Continuing relationship" is established when a student is registered for an upcoming term or has indicated an intent to do so via a transaction, such as submitting a financial aid application for an upcoming term.
11. "Business day" means a weekday, excluding weekends and college holidays. If a time period is not specifically stated in business days, then calendar days apply.
12. "Complainant" means any person who files a complaint alleging that a student or student organization violated the standards of conduct for students. Complainant also refers to the college when the college files the complaint.
13. "Sexual misconduct" has the meaning ascribed to this term in WAC 132R-04-057.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. WSR 03-15-063, § 132R-04-015, filed 7/14/03, effective 8/14/03.]

## **Statement of Jurisdiction** WAC 132R-04-017

The conduct code adopted herein applies to student conduct that occurs on

college premises, at college sponsored activities, and to off-campus student conduct that adversely affects the well-being of the college community and/or the pursuit of its objectives. Jurisdiction includes, but is not limited to, locations in which students are engaged in official college activities including, but not limited to, foreign or domestic travel, activities funded by the associated students, athletic events, training internships, cooperative and distance education, online education, practicums, supervised work experiences or any other college-sanctioned social or club activities. Students are responsible for their conduct from the time of application for admission through the actual receipt of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. These standards shall apply to a student's conduct even if the student withdraws from college while a disciplinary matter is pending. The Student Conduct Officer has sole discretion, on a case-by-case basis, to determine whether the Code of Student Conduct will be applied to conduct occurring off campus.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. WSR 03-15-063, § 132R-04-017, filed 7/14/03, effective 8/14/03.]

## **Right to demand Identification**

WAC 123R-04-019

For the purpose of determining identity of a person as a student any faculty member or other college personnel authorized by the college president may demand that any person on college facilities produce evidence of student enrollment in the college. Tender of the student identifications card will satisfy this requirement.

Refusal by a student to produce identification as required may subject the student to disciplinary action.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. WSR 03-15-063, § 123R-04-019, filed 7/14/03, effective 8/14/03.]

## **Freedom of Expression**

WAC 132R-04-040

1. Fundamental to the democratic process are the rights of free speech and peaceful assembly. Students, other members of the college community, and non-students shall always be free to express their views or support causes by orderly means, which do not disrupt the regular and essential operations of the college.
2. Concomitantly, while supporting the rights of students and others, the college recognizes the responsibility to maintain an atmosphere

conductive to a sound educational endeavor.

3. To ensure the reconciliation of such rights and responsibilities, while respecting the private rights of all individuals, campus demonstrations may be conducted only in areas which are generally available to the public provided such demonstrations:
  - a. Are conducted in an orderly manner,
  - b. Do not unreasonably interfere with classes, scheduled meetings or ceremonies, or with the general educational processes of the college; or
  - c. Do not unreasonably interfere with vehicular or pedestrian traffic; or
  - d. Do not unreasonably interfere with regular college functions.
4. A student who conducts or participates in a demonstration that violates any provision of this rule shall be subject to disciplinary action. A non-student who violates any provision of the rule will be referred to the civilian authorities for criminal prosecution.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. WSR 03-15-063, § 123R-04-019, filed 7/14/03, effective 8/14/03; Order 69-4, § 132R-04-040, filed 12/5/69.]

## **Freedom of Association and Organization**

WAC 132R-04-040

Students bring to the campus a variety of previously acquired interests and develop many new interests as members of the college community. They are free to organize and join associations to promote any legal purpose, whether it be religious, political, educational, recreational or social.

Student organizations must be granted a charter by the college student government before they may be officially recognized. Prior to becoming chartered, a student organization must submit to the student government a statement of purpose, criteria for membership, a statement of operating rules or procedures, and the name of a faculty member who has agreed to serve as an advisor. All student organizations must also submit to the student government a list of officers and keep that list updated when changes occur.

In order to qualify for issuance of a charter, a student organization must be open to all students without respect to race, sex, creed, national origin or religion. Membership in all student organizations shall be open to any member of the college community who is willing to subscribe to the stated aims of the student organization. Affiliation with a non-campus organization shall not be grounds for denial of charter, provided that other conditions for charter issuance have been met.

# Standards

W132R-04-040

Attendance at Big Bend Community College presupposes that students will observe the laws and deport themselves according to accepted standards of personal and group conduct. It further presupposes that each student will comply with the rules, regulations and procedures as are, or may be, established by Big Bend Community College. Failure to observe such laws, standards, rules, regulations and procedures shall render a student subject to penalties, which may include dismissal from the college.

The provisions of this section on student conduct and discipline do not apply to probation or suspension arising solely from low scholarship.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. WSR 03-15-063, § 123R-04-056, filed 7/14/03, effective 8/14/03.]

# Student Code of Conduct Violations

WAC 132R-04-057

Student Misconduct. Misconduct for which the college may impose sanctions includes, but is not limited to, any of the following:

1. **Academic dishonesty.** Any act of academic dishonesty including, but not limited to, cheating or plagiarism:
  - a. Cheating includes, but is not limited to, using, or attempting to use, any material, assistance, or source which has not been authorized by the instructor to satisfy any expectation or requirement in an instructional course, or obtaining, without authorization, test questions or answers or other academic material that belong to another.
  - b. Plagiarism includes, but is not limited to, presenting or submitting another person's ideas, words, or other work in an instructional course without properly crediting that person.
  - c. Academic dishonesty includes, but is not limited to, presenting or submitting in an instructional course either information that is known to be false (while concealing that falsity) or work that is substantially the same as that previously submitted in another course (without the current instructor's approval).
2. **Other dishonesty.** Acts of dishonesty include, but are not limited to:
  - a. Forgery, alteration, submission of falsified documents or misuse of any college document, record, or instrument of identification;
  - b. Tampering with an election conducted by or for college students;or
  - c. Furnishing false information, or failing to furnish correct information, in response to the request or requirement of a college

- officer or employee.
3. **Obstructive or disruptive conduct.** Conduct not otherwise protected by law that interferes with, impedes, or otherwise unreasonably hinders:
    - a. Any instruction, research, administration, disciplinary proceeding, or other college activities, including the obstruction of the free flow of pedestrian or vehicular movement on college property or at a college activity; or
    - b. Any activity that is authorized to occur on college property, whether or not actually conducted or sponsored by the college.
  4. **Assault, intimidation, harassment.** Unwanted touching, physical abuse, verbal abuse, threat(s), intimidation, harassment, bullying, or other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person or another person's property. For purposes of this code, bullying is repeated or aggressive unwanted behavior, not otherwise protected by law that humiliates, harms, or intimidates the victim.
  5. **Cyber misconduct.** Cyber misconduct including, but not limited to: Cyberstalking, cyberbullying, or online harassment.
    - a. Use of electronic communications including, but not limited to, electronic mail, instant messaging, electronic bulletin boards, and social media sites, to harass, abuse, bully or engage in other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person.
    - b. 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.
  6. **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 the purposes of this subsection includes computer passwords, access codes, identification cards, personal financial account numbers, other confidential personal information, intellectual property, and college trademarks.
  7. **Failure to comply with directive.** Failure to comply with the directive(s) of a college officer or employee who is acting in the legitimate performance of his or her duties, including failure to properly identify oneself to such a person when requested to do so.
  8. **Weapons.** Possession 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, unless previously authorized by the vice president of learning and student success. This policy does not apply to the possession of a personal protection spray device, as authorized by RCW 9.91.160. This policy is subject to the following exceptions:

- a. Commissioned law enforcement personnel in the state of Washington, legally authorized military personnel while in performance of their duties, and other persons or entities authorized by contract to carry firearms in the course of their employment;
  - b. A student with a valid concealed weapons permit may store a pistol in his or her 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 or designee 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.
9. **Hazing.** Hazing includes, but is not limited to, any initiation into a student organization or any pastime or amusement engaged in with respect to such an organization that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm, to any student.
10. **Alcohol, drug, and tobacco violations.**
- a. Alcohol. The use, possession, delivery, sale, or being visibly under the influence of any alcoholic beverage, except as permitted by law and applicable college policies.
  - b. Marijuana. The use, possession, delivery, or sale of marijuana or the psychoactive compounds found in marijuana intended for human consumption, regardless of form, or being observably under the influence of marijuana or the psychoactive compounds found in marijuana and intended for human consumption, regardless of form. While state law permits the recreational use of marijuana, federal law prohibits such use on college premises or in connection with college activities.
  - c. Drugs. The use, possession, delivery, sale, or being observably under the influence of any legend drug (including anabolic steroids, androgens, or human grown hormones), narcotic drug or controlled substance as defined in chapters 69.41 and 69.50 RCW, except in accordance with a lawful prescription for that student by a licensed health care professional.
  - d. 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, or in any location other than the parking lots, including twenty-five feet from entrances, exits, windows that open, and ventilation intakes of any building owned, leased or operated by the college. The use of tobacco, electronic cigarettes, and related products on the college campus is restricted to designated smoking areas. "Related products" include, but are not limited to, cigarettes, pipes, bidi, clove cigarettes, waterpipes, hookahs, chewing tobacco, vaporizers, and snuff. Conduct which is disorderly, lewd, or obscene.

11. **Disorderly conduct.** Conduct which is disorderly, lewd, indecent, or obscene, that is not otherwise protected under the law.
12. **Discriminatory conduct.** Discriminatory conduct which harms or adversely affects any member of the college community because of her or his race; color; national origin; sensory, mental or physical disability; use of a service animal; gender, including pregnancy; marital status; age (40+); religion; creed; genetic information; sexual orientation; gender identity; veteran's status; or any other legally protected classification.
13. **Sexual misconduct.** The term "sexual misconduct" includes sexual harassment, sexual intimidation, and sexual violence. [ 4 ] OTS-9639.2
  - a. **Sexual harassment.** The term "sexual harassment" means unwelcome conduct of a sexual nature, including unwelcomed sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature that is sufficiently serious as to deny or limit, and that does deny or limit, based on sex, the ability of a student to participate in or benefit from the college's programs or activities or that creates an intimidating, hostile, or offensive environment for other campus community members.
  - b. **Sexual intimidation.** The term "sexual intimidation" incorporates the definition of sexual harassment and means threatening or emotionally distressing conduct based on sex. This includes, but is not limited to, nonconsensual recording of sexual activity or the distribution of such recording.
  - c. **Sexual violence.** "Sexual violence" is a type of sexual discrimination and harassment. Nonconsensual sexual intercourse, nonconsensual sexual contact, domestic violence, dating violence, and stalking are all types of sexual violence.
    - i. 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.
- ii. Nonconsensual sexual contact is any intentional sexual touching, however slight, with any 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.
  - iii. Domestic violence includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.
  - iv. Dating violence means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.
  - v. Stalking means intentional and repeated harassment or following of another person, which places that person in reasonable fear that the perpetrator intends to injure, intimidate, or harass that person. Stalking also includes instances where the perpetrator knows or reasonably should know that the person is frightened, intimidated, or harassed, even if the perpetrator lacks such intent.
  - vi. Consent: Clear knowing and voluntary permission to engage in mutually agreed upon activity. For consent to be valid, there must be actual words or conduct indicating freely given agreement to the act at the time of the act. Consent cannot be inferred from silence, passivity, or lack of active resistance. Consent can be withdrawn by either party at any point. Consent to engage in one activity, or past agreement to engage in a particular activity, cannot be presumed to constitute consent to engage in a different activity or to engage in the same activity again. There is no consent where there is a threat of force or violence or any other form of coercion or intimidation, physical or psychological. A person cannot consent if they are unable to understand what is happening or are disoriented, or if they are 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 incapable of consent has engaged in nonconsensual conduct.

**14. Harassment.** Unwelcome and offensive conduct, including verbal,

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

15. **Retaliation.** Harming, threatening, intimidating, coercing, or taking adverse action of any kind against a person because such person reported an alleged violation of this code or college policy, provided information about an alleged violation, or participated as a witness or in any other capacity in a college investigation or disciplinary proceeding. 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.
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. **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.
18. **Safety violations.** Safety violation includes any nonaccidental conduct that interferes with or otherwise compromises any college policy, equipment, or procedure relating to the safety and security of the campus community, including tampering with fire safety equipment and triggering false alarms or other emergency response systems.
  19. **Abuse of process.** Abuse or misuse of any of the procedures relating to student complaints or misconduct including, but not limited to:
    - a. Failure to obey a subpoena or order to appear at a hearing;
    - b. Falsification or misrepresentation of information;
    - c. Disruption, or interference with the orderly conduct, of a proceeding;
    - d. Interfering with someone else's proper participation in a proceeding;
    - e. Destroying or altering potential evidence, or attempting to intimidate or otherwise improperly pressure a witness or potential witness;
    - f. Attempting to influence the impartiality of, or harassing or intimidating, a student disciplinary committee member; or
    - g. Failure to comply with any disciplinary sanction(s) imposed under this student conduct code.
  20. **Unsafe vehicle operation.** Operation of any motor vehicle on college property in an unsafe manner or in a manner which is reasonably perceived as threatening the health or safety of another person.
  21. **Violation of other laws or policies.** Violation of any federal, state, or local law, rule, or regulation or other college rules or policies, including college traffic and parking rules.
  22. **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.
  23. **Aiding or abetting.** Aiding, abetting, inciting, encouraging, or assisting another person to commit any of the foregoing acts of misconduct.

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

prosecution.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. WSR 03-15-063, § 132R-04-057, filed 7/14/03, effective 8/14/03.]

## **Disciplinary Sanctions** WAC 132R-04-063

**Sanctions.** Disciplinary actions include, but are not limited to, the following Sanctions. Disciplinary actions include, but are not limited to, the following sanctions that may be imposed upon students according to the procedure outlined in WAC 132R-04-057.

1. **Warning:** A verbal statement to a student that there is a violation and that continued violation may be cause for further disciplinary action.
2. **Reprimand:** Notice in writing that the student has violated one or more terms of this Code of Conduct and that continuation of the same or similar behavior may result in more severe disciplinary action.
3. **Disciplinary probation:** Formal action placing specific conditions and restrictions upon the student's continued attendance depending upon the seriousness of the violation and which may include a deferred disciplinary sanction. If the student subject to a deferred disciplinary sanction is found in violation of any college rule during the time of disciplinary probation, the deferred disciplinary sanction, which may include, but is not limited to, a suspension or a dismissal from the college, shall take effect immediately without further review. Any such sanction shall be in addition to any sanction or conditions arising from the new violation. Probation may be for a limited period of time or may be for the duration of the student's attendance at the college. Other conditions and restrictions may include, but not be limited to, restrictions from being present on certain parts of the campus or in certain college buildings; restriction from attending certain college activities; orders of no contact between the student under probation and other students, college employees, or other persons.
4. **Not in good standing.** A student may be deemed "not in good standing" with the college. If so the student shall be subject to the following restrictions:
  - a. Ineligible to hold an office in any student organization recognized by the college or to hold any elected or appointed office of the college.
  - b. 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.
5. **Education.** The college may require the student to complete an educational project or attend sessions, at the student's expense,

which address the student's behavior such as anger management or counseling.

6. Loss of privileges. Denial of specified privileges for a designated period of time.
7. No contact order. 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 faculty.
8. 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.
9. Suspension: Dismissal from the college and from the student status for a stated period of time. There will be no refund of tuition or fees for the quarter in which the action is taken.
10. 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.
11. Expulsion: 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.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. WSR 03-15-063, § 132R-04-063, filed 7/14/03, effective 8/14/03.]

## **Summary Suspension WAC 132R-04-064**

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 (or designee) 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 disruption of, or interference with, the operations of the college.
3. Notice. Any respondent who has been summarily suspended shall be served with written notice or oral notice of the summary suspension at the time 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 Proceedings” and shall include:
- a. The reasons for imposing the summary suspension, including 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 chair of the student disciplinary committee for a hearing on the summary suspension; and
  - c. The conditions, if any, under which the respondent may physically access the campus or communicate with members of the campus community. If the respondent has been trespassing from the campus, a notice against trespass shall be included that warns the student that his or her privilege to enter into or remain on college premises has been withdrawn, that the respondent shall be considered trespassing and subject to arrest for criminal trespass if the respondent enters the college campus other than to meet with the Student Conduct Officer or designee, or to attend a disciplinary hearing.
5. The Conduct Review Officer or designee shall conduct a hearing on the summary suspension as soon as practicable after imposition of the summary suspension. The hearing will be conducted as a brief adjudicative proceeding.
- a. 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.
  - b. 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.
  - c. If the notice of summary suspension proceedings has been served upon the respondent in accordance with these rules and the student fails to appear at the designated hearing time, the Conduct Review Officer may order that the summary suspension remain in place

pending the conclusion of the disciplinary proceedings.

- d. As soon as practicable following the hearing, the Conduct Review Officer shall issue a written decision, which shall include a brief statement of findings of fact and conclusions of law, the policy reasons justifying imposition of the summary suspension. If summary suspension is upheld and/or other discipline imposed, the order shall inform the respondent of the duration of the summary suspension or the nature of the disciplinary action(s), conditions under which the summary suspension may be terminated or modified, and procedures by which the order may be appealed.
  - e. The interim suspension shall not replace the regular discipline process, which shall proceed as quickly as feasible in light of the interim suspension.
  - f. To the extent permissible under applicable law, the Conduct Review Officer shall provide a copy of the decision to all persons or offices whom may be bound or protected by it.
6. In cases involving allegations of sexual misconduct, the complainant will be notified that a summary suspension has been imposed on the same day that the summary suspension notice is served on the respondent. The college will also provide the complainant with timely notice of any subsequent changes to the summary suspension order.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. WSR 03-15-063, § 132R-04-064, filed 7/14/03, effective 8/14/03.]

## **Appeal from Disciplinary Action**

### **WAC 132R-04-067**

1. The respondent may appeal the results of a disciplinary action by filing a written notice of appeal with the Conduct Review Officer within twenty days of service of the discipline order. Failure to timely file a notice of appeal constitutes a waiver of the right to appeal and the Student Conduct Officer's order shall be deemed final.
2. The notice of appeal must include a brief statement explaining why the respondent is seeking review.
3. The parties to an appeal shall be the respondent and the Conduct Review Officer.
4. A respondent, who timely appeals a disciplinary action or whose case is referred to the Student Disciplinary Committee, has a right to a prompt, fair, and impartial hearing as provided for in these procedures.
5. In the event of a conflict between this student conduct code and the Administrative Procedure Act, chapter 34.05 RCW, this student conduct code will govern.
6. The college hereby adopts the Model rules of procedure, chapter

10-08 WAC, by reference. To the extent there is a conflict between these rules and chapter 10-08 WAC, these rules shall control.

7. Imposition of discipline for violation of the Student Conduct Code shall be stayed pending appeal, unless respondent has been summarily suspended.
8. The Student Disciplinary Committee shall hear the following cases as fully adjudicated proceedings:
  - a. Appeals from suspensions in excess of ten instructional days;
  - b. Appeals from dismissals;
  - c. Discipline cases referred to the committee by the Student Conduct Officer, the conduct review officer or the president; and
  - d. Cases in which students request to have their discipline case heard by the committee.
9. Student conduct appeals involving the following disciplinary actions shall be heard as brief adjudicative proceedings:
  - a. Suspensions of ten instructional days or less;
  - b. Disciplinary probation;
  - c. Reprimands; and
  - d. Any conditions or terms imposed in conjunction with one of the foregoing disciplinary actions.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. WSR 03-15-063, § 132R-04-067, filed 7/14/03, effective 8/14/03.]

## **Authority WAC 132R-04-100**

The Big Bend Community College (BCCC) Board of Trustees, acting according to RCW 28B.50.140(14), delegates to the President of the College the authority to administer disciplinary action. Administration of the disciplinary procedures is the responsibility of the Vice-President of Instruction and Student Services. The Vice-President of Instruction and Student Services will serve as the Student Conduct Officer, or appoint a designee. The Student Conduct Officer shall serve as the principal investigator and administrator for alleged violations of this code.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. WSR 03-15-063, § 132R-04-100, filed 7/14/03, effective 8/14/03; Order 69-4, § 132R-04-100, filed 12/5/69.]

## **Initiation of Disciplinary Action**

### **WAC 132R-04-112**

1. Disciplinary proceedings will be initiated by the Vice-President of Instruction and Student Services or a designee. If that officer is the subject of a complaint initiated by the respondent, the President shall, upon request and when feasible, designate another person to fulfill

- any such disciplinary responsibilities relative to the complainant.
2. A student accused of violating any provision of the Conduct Code (the respondent) shall be notified of an initial meeting with the Vice-President of Instruction and Student Services. The notice shall briefly describe the factual allegations, the provision(s) of the Conduct Code the respondent is charged with violating, the range of possible sanctions for the alleged violation(s), and specify the time and location of the meeting. At the meeting, the Student Conduct Officer will present the allegations to the respondent and the respondent shall be afforded an opportunity to explain what took place. If the respondent fails to appear after proper notification, the Student Conduct Officer may take disciplinary action based upon the available information.
  3. Within ten days of the initial disciplinary meeting, and after considering the evidence in the case, including any facts or argument presented by the respondent, the Vice-President of Instruction and Student Services shall serve the respondent with a written order setting forth the facts and conclusions supporting his or her decision, the specific Student Conduct Code provisions found to have been violated, the discipline imposed (if any), and a notice of any appeal rights with an explanation of the consequences of failing to file a timely appeal.
  4. The Vice-President of Instruction and Student Services, acting in the role of Student Conduct Officer, may take any of the following actions:
    - a. Terminate the proceeding, exonerating the respondent;
    - b. Dismiss the case after providing appropriate counseling and advice to the respondent. Such action is final and is not subject to review on appeal;
    - c. Issue a verbal warning to the respondent directly. Such action is final and is not subject to review on appeal;
    - d. Impose additional sanctions of reprimand, disciplinary probation, suspension or dismissal. Such actions are subject to review on appeal as provided in this chapter; refer the matter directly to the Student Disciplinary Committee for such action as the committee deems appropriate. Such referral shall be in writing, to the attention of the Chair of the Disciplinary Committee, with a copy served on the respondent.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. WSR 03-15-063, § 132R-04-112, filed 7/14/03, effective 8/14/03.]

## **Supplemental sexual misconduct procedures**

### **WAC 132R-04-100**

1. 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 discipline action and to appeal the student conduct officer's disciplinary order. Application of the following procedures is limited to student conduct code proceedings involving allegations of sexual misconduct. In such cases, these procedures shall supplement the student disciplinary procedures. In the event of conflict between the sexual misconduct procedures and the student disciplinary procedures, the sexual misconduct procedures shall prevail.

2. Supplemental complaint process. The following supplemental procedures shall apply with respect to complaints or other reports of alleged sexual misconduct by a student.
  - a. The college's Title IX compliance officer shall investigate complaints or other reports of alleged sexual misconduct by a student. Investigations will be completed in a timely manner and the results of the investigation shall be referred to the student conduct officer for disciplinary sanction.
  - b. Informal dispute resolution shall not be used to resolve sexual misconduct complaints without written permission from both the complainant and the respondent. If the parties elect to mediate a dispute, either party shall be free to discontinue mediation at any time. In no event shall mediation be used to resolve complaints involving allegations of sexual violence.
  - c. College personnel will honor requests to keep sexual misconduct complaints confidential to the extent that can be done without unreasonably risking the health, safety, and welfare of the complainant or other members of the college community compromising the college's duty to investigate and process sexual harassment and sexual violence complaints.
  - d. The student conduct officer, prior to initiating disciplinary action, will make a reasonable effort to contact the complainant to discuss the results of the investigation and possible disciplinary sanctions and/or conditions (if any) that may be imposed upon the respondent if the allegations of sexual misconduct are found to have merit.

## **Initiation of disciplinary action**

WAC 132R-04-112

1. All disciplinary proceedings will be initiated by the student conduct officer or a designee. If that officer is the subject of a complaint initiated by the respondent, the president shall, upon request and when feasible, designate another person to fulfill any such

disciplinary responsibilities relative to the complainant.

2. The student conduct officer shall initiate disciplinary action by serving the respondent with written notice directing the respondent to attend a disciplinary meeting. The notice shall briefly describe the factual allegation, the provision(s) of the conduct code the respondent is charged with violating, the range of possible sanction for the alleged violation(s), and specify the time and location of the meeting. At the meeting, the student conduct officer will present the allegations to the respondent and the respondent shall be afforded an opportunity to explain what took place. If the respondent fails to appear after proper notification, the student conduct officer may take disciplinary action based upon the available information.
3. The student conduct officer, prior to initiating taking disciplinary action in a case involving allegations of sexual misconduct, will make a reasonable effort to contact the complainant to discuss the results of the investigation and possible disciplinary sanctions and/or conditions (if any) that may be imposed upon the respondent if the allegations of sexual misconduct are found to have merit.
4. Within ten business days of the initial disciplinary meeting, and after considering the evidence in the case, including any facts or arguments presented by the respondent, the student conduct officer shall serve the respondent with a written decision setting forth the specific student conduct code provision alleged to have been violated, the action taken, and a notice of appeal right (if any).
5. The student conduct officer may take any of the following actions:
  - a. Exonerate the respondent and terminate the proceedings;
  - b. Dismiss the case after providing appropriate counseling and advice to the respondent. Such action is final and is not subject to review on appeal;
  - c. Issue a verbal warning to the respondent directly. Such action is final and is not subject to review on appeal;
  - d. Impose a disciplinary action(s), as described in WAC 132-04-063. Such actions are subject to review on appeal as provided in this chapter. Any decisions imposing a disciplinary action(s) must state the facts and conclusions supporting the student conduct officer's decision, the specific student conduct code provision(s) found to have been violated, the details of the discipline imposed, and a notice of any appeal rights with an explanation of the consequences of failing to file a timely appeal;
  - e. Refer the matter directly to the student disciplinary committee for such action as the committee deems appropriate. Such referral shall be in writing, to the attention of the chair of the disciplinary committee, with a copy served on the respondent.
6. In cases involving allegations of sexual misconduct, the student conduct officer, on the same date that a disciplinary decision is served on the respondent, will serve a written notice informing the

complainant whether the allegations of sexual misconduct were found to have merit and describing any disciplinary sanctions and/or conditions imposed upon the respondent for the complainant's protection, including disciplinary suspension or dismissal of the respondent. The notice will also inform the complainant of his or her appeal rights. If protective sanctions and/or conditions are imposed, the student conduct officer shall make a reasonable effort to contact the complainant to ensure prompt notice of the protective disciplinary sanctions and/or condition.

[Statutory Authority: RCW 28B.50.140. WSR 16-15-011, § 132R-04-112, filed 7/8/16, effective 8/8/016. Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. WSR 03-15-063, § 132R-04-112, filed 7/14/03, effective 8/14/03.]

## **Brief Adjudicative Proceedings - General**

### **WAC 132R-04-115**

1. This rule is adopted in accordance with RCW 34.05.482 through 34.05.494. Brief adjudicative proceedings shall be used, unless provided otherwise by another rule or determined otherwise in a particular case by the President, or a designee, in regard to:
  - a. Parking violations.
  - b. Outstanding debts owed by students or employees.
  - c. Use of college facilities.
  - d. Residency determinations.
  - e. Use of library - Fines.
  - f. Challenges to contents of education records.
  - g. Loss of eligibility for participation in institution sponsored athletic events.
  - h. Student conduct appeals involving the following disciplinary actions:
    - i. Suspensions of ten instructional days or less;
    - ii. Disciplinary probation;
    - iii. Written reprimands; and
    - iv. Any conditions or terms imposed in conjunction with one of the foregoing disciplinary actions.
    - v. Appeals of decisions regarding mandatory tuition and fee waivers.
2. Brief adjudicative proceedings are informal hearings and designed to resolve disputes and address concerns on the part of students, faculty, or other college personnel. Brief adjudicative proceedings shall be conducted in a manner which will bring about a prompt fair resolution of the matter.

[Statutory Authority: RCW 28B.50.140. WSR 16-15-011, § 132R-04-115,

filed 7/8/16, effective 8/8/016. Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. WSR 03-15-063, § 132R-04-115, filed 7/14/03, effective 8/14/03.]

## **Brief Adjudicative Proceedings - Initial Hearing.**

WAC 132R-04-116

1. Brief adjudicative proceedings shall be conducted by the student conduct officer. The Presiding Officer shall not participate in any case in which he or she is a complainant or witness, or in which they have direct or personal interest, prejudice, or bias, or in which they have acted previously in an advisory capacity.
2. The parties to a brief adjudicative proceeding are the respondent and the student conduct officer. Before taking action, the conduct officer shall conduct an informal hearing and provide each party (a) an opportunity to be informed of the college's view of the matter and (b) an opportunity to explain the party's view of the matter.
3. The conduct officer shall serve an initial order upon both the parties within ten days of consideration of the initial hearing. The initial order shall contain a brief written statement of the reasons for the decision and information about how to seek administrative review of the initial order. If no request for review is filed within twenty-one calendar days of service of the initial order, the initial order shall be deemed the final order.
4. If the Conduct Review Officer upon review determines that the respondent's conduct may warrant imposition of a disciplinary suspension of more than ten instructional days or expulsion, the matter shall be referred to the Student Disciplinary Committee for a disciplinary hearing. The Conduct Review Officer may enter an interim order suspending the student until a hearing can be held by the Student Disciplinary Committee. The interim order shall provide a brief explanation as to facts supporting the interim order of suspension and give the necessary notices that the case has been referred to the Student Disciplinary Committee.

## **Student Disciplinary Committee - General**

WAC 132R-04-125

1. The Student Disciplinary Committee shall consist of five members:
  - a. Two full-time students appointed by the Student Government;
  - b. Two faculty members recommended by the Faculty Association and appointed by the President;
  - c. One member of the Administration appointed by the President at

the beginning of the academic year. The Chair shall receive annual training on protecting victims and promoting accountability in cases involving allegations of sexual misconduct.

2. The conduct review officer shall serve as the Committee chair and may take action on preliminary hearing matters prior to the appointment of the Committee. The committee Chair shall receive annual training on protecting victims and promoting accountability in cases involving allegations of sexual misconduct.
3. Hearings may be heard by a quorum of three members of the Committee so long as one faculty member and one student are included on the hearing panel. Committee action may be taken upon a majority vote of all Committee Members attending the hearing.
4. Members of the Student Disciplinary Committee shall not participate in any case in which they are a party, complainant, or witness, in which they have direct or personal interest, prejudice, or bias, or in which they have acted previously in an advisory capacity. Any party may petition for disqualification of a Committee Member.

[Statutory Authority: RCW 28B.50.140 WSR 16-15-011, § 132R-04-117, filed 7/8/16, effective 8/8/16. Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. WSR 03-15-063, § 132R-04-117, filed 7/14/03, effective 8/14/03.]

# Student Disciplinary Committee Hearing

## WAC 132R-04-130

1. The student conduct administrative panel will conduct full adjudicative proceedings in accordance with the provisions of this standards of conduct for students code, the Administrative Procedure Act (chapter 34.05 RCW), and the model rules of procedure (chapter 10-08 WAC) including a hearing, determination of findings, conclusions, and sanctions. To the extent there is a conflict between the conduct code and the model rules, this student conduct code shall control.
2. The Committee Chair shall serve all parties with written notice of the hearing not less than seven business days in advance of the hearing date. The Chair may shorten this notice period if both parties agree, and also may continue the hearing to a later time for good cause.
3. The Committee Chair is authorized to conduct prehearing conferences and/or to make prehearing decisions concerning the extent and forms of any discovery, issuance of protective orders, and similar procedural matters.
4. Upon request filed at least five days before the hearing by either 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 in their respective cases. 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, unless the party can show good cause for such failure.
5. The Committee Chair may provide to the Committee Members in advance of the hearing copies of (i) the Conduct Officer's notification of imposition of discipline (or referral to the Committee) and (ii) 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, upon request, in obtaining relevant and admissible evidence that is within the college's control.
8. Communications between Committee Members and other hearing participants regarding any issue in the proceeding, other than

procedural communications that are necessary to maintain an orderly process, are generally prohibited without notice and opportunity for all parties to participate; any improper “ex parte” communication shall be placed on the record, as further provided in RCW 34.05.455.

9. Each party may be accompanied at the hearing by a non-attorney assistant of his or her choice. A respondent may elect to be represented by an attorney at his or her own cost, but will be deemed to have waived that right unless, at least four business days before the hearing, written notice of the attorney’s identity and participation is filed with the Committee Chair with a copy to the Student Conduct Officer. The Committee will ordinarily be advised by an Assistant Attorney General. If the respondent is represented by an attorney, the Student Conduct Officer may also be represented by a second, appropriately screened Assistant Attorney General.
10. In circumstances involving more than one accused student, the student conduct officer may permit joint or separate hearings upon request by a party.

[Statutory Authority: RCW 28B.50.140 WSR 16-15-011, § 132R-04-130, filed 7/8/16, effective 8/8/16. Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. WSR 03-15-063, § 132R-04-130, filed 7/14/03, effective 8/14/03; Order 69-4, § 132R-04-13, filed 12/5/69.]

## **Student Disciplinary Committee Hearings - Presentation of Evidence.**

1. Upon the failure of any party to attend or participate in a hearing, the Committee may either (a) proceed with the hearing and issuance of its order or (b) serve an order of default in accordance with RCW 34.05.440. If an accused student, with notice, does not appear before a student conduct administrative panel hearing, the information in support of the complaint is presented and considered in the absence of the accused student.
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 should be open, the chair shall determine any extent to which the hearing will be open. For hearing involving sexual misconduct allegations, complainant, accused student, and their respective attorney representatives may attend portions of the hearing where argument, testimony, and/or evidence are presented to the student disciplinary committee. If any person disrupts the proceedings, the Chair may exclude that person from the

- hearing room.
3. The committee Chair shall cause the hearing to be recorded by a method that he or she selects, in accordance with RCW 34.05.449. Panel deliberations are not recorded. The recording, or a copy, is property of the college, but will be made available to the respondent 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 the respondent. Other recording shall also be permitted, in accordance with WAC 10-08-190.
  4. The committee Chair shall preside at the hearing and decide procedural questions that arise during the hearing, except as overridden by majority vote of the Committee, and make rulings on the admissibility of evidence, motion's, objections, and on challenges to the impartiality of board members, unless a hearing examiner is appointed as provide below. These rulings shall be made on the record. The Washington rules of evidence shall serve as guidelines for those rulings on the admissibility of evidence, in conjunction with the Administrative Procedure Act, chapter 34.05 RCW. Question related to the order of the proceedings are also determined by the committee chair.
  5. The student conduct officer (unless represented by an Assistant Attorney General) shall present the case for disciplinary action. The facts justifying any such action must be established by a preponderance of the evidence.
  6. All testimony shall be given under oath or affirmation. The panel chair determines which records, exhibits, and written statements may be accepted as information for consideration by the panel. These rulings shall be made on the record. Evidence shall be admitted or excluded in accordance with RCW 34.05.452.
  7. The president of the college or designee, the chair of the student disciplinary committee, the administrator assigned to the student disciplinary committee, deans, and/or the student conduct officer have the authority to issue subpoenas.
  8. The accused student and the student conduct officer may arrange for witnesses to present pertinent information to the student disciplinary committee. Each party is responsible for informing their witnesses of the time and place of the hearing.
  9. The committee chair may accommodate concerns for the personal safety, well-being or fears of confrontation during the hearing by providing separate facilities, or by permitting participation by telephone, audio tape, written statement, or other means. In making such accommodations, the rights of the other parties must not be prejudiced and must have the

opportunity to participate effectively in, to hear, and, if technically economically feasible, to see the entire proceeding while it is taking place.

10. In cases involving allegations of sexual misconduct, neither party shall directly question or cross examine one another. Attorneys for the parties are also prohibited from questioning the opposing party absent express permission from the committee chair. Subject to this exception, all cross-examination questions shall be submitted in writing to the committee chair, who in his or her discretion shall pose the questions on the party's behalf.
11. At the conclusion of the hearing, the committee shall permit the parties to make closing arguments in whatever form it wishes to receive them. The committee may also permit each party to propose findings, conclusions, and/or an order for its consideration.

## **Student Disciplinary Committee – Initial order. WAC 132R-04-140**

1. Within twenty days following the conclusion of the hearing or the Committee's receipt of closing arguments (whichever is later), 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.
2. The Committee's initial decision 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 determine any disciplinary sanction or conditions authorized herein. If the matter is an appeal by the respondent, the Committee may affirm, reverse, or modify the discipline imposed by the Student Conduct Officer and/or impose any other disciplinary sanction or conditions authorized herein.
3. The Committee Chair shall provide copies of the initial order to the parties and any legal counsel who have appeared. The Committee Chair shall also promptly transmit a copy of the order and the record of the Committee's proceedings to the College President and the Vice-President of Instruction and Student Services.
4. In cases involving allegations of sexual misconduct, the student conduct officer, on the same date that a disciplinary decision is served on the respondent, will serve a written notice informing the complainant whether the allegations of sexual misconduct were

found to have merit and describing any disciplinary sanctions and/or conditions imposed upon the respondent for the complainant's protection, including disciplinary suspension or dismissal of the respondent. Complainant may appeal the student conduct committee's initial decision to the president subject to the same procedures and deadlines applicable to other parties. The notice will also inform the complainant of his or her appeal rights

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. WSR 03-15-063, § 132R-04-140, filed 7/14/03, effective 8/14/03; Order 69-4, § 132R-04-140, filed 12/5/69.]

12. **Supplemental Sexual Misconduct Procedures.** Both the respondent and the complainant in cases involving allegations of sexual misconduct shall be provided the same procedural rights to participate in student discipline matters, including the right to participate in the initial discipline action and to appeal the Student Conduct Officer's disciplinary order. Application of the following procedures is limited to Student Conduct Code proceedings involving allegations of sexual misconduct. In such cases, these procedures shall supplement the student disciplinary procedures. In the event of conflict between the sexual misconduct procedures and the student disciplinary procedures, the sexual misconduct procedures shall prevail.
13. **Supplemental Definitions.** For purposes of Student Conduct Code proceedings involving sexual misconduct, the following definitions apply:
  - a. The "complainant" is the alleged victim of sexual misconduct. Complainant also refers to the college when the college files the complaint.
  - b. "Sexual misconduct" is a sexual or gender-based violation of the Student Conduct Code including, but not limited to:
    - i. Sexual activity for which clear and voluntary consent has not been given in advance;
    - ii. Sexual activity with someone who is incapable of giving valid consent because, for example, she or he is underage, sleeping or otherwise incapacitated due to alcohol or drugs;
    - iii. Sexual harassment;
    - iv. Sexual violence which includes, but is not limited to, sexual assault, domestic violence, intimate violence, and sexual or gender-based stalking;
  - e. Nonphysical conduct such as sexual or gender-based digital media stalking, sexual or gender-based online harassment, sexual or gender-based cyberbullying, non-consensual recording of a sexual activity, and non-consensual distribution of a recording of a sexual activity.

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

- a. The college's Title IX Compliance Officer shall investigate complaints or other reports of alleged sexual misconduct by a student. Investigations will be completed in a timely manner and the results of the investigation shall be referred to the Student Conduct Officer for disciplinary action.
- b. Informal dispute resolution shall not be used to resolve sexual misconduct complaints without written permission from both the complainant and the respondent. If the parties elect to mediate a dispute, either party shall be free to discontinue mediation at any time. In no event shall mediation be used to resolve complaints involving allegations of sexual violence.
- c. College personnel will honor requests to keep sexual misconduct complaints confidential to the extent this can be done without unreasonably risking the health, safety and welfare of the complainant or other members of the college community or compromising the college's duty to investigate and process sexual harassment and sexual violence complaints.
- d. The Student Conduct Officer, prior to initiating disciplinary action, will make a reasonable effort to contact the complainant to discuss the results of the investigation and possible disciplinary sanctions and/or conditions (if any) that may be imposed upon the respondent if the allegations of sexual misconduct are found to have merit.
- e. The Student Conduct Officer, on the same date that a disciplinary decision is served on the respondent, will serve a written notice informing the complainant whether the allegations of sexual misconduct were found to have merit and describing any disciplinary sanctions and/or conditions imposed upon the respondent for the complainant's protection, including disciplinary suspension or dismissal of the respondent. The notice will also inform the complainant of his or her appeal rights. If protective sanctions and/or conditions are imposed, the student conduct officer shall make a reasonable effort to contact the complainant to ensure prompt notice of the protective disciplinary sanctions and/or conditions.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. WSR 03-15-063, § 132R-04-130, filed 7/14/03, effective 8/14/03; Order 69-4, § 132R-04-130, filed 12/5/69.]

## **Appeal from Student Disciplinary**

### **Committee Initial Order. WAC 132R-04-150**

1. A respondent who is aggrieved by the findings or conclusions

- issued by the Student Disciplinary Committee may appeal the Committee's initial order to the President by filing a notice of appeal with the President's Office within twenty days of service of the Committee's initial order.
2. The notice of appeal must assign error to specific findings of fact and/or conclusions of law in the initial order and must contain argument regarding why the appeal should be granted. The President's review on appeal shall be limited to a review of those issues and arguments raised in the notice of appeal. Review shall be restricted to the record created below.
  3. The President shall provide a written order to all parties within forty-five days after receipt of the notice of appeal. The President's decision shall be final.
  4. The President may, at his or her discretion, suspend any disciplinary action pending review of the merits of the findings, conclusions, and disciplinary actions imposed.
  5. The President shall not engage in an ex parte communication with any of the parties regarding an appeal.
  6. Respondents and complainants in a case involving allegations of sexual misconduct shall have the right to be accompanied by an attorney or non-attorney assistant of their choosing during the appeal process, but will be deemed to have waived that right unless they file with the president a written notice of the attorney's identity and participation within twenty calendar days of service of the committee's initial decision.
  7. Complainant may appeal the student conduct committee's initial decision to the president subject to the same procedures and deadlines applicable to other parties:
    - a. In addition to the appeal rights provided to the respondent above, a complainant may also appeal the following actions by the Student Conduct Officer may be appealed by the complainant:
      - i. The dismissal of a sexual misconduct complaint; or
      - ii. Any disciplinary sanction(s) and conditions imposed against a respondent for a sexual misconduct violation, including a disciplinary warning.
    - b. If the respondent timely appeals a decision imposing discipline for a sexual misconduct violation, the college shall notify the complainant of the appeal, and provide the complainant an opportunity to intervene as a party to the appeal.
    - c. The President will serve complainant a written notice indicating that the appeal has been resolved on the same date that the final order is served upon the respondent. This notice shall inform the

complainant whether the sexual misconduct allegation was found to have merit and describe any sanctions and/or conditions imposed upon the respondent for the complainant's protection, including suspension or dismissal of the respondent.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. WSR 03-15-063, § 132R-04-150, filed 7/14/03, effective 8/14/03; Order 69-4, § 132R-04-150, filed 12/5/69.]

## **Brief Adjudication Proceedings – Review of an initial decision. WAC 132R-04-117**

1. An initial order is subject to review by the President or his or her designee, provided the respondent files a written request for review with the Conduct Review Officer within twenty-one days of service of the initial order.
2. The President or designee shall not participate in any case in which he or she is a complainant or witness, or in which they have direct or personal interest, prejudice, or bias, or in which they have acted previously in an advisory capacity.
3. During the review, the President or designee shall give each party an opportunity to file written responses explaining their view of the matter and shall make any inquiries necessary to ascertain whether the proceedings must be referred to the Student Disciplinary Committee for a formal adjudicative hearing.
4. The decision on review must be in writing and must include a brief statement of the reasons for the decision and must be served on the parties within twenty business days of the initial order or of the request for review, whichever is later. The order 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 Reviewing Officer does not make a disposition of the matter within twenty days after the request is submitted.
5. If the President or designee upon review determines that the respondent's conduct may warrant imposition of a disciplinary suspension of more than ten instructional days or expulsion, the matter shall be referred to the Student Disciplinary Committee for a disciplinary hearing. The President or designee may enter an interim order suspending the student until a hearing can be held by the Student Disciplinary Committee. The interim order shall provide a brief explanation as to facts supporting the interim order of suspension and give the necessary notices that the case has been referred to the Student Disciplinary Committee.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. WSR 03-15-063, § 132R-04-160, filed 7/14/03, effective 8/14/03; Order 69-4, § 132R-

## **Brief Adjudication Proceedings - Agency Record. WAC 132R-04-118**

The agency record for brief adjudicative proceedings shall consist of any documents regarding the matter that were considered or prepared by the Presiding Officer for the brief adjudicative proceeding or by the Reviewing Officer for any review. These records shall be maintained as the official record of the proceedings.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. WSR 03-15-063, § 132R-04-165, filed 7/14/03, effective 8/14/03.]

## **Academic Grievances**

This section is designed to protect the students through orderly procedures, against capricious actions or decisions by their instructors.

**Academic Grievance** shall refer to a claim by a student that:

1. A grade assigned to the student by an instructor is a result of an arbitrary or capricious application of otherwise valid standards of academic evaluation, or
2. The standards employed by an instructor in evaluating the academic progress of the students are arbitrary or capricious, or
3. An instructor has taken an arbitrary or capricious action or made an arbitrary or capricious decision which adversely affects the student's academic standing or academic career, or
4. An instructor or academic unit (college department or program area) has reached a clearly erroneous decision or taken a clearly erroneous action, which adversely affects the student's academic standing or academic career.

# Appeal Procedure

Prior to initiating a formal appeal through the Vice President of Student Services, the student should make arrangements to meet with the faculty member(s) concerned. An attempt should be made to identify points of disagreement as well as points of commonality shared by both parties. In many cases this process will yield resolution. If the student and the faculty member are unable to resolve the problem, the student should contact the appropriate Division Chair. If the issue is not resolved to the student's satisfaction, the student should contact the Vice President of Student Services. The Vice President of Student Services will serve as the resource person for the student until the issue is resolved.

The Vice President of Student Services will assist the student through the following steps:

1. Arrange a meeting with the student, the faculty member and the Division Chair. If the issue is not resolved;
2. Arrange a meeting with the student, the faculty member and the appropriate instructional administrator. If the issue is not resolved;
3. After meeting with the instructional administrator, the student may request, in writing, that the Vice President of Student Services convene the Academic Council. Subsequent to a Council hearing, which will provide opportunity for input from both the student and faculty member concerned, the Council will recommend a disposition to the College President who will render a final decision.

## Academic Council

### Purpose:

1. Interpretation and waiving of academic regulations.
2. Review petitions for re-admission of students on suspension.
3. To hear, review and recommend action in "academic grievance" issues.

### Procedure:

1. Petition for consideration by the Academic Council must be submitted in writing through the Vice President of Student Services.
2. Student requests for changes in rules or regulations must be presented to the Academic Council in writing.

### Membership:

1. Vice President of Student Services or his/her designee
2. One student services staff member
3. Two faculty members
4. Two student representatives

# Academic Standards of Progress Policy

## Introduction

Big Bend Community College expects all students to be serious about their education. Each student needs to plan for success and the college provides many ways to help. One way is by setting standards for academic success. BBCC has three academic standards policies: Low Grades Policy, Credit Completion Policy and Excessive Credits Policy.

## Low Grades Policy

Each student must earn a *cumulative grade point average* of 2.00 or above to remain in good standing. A student earning a cumulative GPA below 2.00 will be placed on warning, probation, or suspension. The category depends upon the criteria listed below. A student will be considered in good academic standing when her/his cumulative grade point average is raised to 2.00 or above.

## Academic Warning

A student with less than 11 cumulative graded credits and a cumulative grade point average below 2.00 will be placed on academic warning status. A student in this category is required to meet with her/his assigned advisor prior to registering for future quarters.

## Academic Probation

A student with 11 or more cumulative graded credits and a cumulative grade point average below 2.00 will be placed on academic probation status. A student in this category is required to meet with her/his assigned advisor prior to registering for future quarters.

## Academic Suspension

A probationary student will be placed on academic suspension when the student's number of cumulative graded credits at BBCC is greater than 23 credits and cumulative grade point average is below 2.00 and quarterly grade point average is below 2.00. A student in this category will be suspended from enrollment in classes for one quarter. A student who has preregistered for the following quarter will be withdrawn from classes and a refund will be processed for any tuition and fees paid for that quarter. A student returning after suspension is required to meet with her/his assigned advisor prior to registering for future quarters and must earn a 2.00 quarterly grade point average at the end of every quarter until her/his cumulative grade point average is above 2.00.

## **Appeals**

A suspended student may appeal academic suspension and request immediate reinstatement. The student must provide proof of extenuating circumstances and/or a plan for making measurable and substantial progress towards repairing her/his cumulative GPA. A letter of appeal must be submitted to the Vice President of Instruction/Student Services. The Vice President will call a meeting of the Academic Council to hear the appeal. The Academic Council may grant the appeal, may allow the student to continue under certain conditions, or may deny the appeal. The decision of the Academic Council is final.

## **Academic Dismissal**

A student who fails to meet minimum standards and is subject to suspension a second time will be placed on academic dismissal. Academic dismissal results in suspension from enrollment in classes for one calendar year. A student who has preregistered for the following quarter will be withdrawn from classes and a refund will be processed for any tuition and fees paid for that quarter. A student returning after dismissal is required to meet with her/his assigned advisor prior to registering for future quarters and must earn a 2.00 quarterly grade point average at the end of every quarter until her/his cumulative grade point average is above 2.00. There is no appeal.

## **Academic Amnesty Procedure**

A student may apply for Academic Amnesty if they:

- are currently enrolled at BBCC
- did not enroll in college (at BBCC or another institution) for at least two consecutive years following the period in which they had academic problems (grade point average below 2.00)
- have completed 24 or more credits with a grade point average of 2.50 or higher since returning to college
- have not withdrawn from more than five credits in any quarter since returning to college

Students who qualify for Academic Amnesty must complete this application and submit it to staff in the Admissions/Registration Office for processing. The Dean of Enrollment Services will revise the student's transcript to indicate amnesty after approval. A student may petition for amnesty only once. If amnesty is approved, all grades will still appear on the transcript. The designated quarters for which the student is granted amnesty, indicated by an asterisk, will not be calculated in the BBCC cumulative grade point average. Current financial aid policies are not superseded for students granted Academic Amnesty.

Students planning to transfer to another college or university may have their grade point average recalculated by the receiving institution. No other institution is obligated to abide by the BCC Academic Amnesty policy.

## Student Records

In compliance with the Family Educational Rights and Privacy Act this policy has been created to ensure that information contained in student records is accurate and is handled in a responsible manner by the college and its employees.

Education records means those records, files, documents and other materials which contain information directly related to the student and are maintained by the college or a person acting for the college. The term does *not* include the following:

- a. Records that are in the sole possession of the maker and which are not accessible or revealed to any other person.
- b. Records and documents in the Security Office which are kept separate, are maintained solely for Security Office purposes, and are not made available to others.
- c. Records on a student which are made or maintained by a counselor acting in his or her professional capacity, and which are made or maintained, or used in connection with the treatment to the student, and are not available to anyone other than persons providing such treatment. Such records can be personally reviewed by a physician or other professional of the student's choice.

## Right of Inspection

Any student who is or has attended the college has the right to examine or review all education records directly related to him or her that is intended for school use or that is available for parties outside the school. Education records will be made available to the student within fifteen working days after receipt of the written request. Copies may be requested and shall be provided at a fee not to exceed the actual cost to the college of providing the copies. The college reserves the right to refuse to permit a student to inspect and review the following education records:

- a. The financial statement of the student's parents
- b. Confidential letters and statements of recommendation which were placed in the student's records before January 1, 1975, or for which the student has waived his or her right in writing to inspect and review and that are related to the student's admission, application for employment or job placement, or receipt of honors. Except that if these statements and letters

have been used for any purpose other than that for which they were originally prepared, the student may inspect and review them. When a record contains personally identifiable information about more than one student, a student may inspect only that information which relates to him or her.

- c. Records connected with admission to the college, application for employment, and receipt of an honor or honorary recognition.
- d. Those records which are excluded from the definition of education records.

## **Availability of Directory Information**

The following personally identifiable information contained in a student's education record shall be deemed "directory information" and unless restricted by the student may be disclosed without the student's prior written consent: Student's name, address, electronic mail address, telephone listing, date of birth, enrollment status (full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, honor roll, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Each student will have 10 days from the day of registration to decide if he or she wishes to have "directory information" released without written consent.

### **Access permitted to college and certain other officials without consent.**

The following persons, individuals, agencies or organizations shall be entitled access to official education records of any student subject to limitations without prior consent of the student:

- a. College officials including college administrators, faculty and staff who have a legitimate educational interest within the performance of their responsibilities to the college. Access or release of records is permissible only when the information is required for advisement, counseling, record keeping, reporting or other legitimate educational interest consonant with their specific duties and responsibilities.
- b. Officials of other colleges, schools, or school systems, upon the condition that the student is notified of the transfer and receives a copy of the record if he/she desires it and has the opportunity to challenge the content of the record.
- c. Authorized federal, state or local officials as required by law.
- d. Lending institutions receiving applications from students or granting to students financial aid, and individual organizations or institutions that provide scholarships to any applicant student when such organizations or individuals make requests for education

records in connection with a student's application for, or receipt of, financial aid.

- e. Accrediting organizations to carry out their accrediting function
- f. Parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1954.
- g. Appropriate parties in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

The college shall maintain a record, kept with the education records of each student, indicating all agencies or organizations which have requested or obtained access to the student's education records. The custodian of the records shall indicate specifically the legitimate interest each such agency or organization has in obtaining this information. The record may be reviewed by the student.

## **Distribution of Information to Others**

The college shall not furnish any personally identifiable information contained in education records directly related to a student to anyone other than those listed above, unless a written consent from the student is obtained. The college may furnish such information without the consent of the student if it is furnished in compliance with a judicial order, or pursuant to any lawfully issued subpoena, upon condition that the student is notified of all such orders or subpoenas in advance of the compliance therewith unless the court or other issuing agency orders the college not to notify the student before compliance with the subpoena. The written consent should specifically identify the records to be released, the reason for the release and to whom the records are to be released.

## **Requests for access to student records**

Personally identifiable information regarding a student will only be furnished to persons making a written request and providing to the custodian of the records information sufficient to identify the requesting party as a person who has a right to access such records.

## **Challenges to content of records, to release of records, or to denial of access to records**

Any student who believes that inaccurate, misleading, or otherwise inappropriate data is contained within his or her education records shall be permitted to have included within the record a written explanation by the student concerning the content of the records.

A student has the right to:

- a. Challenge the content of education records in order to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student
- b. Have the opportunity to correct or delete inaccurate, misleading or otherwise inappropriate data contained within education records
- c. Challenge the release of education records to specific persons
- d. Challenge a decision by the college to deny the student access to particular types of records.

Procedures on challenging grades is included in the Academic Grievance section of this handbook. Once those procedures are followed a student may not challenge the validity of grades posted on his or her record except that as a result of a clerical error the student's records fail to accurately reflect the grades actually assigned by an instructor.

## **Procedure for challenges**

A student wishing to exercise his or her rights shall first discuss with the Dean of Enrollment Services the nature of the corrective action sought by the student. If the informal proceedings required of this section fail to resolve the student's challenge, the student may file with the public records officer a written request for a hearing. Within a reasonable time after submission of a request for hearing, the President or his or her designee will appoint a hearing officer. The hearing officer may not have a direct interest in the outcome of the hearing.

- a. The hearing officer shall conduct a hearing concerning the student's request for corrective action within a reasonable time and shall reasonably in advance of the hearing notify the student of the date, time and place of the hearing.
- b. The student may, at his or her expense, be represented by one or more individuals of his or her choice at the hearing.
- c. The student and the college shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request for the hearing. A record shall be made of the hearing by means satisfactory to the college.
- d. Within 10 days of the completion of the hearing, the hearing officer shall provide the parties with a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision. The decision shall be binding upon the college and the student.

If the education records are held to be accurate, or not misleading or in violation of the student's right of privacy, the college will notify the student of his or

her right to place in the record a statement commenting on the challenged information and/or a statement setting forth the reasons for disagreeing with the decision. Such statement will be maintained as part of the student's education records as long as the contested portion is maintained and must be disclosed if the college discloses the contested portion of the record. If information in the education record is held to be inaccurate, misleading, or in violation of the student's right of privacy, the college will amend the record and so notify the student in writing.

## **Disciplinary records**

Disciplinary records shall be kept separate and apart from academic records, and transcripts of a student's academic record shall contain no notation of any disciplinary action. The Vice President of Student Services office shall keep records of all disciplinary cases, which shall be recorded on the official records of the students. Special precautions shall be exercised to ensure that information from disciplinary or counselling files is not revealed to unauthorized persons. Provisions shall be made for periodic review and routine destruction of inactive disciplinary records by offices maintaining such records. However, the results of any disciplinary proceeding, concerning a crime of violence may be released to an alleged victim of that crime.

## **Jurisdiction**

All rules herein adopted shall apply to every student whenever said student is present upon or in any college facility and whenever said student is present at or engaged in any college-sponsored activity or function whether occurring on or off college facilities/premises.

## **Authority to Prohibit Trespass**

In the instance of any event that is deemed to be unreasonably disruptive of order or which impedes the movement of persons or vehicles or which seems to disrupt the ingress and/or egress of persons from facilities owned and/or operated by the college, the President or his/her designee shall have the power and authority subject to the students' right of demonstration to:

1. Prohibit the entry of, or withdraw the license or privilege of any person or persons or any group of persons to enter onto or remain upon all or any portion of a college facility which is owned and/or operated by the college; or
2. Give notice against trespass to any person, persons or group of persons against whom the license or privilege has been withdrawn or who have been prohibited from entering onto or remaining upon all or any portion of a college facility, which college facility is owned and/or operated by the college; or

3. Order any person, persons or group of persons to leave or vacate all or any portion of a college facility, which is owned and/or operated by the college. Any student who shall disobey a lawful order given by the President or his/her designee pursuant to the requirements of this rule, may be subject to criminal prosecution and may be subject to disciplinary action.

## **Freedom of Access to Higher Education**

Each student is free to pursue his or her educational goals; and to that end, appropriate opportunities for learning in the classroom shall be provided by the district. The college shall maintain an open door policy, to the end that no student will be denied admission because of the location of the student's residence, or because of the student's educational background or ability; that, insofar as is practical in the judgment of the board, curriculum offerings shall be provided to meet the educational training needs of the community generally and the students thereof; and that all students, regardless of their differing courses of study, will be considered, known and recognized equally as members of the student body; provided, that the administrative officers of the college may deny admission to a prospective student or attendance to an enrolled student if, in their judgment, the student would not be competent to profit from the curriculum offerings of the community college, or would, by the student's presence or conduct, create a disrupting atmosphere within the community college inconsistent with the purposes of the institution.

## **Firearms and Dangerous Weapons**

Possession, carrying or discharge of any explosive, firearm or other weapon (including shot guns, pistols, air guns, pellet-guns and paint-ball guns), whether loaded or unloaded, is prohibited on Big Bend Community College owned or controlled property.

Only such persons who are authorized to carry firearms or other weapons as duly appointed and commissioned law enforcement officers in the state of Washington, and persons or entities authorized by contract to carry firearms in the course of their employment, shall possess firearms or other weapons issued for their possession by their respective law enforcement agencies while on campus or other college controlled property, including residence halls.

Other than the persons referenced in the previous stated paragraph, members of the campus community and visitors who bring firearms or other weapons to campus must immediately place the firearms or weapons in the college-provided storage facility. The storage facility for students living at the residence halls is controlled by the Resident Halls Coordinator. The storage facility for all other students is in the Registration office and is controlled by the Vice

President of Student Services. Both facilities are accessible during the hours of 8:00 a.m. through 4:30 p.m., Monday through Thursday and 8:00 a.m. through 2:30 p.m., Friday, excluding holidays.

Anyone seeking to bring a firearm or other weapon onto campus for display or demonstration purposes directly related to a class or other educational activity must obtain prior written authorization from the Vice President of Instruction or any other person designated by the President of the college. The Vice President of Instruction or other designee shall review any such request and may establish conditions to the authorization. Violators shall be subject to appropriate disciplinary or legal action.

## **Student Participation in College Governance**

As members of the college community, students will be free, individually and collectively, to express their views on college policy and on matters of general interest to the student body. The ASB constitution and the college's administrative procedures provide clear channels for student participation in the formulation and application of institutional policies regarding academic and student affairs. Individuals affected by a policy shall have a representative voice in the formulation of that policy.

## **Student Publications**

The college recognizes the fact that student publications are a valuable aid in providing instruction in communication, and establishing and maintaining an atmosphere of free and responsible discussion. They are a means of bringing student concerns to the attention of the faculty and institutional authorities and of formulating opinions on various issues on the campus and in the college community at large. Publications may also serve as a means of journalistic and/or creative expression.

The student publications policy protects the students' freedom to deal with ideas and to express opinions in the student publications without fear of their censorship. However, the college newspaper is the property of Big Bend Community College, and is governed by the Board of Trustees, which has delegated responsibility and authority to the College President. The President, in turn, has delegated specific authority to the Vice President of Instruction and the Vice President of Student Services, who have delegated authority to the newspaper advisor. The newspaper advisor is the publisher of the newspaper, and has the responsibility to review all material written for the paper. Editors and managers of student publications are protected from arbitrary suspension and removal. Only for the proper and stated causes, as

outlined in the statement of purpose or philosophy adopted for each student publication, should editors and managers be subject to removal.

Student editors, managers, and advisors are charged with the corollary responsibilities to be governed by the canons of responsible journalism, including the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity and the techniques of harassment and innuendo.

## **Distribution and Posting of Materials**

The college encourages free expression. Use of college facilities as provided herein, however, does not accord users the opportunity to post commercial solicitations, advertising or promotional materials without permission. Permission for posting literature in the various restricted areas provided, therefore, shall be obtained from the Vice President of Student Services or his/her designee. Permission to post literature does not accord users immunity from legal action which may occur from posting said material. ASB campaign rules govern special poster and sign locations for ASB elections. Information on these special policies, restricted areas and regulations is available in the Activities Office.

Posting of posters, signs and other publicity or promotional materials is permitted only in locations specified above. All materials sought to be posted in restricted posting areas must have the identity of its sponsorship appearing on its face.

Handbills, leaflets, newspapers and similar related matter may be sold or distributed free of charge by any student or students or by members of recognized student organizations or by college employees on or in college facilities at locations specifically designated by the Vice President of Student Services or by his/her designee; provided such distribution or sale does not interfere with the ingress and egress of persons, or interfere with the free flow of vehicle or pedestrian traffic.

Such handbills, leaflets, newspapers and related matter must bear identification as to the publishing agency and distributing organization or individual.

All non-students shall be required to register with the Vice President of Student Services or with his/her designee prior to the distribution of any handbill, leaflet, newspaper or related matter. Non-students shall not be allowed to sell handbills, leaflets, newspapers or related matter on or in college facilities. The dissemination or distribution of materials by persons on public streets, walks and hallways of the campus, shall be subject to the laws of the city of Moses Lake, Grant County, State of Washington and the United States of America.

## **Commercial and Promotional Activities**

College facilities shall not be used for commercial solicitation, advertising or promotional activities except when such activities clearly serve educational objectives, including but not limited to, display of books of interest to the academic community or the display or demonstration of technical or research equipment, and when such commercial activities relate to educational objectives and are conducted under the sponsorship or at the request of a college department or office of the Associated Student Body, provided that such solicitation does not interfere with or operate to the detriment of the conduct of the college affairs or the free flow of pedestrian or vehicular traffic.

For the purpose of this section, the term “commercial activities” does not include handbills, leaflets, newspapers and similarly related materials as stated in the previous section.

## **Use of College Facilities**

Any recognized ASB organization may request approval from the Director of Student Programs to utilize available college facilities for authorized activities as provided for in official ASB documents. Facilities will be provided free of charge to the organization except when such use necessitates staffing and services beyond regular college requirements. Standard college fees will be charged in these cases.

Use of facilities for purposes other than those approved or in an irresponsible manner may result in withdrawal of this privilege for an organization.

Student organizations should schedule facility use requests with the appropriate office at least two weeks in advance of an event whenever possible.

# **Operation of Bicycles, Motorcycles, Motor Scooters, Snowmobiles, Skateboards, Skates, In-line Skate and All-terrain Vehicles**

No bicycle, motorcycle or motor scooter may be operated on sidewalks, walkways, lawns or other property not set aside for such purposes on the Big Bend Community College campus. Bicycles, motorcycles, motor scooters and all-terrain vehicles may be operated any place where automobiles or other motor vehicles are permitted.

Snowmobiles, skateboards, skates and in-line skates are prohibited as a means of transportation or recreation on campus property.

## **Non-College Speaker Policy**

The trustees, administration and the faculty of the college subscribe to the proposition that an important aspect of the education of college students is the opportunity to listen to speakers representing a wide variety of opinions and beliefs on important public issues. In conformity with the American tradition of free speech and free inquiry, the following policies are established governing the appearance on campus of speakers not themselves members of the college community.

1. Any recognized ASB campus student organization may invite speakers on campus subject to the legal restraints imposed by the laws of the United States and the State of Washington
2. The appearance of an invited speaker on the campus does not represent an endorsement, either implicit or explicit, of his/her views by the college, its students, its faculty, its administration or its board.
3. The scheduling of facilities for guest lecturers or speakers shall be made through the office of the Vice President of Instruction or the Director of Student Programs, by the inviting instructor or campus student organization.
4. The Vice President of Instruction or the Director of Student Programs will be notified at least three days prior to the appearance of an invited speaker, at which time a proper form (available in the office of the Vice President of Instruction or the Director of Student Programs) must be completed with all particulars regarding speaker, time, place, etc., signed by the sponsoring instructor or organization advisor, and filed with the Vice President of Instruction or the Director of Student Programs. Exceptions to the three-day ruling may be made by either of the identified administrators.

5. The Vice President of Instruction or the Director of Student Programs may require a question period or arrange to have views other than those of the invited speakers represented at the meeting, or at a subsequent meeting. The President or his/her designee may assign faculty or staff to preside over any meeting where a speaker has been invited.

## **Traffic and Parking**

### **Handicapped-Parking**

Spaces shall be set-aside in certain parking lots adjacent to campus buildings for the exclusive use of handicapped faculty, staff, and students. Persons must have a valid state handicapped-parking sticker on their vehicle when parking in a “handicapped space.” No vehicle shall be parked in any driveway, emergency access, sidewalk, lawn or any other area not designated as a parking lot. Nor shall any vehicle be parked within fifteen feet either side of a fire hydrant.

### **Abandoned Vehicles**

No abandoned, disabled, or inoperative vehicle shall be parked on the campus for a period in excess of seventy-two hours. Vehicles which have been parked for periods in excess of seventy-two hours and which appear to be abandoned, disabled, or inoperative may be impounded and stored at the expense of either or both the owner and operator thereof. Neither the college nor its employees shall be liable for loss or damage of any kind resulting from such impounding and storage.

The President or his designee(s) may order the impound and storage of any vehicle parked in areas where parking is not allowed, or parked in a space reserved for another vehicle, or illegally parked in a handicapped space. The impounding and storage shall be at the expense of either or both the owner and operator of the impounded vehicle. Neither the college nor its employees shall be liable for loss or damage of any kind resulting from such impounding and storage.

### **Liability**

The college assumes no liability for vehicles parked on college properties. The college provides space to individuals desiring to park on campus while attending college classes, college functions, or non-college functions of agencies or organizations renting college facilities, while employed at the college, or visitors to the college.

## Parking Violations

Parking violations may occur and may result in the issuance of a parking violation citation, impound, or both.

1. Vehicles parked in a space reserved for handicapped parking and not displaying a handicapped-parking permit shall be subject to citation.
2. Vehicles parked in such a manner as to occupy more than one space shall be subject to citation.
3. Vehicles parked in an area not specifically posted for parking shall be subject to citation. Vehicles parked in service areas, driveways, loading zones, on lawns, or areas with yellow curb shall be subject to citation, impound, or both.
4. Vehicles parked in a posted area specifically prohibiting parking shall be subject to citation, impound, or both.

Drivers of vehicles shall obey regulatory signs posted by the college. Drivers of vehicles shall also comply with directions given them by campus security or other representatives of the office of campus security in the control and regulation of traffic and parking.

# Discrimination, Harassment, and/or Sexual Harassment

## Definition

Big Bend Community College does not discriminate on the basis of race, color, national origin, age, disability, pregnancy, genetic status, sex, sexual orientation, gender identity, marital status, creed, religion, status as a veteran of war, or use of a trained guide dog or service animal as required by Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and ADA Amendment Act, the Age Discrimination Act of 1975, the Violence Against Women Reauthorization Act and Washington State's Law Against Discrimination, Chapter 49.60 RCW and their implementing regulations.

**Harassment** is a form of discrimination consisting of physical or verbal conduct that denigrates or shows hostility toward an individual because of their membership in a protected class or their perceived membership in a protected class. Harassment occurs when the conduct is sufficiently severe and/or pervasive and so objectively offensive that it has the effect of altering the terms or conditions of employment or substantially limiting the ability of a student to participate in or benefit from the College's educational and/or

social programs, and/or student housing. Petty slights, annoyances, offensive utterances, and isolated incidents (unless extremely serious) typically do not qualify as harassment. Examples of conduct that could rise to the level of discriminatory harassment include but are not limited to the following:

- Epithets, “jokes,” ridicule, mockery, or other offensive or derogatory conduct focused upon an individual’s membership in a protected class.
- Verbal or physical threats of violence or physical contact directed towards an individual based upon their membership in a protected class.
- Making, posting, emailing, texting, or otherwise circulating demeaning or offensive pictures, cartoons, graffiti, notes or other materials that relate to race, ethnic origin, gender or any other protected class.

**Sexual harassment** is a form of discrimination consisting of unwelcome, gender-based verbal, written, electronic and/or physical conduct. Sexual harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person’s gender. There are two types of sexual harassment.

1. **Hostile Environment Sexual Harassment** occurs when the conduct is sufficiently severe and/or pervasive and so objectively offensive that it has the effect of altering the terms or conditions of employment or substantially limiting the ability of a student to participate in or benefit from the college’s educational and/or social programs, and student housing.
2. **Quid Pro Quo Sexual Harassment** occurs when an individual in a position of real or perceived authority, conditions the receipt of a benefit upon granting of sexual favors.

Examples of conduct that may qualify as sexual harassment include:

1. Physical assault;
2. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades or letters of recommendation;
3. A pattern of behavior(s) that is unwelcome and severe and/or pervasive, resulting in unreasonable interference with the work or educational environment or creation of a hostile, intimidating or offensive work or educational environment, and may include but is not limited to the following:
  - a. Persistent comments or questions of a sexual nature.
  - b. A supervisor who gives an employee a raise in exchange for submitting to sexual advances.
  - c. An instructor who promises a student a passing grade in exchange

- for sexual favors.
- d. Sexually explicit statements, questions, jokes, or anecdotes.
  - e. Unwelcome touching, patting, hugging, kissing, or brushing against an individual's body.
  - f. Remarks of a sexual nature about a individual's clothing, body, or speculations about previous sexual experiences.
  - g. Persistent, unwanted attempts to change a professional relationship to an amorous relationship.
  - h. Direct or indirect propositions for sexual activity.
  - i. Unwelcomed letters, emails, texts, telephone calls, or other communications referring to or depicting sexual activities.

## Complaint Procedure

Discrimination and/or harassment may take many forms, and the perpetrator may not understand that his/her behavior is being perceived as discriminatory or harassing. Therefore, any student who feels that she/he is being subjected to discriminatory or harassing behavior is encouraged to respectfully discuss the offensive behavior directly with the person involved.

If direct communication is either impractical, the person does not respond as desired, or the student is uncomfortable discussing the issue with that person, then the student may bypass the offending person and discuss the behavior directly with one or more of the following:

- VP of Human Resources/Title IX Coordinator, 509.793.2010, Building 1400, 2nd floor, Office 1451
- Dean of Student Services, 509.793.2054, Building 1400, Counseling Center, Office 1472
- Counseling Center, 509.793.2035

If the situation cannot be settled informally, the student may file a formal internal complaint. Students are not required to utilize informal procedures, but may go directly to the formal complaint procedure.

**Formal Complaint:** If informal complaint resolution does not occur or the problem persists, the student should make a written complaint concerning allegations of discrimination, harassment, or sexual harassment to the VP of Human Resources/Title IX Coordinator, or the Dean of Student Services.

In addition, Big Bend Community College encourages any individual who observes incidents of harassment or discrimination to immediately report what he or she has observed.

Any reports or complaints of discrimination, harassment and/or sexual harassment will be investigated. Different circumstances will produce different responses and levels of investigation. If college officials determine that a

violation of this policy has occurred, then the offending party will be subject to disciplinary action, up to and including termination/expulsion.

**External Complaints:** Inquiries or appeals beyond the institutional level may be filed with the following agencies or other agency with the jurisdiction to hear such complaints.

**U.S. Dept. of Education Office for Civil rights** <http://www.ed.gov/ocr/>

Federal Office Building  
915 Second Ave. Room 3310  
Seattle, WA 98174-1099

**Washington State Human Rights Commission** <http://www.hum.wa.gov>

Spokane District Office  
1330 N. Washington St., Suite 2460  
Spokane, WA 99201

**U.S. EEOC** <http://www.eeoc.gov/>

Federal Office Building  
909 First Ave. Suite 400  
Seattle, WA 98104-1061

**Confidentiality:** To facilitate the investigative process and protect the privacy of those involved, all information will be maintained in a confidential manner to the fullest extent permissible. During an investigation, complaint information will only be disseminated on a need-to-know basis. Files subject to public disclosure will be released only to the extent required by law.

**Retaliation:** No one shall suffer penalty or retaliation for making or supporting a charge of discrimination, harassment or sexual harassment under this policy. Retaliation against any person for bringing forward or participating in the investigation of a complaint under this policy, including creating a hostile work environment, forms independent ground for taking appropriate disciplinary action. Retaliatory acts shall be reported to the Human Resources Office.

**Malicious or Frivolous Allegations Prohibited:** Members of the College community who knowingly make false or frivolous allegations of discrimination, harassment or sexual harassment will be subject to discipline. No complaint will be considered malicious or frivolous solely because it cannot be corroborated.

# Sexual Assault Reporting Options

As a Big Bend Community College student, if you believe that you are the victim of a sexual assault, you may choose one or more of the below actions

## **Choose to report the incident to a law enforcement agency and pursue criminal charges. (See contact information)**

Upon reviewing the facts of your case, Law Enforcement may arrest the accused. Thereafter, the Prosecuting Attorney may decide to prosecute the matter. If so, you may be required to testify. The case will be handled in the local criminal courts.

## **Choose to report the incident to the Office of Student Conduct.**

(See contact information)

If the accused is a BBCC student, you may have the matter handled internally through the College's student conduct system. If the accused is found in violation, the College will take action in accordance with its Student Code of Conduct policies and procedures.

## **Choose to file a sex discrimination grievance. (See contact information)**

Because sexual assault is considered to be a severe form of sex discrimination, you may wish to file a sex discrimination grievance with the Title IX Coordinator. This person is responsible for ensuring a non-discriminatory campus environment that is free from harassment. The Title IX Coordinator will undertake an investigation that may involve taking statements from you, the accused, and pertinent witnesses.

## **Choose to document the incident that has occurred, but decide to not pursue further actions.**

You may report the incident to one or more of the listed offices, but decide not to proceed further. However, an anonymous report about the incident (date, time, location) will be shared with the Title IX Coordinator, Campus Safety and the Student Conduct Office to ensure that accurate sexual assault records are kept. The College may take all reasonable steps to investigate and respond to the complaint consistent with your request in an effort to prevent similar incidents. Please know that a request to remain anonymous may limit the College's ability to take action on your report.

BBCC's greatest concern is for the safety, physical and mental health, of all students, faculty, and staff. The College is committed to maintaining a welcoming and supportive educational climate. This means BBCC takes every report seriously and continues to educate all students, faculty, and staff about sexual assault and other forms of sexual misconduct to encourage civil and respectful behavior across our community.

## Contact Information

### Campus Safety

Building 6000 1<sup>st</sup> Floor, Office 6116  
509.793.2286

### Title IX Coordinator

Kim Garza, Vice President of Human Resources & Labor  
Building 1400, 2<sup>nd</sup> Floor, Office 1451  
509.793.2010

### Grant County Sheriff's Office

Emergency, call 9-1-1  
Non-emergency, 509.762.1160

### Counseling and Advocacy New Hope Domestic violence and Sexual Assault Services

306 Beech Street, Suite A  
Moses Lake  
1.888.560.6027

### Student Conduct Office

Dawna Haynes, Dean of Student Services  
Building 1400, Counseling Center  
509.793.2054

# Domestic Violence, Dating Violence and Stalking

**What is domestic violence?** Domestic violence is asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, and person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

**What is dating violence?** Dating violence is violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

**What is stalking?** Stalking is a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear.

*What behaviors are prohibited at BBCC and at BBCC-sponsored events?*

**Domestic or dating violence:** Any abusive behavior or pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic or dating violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

**Stalking:** Repeated, unwanted, intrusive, and frightening communications from the perpetrator by phone, mail, and/or email; repeatedly leaving or sending victim unwanted items, presents, or flowers; following or laying in wait for the victim at places such as home, school, work, or recreation place; making direct or indirect threats to harm the victim, the victim's children, relatives, friends, or pets; damaging or threatening to damage the victim's property; harassing victim through the internet; posting information or spreading rumors about the victim on the internet, in a public place, or by word of mouth; obtaining personal information about the victim by accessing public records, using internet search services, hiring private investigators, going through the victim's garbage, following the victim, contacting victim's friends, family work, or neighbors, etc.

*Why is it important to report the incident?*

To ensure that it will not happen to other students/staff/faculty and to let the campus community know that domestic violence, dating violence and stalking behaviors are not tolerated.

Anyone can be a victim of a domestic violence, dating violence or stalking incident. Please make sure that you are safe and that you report the incident. BBCC wants you to be safe and protected while on campus.

**Report Domestic Violence, Dating Violence or Stalking**

- Campus Safety, Kyle Foreman, 509.793.2286, Building 6000 – 1st floor, Office 6116
- Title IX Coordinator, Kim Garza, 509.793.2010, Building 1400 – 2nd floor, Office 1451
- Interim Dean of Student Services, Jose Da Silva, 509.793.2054, Building 1400 – Counseling Center, Office 1472

# Hate Crimes and Bias Incidents

**What is a hate crime?** A hate crime is an actual criminal offense motivated, in whole or in part, by the offender's bias toward the victim's status. According to federal law, the types of prejudice and bias motivating factors are limited to those based on race, religion, sexual orientation, ethnicity/national origin, and disability. For example, an aggravated assault motivated by the actual or perceived sexual orientation of a victim constitutes a clear case of a hate crime. Hate crimes are not separate, distinct crimes, but rather traditional offenses motivated by the offender's bias.

**What is a Bias-related Incident and how does it differ from a Hate Crime?** A Bias-Related Incident is when an individual experiences or is the target of prejudicial behavior based on group identity, and the incident is not covered by the federal and/or state hate crime legislation. Not every act of bias can be considered a hate crime. Hate or bias-related incidents, like hate crimes, negatively impact individuals who are or are perceived to be members of a particular group. This impact also extends to the community at large.

**What behaviors are prohibited at BBCC and at BBCC-sponsored events?** Harassment and/or a hate/bias crime/incident that is persistent or pervasive so as to threaten or limit the ability of an individual to work, study or participate in the activities of the college.

*Examples of behaviors that are not tolerated at Big Bend Community College include, but are not limited to:*

- arson,
- vandalism,
- physical assault,
- religious cross burning,
- threats of harm or violence,
- bombing and bomb threats,
- verbal and written comments,
- threatening phone calls or text messages, hate mail (including all forms of electronic messages),
- slurs, jokes, innuendoes, cartoons, behavior or action, either physical or verbal, which is sexual in nature and unwelcome, unwanted or uninvited.

Unwelcome sexual advances, requests for sexual favors, or other related verbal or physical conduct are considered to be forms of discrimination, harassment, sexual harassment, and intimidation and are therefore prohibited.

**Why is it important to report the incident?** To ensure that it will not happen to other students/staff/faculty and to let the campus community know that hate/bias behaviors are not tolerated.

Anyone can be a victim of a hate/bias incident. Please make sure that you are safe and that you report the incident. BBCC wants you to be safe and protected while on campus.

### **Report Hate/Bias Incidents/Sexual Assault**

- Campus Safety, Kyle Forman, 509.793.2286, Building 6000 – 1st floor, Office 6116
- Title IX Coordinator Kim Garza, 509.793.2010, Building 1400 – 2nd floor, Office 1451
- Dean of Student Services, Dawna Haynes, 509.793.2054, Building 1400 – Counseling Center, Office 1472

# **Campus Safety, Security & Crime Reporting Policy**

## **The Clery Act**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal statute codified at 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46. The Violence Against Women Act of 2013 adds additional requirements under the Campus Sexual Violence Act (SaVE Act) provision, Section 304.

The Clery Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. Compliance is monitored by the United States Department of Education, which can impose civil penalties (up to \$54,789 per violation) against institutions for each infraction and can suspend institutions from participating in federal student financial aid programs.

The law is named for Jeanne Clery, a 19-year-old Lehigh (Penn.) University freshman who was raped and murdered in her campus residence hall in 1986. The backlash against unreported crimes on numerous campuses across the country led to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Clery Act, signed in 1990, was originally known as the Crime Awareness and Campus Security Act.

All students are encouraged to report all crimes to Campus Safety.

For more information on the Clery Act and BBCC's annual Campus Security and Fire Report, visit [www.bigbend.edu/ASR](http://www.bigbend.edu/ASR).

## Drug/Alcohol Abuse Prevention

One of the most important social decisions a college student will make is to use or not use alcohol and other drugs. The choice is an individual decision. Before making this decision, all students should be informed about the effects of alcohol and drugs and the potential consequences of using them.

**Big Bend Community College prohibits the unlawful manufacture, delivery, possession, or use of alcohol, marijuana in any form, other controlled substances, and drug paraphernalia while on college property, while conducting college business, and while participating in any college-sponsored activities whether on campus or not.**

**Board Policy 3019, Drug Free/Alcohol Free Workplace Policy and Administrative Process 3019, Drug & Alcohol Abuse Prevention are intended to meet, at a minimum, the requirements of all applicable federal and state laws, including but not limited to the Drug-Free Schools and Communities Act of 1989 and the Drug-Free Workplace Act Of 1988.**

## Sanctions

Big Bend Community College will impose disciplinary sanctions on students found accountable for violations of BP 3019, Drug Free/Alcohol Free Workplace Policy. Sanctions will be imposed in accordance with the provisions of the Student Code of Conduct. Sanctions that may be imposed include but are not limited to:

- Mandatory attendance at a prevention education program
- Loss of privileges, restitution, community service, and/or fines

- Eviction from college-owned or controlled housing
- Suspension and/or dismissal from the college
- If under 21, notification of the student's parents/guardians
- Or some combination of the above

As required by federal law, the college cooperates with law enforcement authorities in referring for prosecution of unlawful possession, use or distribution of alcohol and illicit drugs by students or employees on college premises or as part of any of its activities.

If you have been convicted of drug possession, you will be ineligible for federal financial aid for one year from the date of your conviction after the first offense, two years after the second offense, and indefinitely after the third offense. If you have been convicted for selling drugs, you will be ineligible for federal financial aid for two years from the date of your conviction after the first offense, and indefinitely after the second offense. If you lose your eligibility for federal financial aid, you can regain eligibility early by successfully completing an approved drug rehabilitation program.

## **A description of the health risks associated with the abuse of alcohol and use of illicit drugs**

**Alcohol** – Alcohol abuse is involved in the majority of violent behavior incidents: sexual assault, sexual misconduct, vandalism, fights, and driving under the influence. Alcohol (and other depressant) abuse results in impaired judgment and coordination, aggressive behavior, impairment in learning & memory, respiratory depression, coma, and possibly death when taken in excess or combined with other depressants.

**Club Drugs (GHB, Rohypnol & Ecstasy)** – GHB is an illegal depressant (liquid or powder) which is odorless & colorless (therefore it can be easily slipped into drinks undetected). GHB can be used to facilitate rape because it causes impairments in judgment, sleepiness & amnesia. Rohypnol also known as “Roofies” is a strong depressant drug, commonly known as the “Date Rape” drug. When ingested with alcohol or other drugs, effects begin within three (3) minutes and peak within two (2) hours. MDMA/Ecstasy/XTC is a hallucinogenic mind-altering drug. Adverse effects include confusion, depression, sleep problems, severe anxiety & paranoia, nausea, blurred vision, faintness, and the possibility long-term brain damage.

**Marijuana** – The effects associated with marijuana use include: increased blood pressure, blood-shot eyes, dry mouth, hunger, impairment of short-term memory and concentration, altered sense of time, decreased coordination and motivation, psychological dependence, lung cancer, and possibly chronic lung disease after long-term use.

**Methamphetamines/Amphetamines & other Stimulants** – Symptoms of stimulant abuse include: increased heart & respiratory rates, elevated blood pressure, dilated pupils, excessive perspiration, headache, dizziness, sleepiness, anxiety, and loss of appetite, coma, and death may result.

**Ritalin** – A prescription drug used to treat ADHA, ADD and other conditions. It has similar effects to those of cocaine and amphetamines. Ritalin is often abused for appetite suppression and/or to stay awake.

**Narcotics (Heroin, Morphine, Codeine, Demerol, Percodan)** – Narcotics initially produce a feeling of euphoria followed by drowsiness, nausea, and vomiting. Overdose may cause slow and shallow breathing, clammy skin, convulsions, coma, and possibly death.

**Hallucinogens (LSD, Mescaline, Cannabis, Magic Mushrooms)** – Hallucinogens or psychedelics are mind-altering drugs which affect the mind's perceptions, causing bizarre, unpredictable behavior and severe, sensory disturbances that may place users at risk of serious injuries or death. The combination of hallucinogens with other substances, like alcohol or marijuana, can increase the chances of adverse effects and the risk of overdose.

**Inhalants (glue, paint thinner, gasoline, laughing gas, aerosol sprays)** – Psychoactive substances inhaled as gases. Adverse effects may include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination, brain & nervous system damage and possibly death.

**Cocaine** – Use produces psychological & physical dependence. Adverse effects include elevated blood pressure, heart rate, respiratory rate & body temperature, increased risk of contracting HIV/AIDS (sharing needles), chronic use can result in ulceration and rupture of the mucous membrane.

**Anabolic Steroids (Anadrol, Oxandrin, Durabolin, Stanozol, Dianabol)** – Man-made substances related to male sex hormones. Steroids are taken to improve physical performance as well as to enlarge muscles and increase strength. Negative effects of steroids include baldness, cysts, shrinking of testicles, oily hair and skin, acne, heart attack, stroke and change in voice. Hostility is also a frequent side effect of anabolic steroids.

**Tranquilizers (Valium)**—Use of tranquilizers can induce calm and relaxation. Feelings will range from mild euphoria to drowsiness, confusion and light headedness. Hostility, blurred vision, hallucinations, lethargy, memory loss and irritability can also occur.

### **Information, Education, and Counseling**

Big Bend Community College emphasizes the importance of information and education helping to prevent alcohol and drug abuse. The college is committed to helping students prevent and address alcohol and drug abuse problems. For additional information about counseling, assessment, and referral services, contact:

BBCC Counseling Center	509.793.2035
Alcoholics Anonymous	509.664.6469
Central WA Narcotics Anonymous	877.664.0398
Grant County Prevention and Recovery Center	509.765.5402
Dean of Student Services	509.793.2054

## **Available Counseling, Treatment or Rehabilitation**

Students with alcohol or drug related problems are encouraged to contact the BBCC Counseling Office for information and referral. Students may also take advantage of services provided by the Grant County Prevention and Recovery Center 509.765.5402. The center provides such services as alcohol and drug assessments, individual counseling, family counseling, group therapy, an intensive outpatient program and an alcohol and other drug information school. Private practitioners and agencies are listed in the local telephone directory.

# **Technology Use Policy & Procedures**

## **Philosophy Statement**

Big Bend Community College (BBCC) has a strong commitment to intellectual growth and to extended access of educational opportunities. Because of these philosophical commitments, BBCC supports the use of technology as both an analytical tool and a means to expand access to both information resources and educational opportunities. In order to support these commitments, the following operational policy has been implemented. This policy applies to all users of BBCC technology facilities and equipment. This policy also reinforces the Community and Technical College Network Acceptable Use

Policy, which is in place for college employees. Failure to comply with these policies may result in disciplinary action as specified in this document. For full text of CIS policy, see <http://www.bigbend.edu/information-center/administration/policies/administrative-process>.

## **Access**

BBCC computing and networking resources are state property. Use of BBCC's computing and networking resources is a privilege. The access provision applies to all users, including but not limited to, students, college faculty, staff, and community users of library services. Additionally, individual labs may limit access to students currently enrolled in specific courses and each computer lab may charge lab fees accordingly. Individual units within the college may define conditions of use for facilities under their control.

These statements shall be consistent with this overall policy. Please refer to the preceding link for additional detail, guidelines and/or restrictions. In addition, any network traffic exiting the college is subject to the acceptable use policies of the network connectivity providers.

## **Network Misuse/Actions that are Prohibited on the College Network**

### **A. Illegal Activities**

All BBCC resources shall be used in strict accordance with all local, state, and federal laws.

### **B. Sharing and Copying Passwords**

All computer account passwords are confidential and shall not be shared with others.

### **C. Hacking and Interference in Operation**

Using the college network to gain unauthorized access to any computer system is forbidden. Knowingly performing an act that will interfere with the normal operation of technology facilities and/or computer workstations is not allowed.

### **D. Network Traffic**

Knowingly running or installing on any computer system, or network, or giving another user a program intended to damage or to place excessive load on a computer system or network is forbidden.

### **E. Breach of Security**

- Attempting to circumvent data protection schemes or uncover security loopholes; and
- Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another

user's files or software without obtaining explicit written agreement of the owner.

**F. Unauthorized Copying or Modification of Files**

The unauthorized copying or modification of files belonging to others or the college may constitute plagiarism or theft.

**G. Identity of User/Abuse of Account(s)**

Misrepresenting in any manner, your identity, your account, or a computer in any email communication is forbidden. Unauthorized use of another user's account is not allowed.

**H. Violation of Copyright Restrictions, Intellectual Property Rights, Software License Agreements, and Unauthorized Software Installation**

Users shall comply with all local, state and federal laws and restrictions that apply to the use of any and all copyrighted materials.

**I. Unauthorized Movement of Equipment**

Students are not allowed to move equipment unless they are employed by the college and have received permission from the appropriate college administrator and/or supervisor to do so. College equipment shall not be removed from campus for use in another location unless written permission is obtained from the appropriate Dean or Vice President.

**J. Restricted Application Use**

Restricted application use is the use of applications not clearly related to the core purpose of the college, or which violate general college policy, jeopardize its state accredited status, or otherwise interfere with applications vital to everyday operation.

## **Consequences of Misuse**

**A. Disciplinary Provision**

Individual disciplinary actions shall follow college grievance and disciplinary procedures and policies applicable to faculty, employees, and students. Efforts will be made to resolve problems at the lowest departmental or divisional level. Misuse of computing, networking, instructional technologies and/or information resources by any individual may result in the loss of privileges.

**B. Legal Defense**

The college will not authorize legal defense in a proceeding instituted against individuals who engage in illegal use of the college's computers, networks or software unless otherwise authorized by law.

# Other Miscellaneous Provisions

## A. Resource Limitations

Limitations or restrictions may be applied by system administrators on computing resources, such as storage space, time limits, or amount of resources consumed. Such restrictions ensure fair access for all users.

## B. Accounts/Data

- BBCC makes no warranty of any kind, expressed or implied, regarding computer resources or services, or the contents of resources or electronic messages over the BBCC college network or connected networks. BBCC will not be liable, in any event, for incidental or consequential damages, direct or indirect, resulting from the use of the BBCC network or network services.
- Students are responsible for backing up their own data at all times. BBCC disclaims responsibility for loss of data, and individual account contents.
- BBCC reserves the right, without notice, to limit or restrict individual use and hours of operation; to inspect, copy, or remove data, file, or system resources; and to log and audit activities on computing systems.

## C. Web Pages/Internet/Intranet—General and Web Pages

The use of internet, intranet, or web pages which violate BBCC policies and procedures, as well as state and federal laws, is prohibited and may result in disciplinary actions.

## D. Right of Agency/System Administration

The College network is subject to a variety of laws including, but not limited to:

- Use of state property (i.e., computers) is limited by state employees to purposes related to official duties by RCW 42.52.160;
- Use of state property (i.e., computer facilities/equipment) is prohibited for political purposes by RCW 42.52.180;
- Criminal liability for computer trespass could result in a felony conviction pursuant to RCW 9A.52.110 et seq;
- Criminal charges could result if users alter, damage, obliterate or erase records, information, data or computer programs pursuant to RCW 9A.48.100; and

- Materials prepared on the college's computer system may be subject to release as a public record (i.e., email, letters, and memos); even deleted information from a backup system may be retrieved in the course of litigation pursuant to the Washington State Public Records Law, RCW 42.17.020 et seq.

BBCC maintains the right to inspect and monitor the use of computers to ensure compliance with college policy and all applicable state and federal laws.

Additionally, to maintain the function and operation of technology facilities and to protect them against unauthorized use, BBCC reserves the right to take whatever steps it deems appropriate to remedy or prevent activities that in its judgment, endanger the orderly operation of its networks or systems and/or which threaten the college's network connections to the internet and/or other institutions or networks.

A computer owned personally by a student, faculty member, or staff member is subject to college policy while it connects to the college network directly or through a Wi-Fi connection. An individual shall not grant access privileges to other individuals on a computer in violation of the general use policy, even if that computer is personally owned.

## **Smoking/Tobacco Policy**

In accordance with RCW 70.160, the use of tobacco and tobacco-related products is prohibited in all Big Bend Community College facilities, vehicles, athletic fields, and buildings. Smoking is restricted to college parking lots only. Where such lots are contiguous to college buildings, smoking areas are those immediately adjacent to the smoking containers. Appropriate signage will be placed across campus. Smoking containers will be provided in all parking lots or other designated areas.

Tobacco and tobacco-related products includes cigarettes, cigars, pipes, smokeless tobacco, and electronic cigarettes.

# Disability Support Services Procedures

## Disability Support Services

BBCC complies with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. BBCC is free from discrimination in the recruitment, administration, and treatment of students. The Disability Support Services (DSS) office at BBCC provides voluntary and confidential support services for students with documented disabilities in one or more of the following categories: Deaf/Hearing, Speech/Language, Blind/Visual, Neurological/Nervous System, Psychological/Emotional, Mobility, Learning, Chronic/Acute Health, and Temporary/Other. To ensure maximum participation by all students with disabilities, the college will:

- Provide programs and facilities that are accessible to all students with disabilities.
- Determine and implement reasonable accommodations and/or modifications that meet the individual needs of students with disabilities.

## Contact Information

- The DSS office is located in the Administration Building (1400), Room 1472.
- The telephone number for the Coordinator of Disability Services is 509.793.2027. To schedule an appointment, call 509.793.2035
- Email [dss@bigbend.edu](mailto:dss@bigbend.edu)
- A Telecommunications Device for the Deaf (TDD), is available in the Disability Support Services/Counseling area, Room 1474, for incoming and outgoing calls. The TDD telephone number is 509.793.2325.

## Obtaining Services/Procedures

Requests for disability services are processed through the DSS office. We value a collaborative process with students as we work to determine and implement reasonable accommodations and services.

1. To begin the process, students need to contact the Coordinator of Disability Services to request services, provide information about prior use of accommodations and services in other settings, and discuss the likely impact of the disability on the student's educational experience at BBCC.

2. The student will need to complete and submit an intake packet. Relevant documentation from external sources may also be requested to help substantiate the disability and the student's eligibility for requested accommodations and services.
3. Once the intake packet and requested documentation has been received, the student will meet with the Coordinator of Disability Services to discuss eligibility for services and accommodation requests.
4. The Coordinator of Disability Services will prepare a Letter of Accommodation (LOA). It is the student's responsibility to provide instructors with the LOA and discuss how the accommodation will be implemented in the classroom. LOA's need to be requested by the student each quarter.
5. It is the responsibility of the student to inform the instructor and Coordinator of Disability Services if there are questions regarding the implementation of the approved accommodations. We will work collaboratively to ensure implementation.

## **Accessible Parking**

Students, staff, and visitors who have a state-issued disabled parking permit may use designated parking spaces in BBCC parking lots. Those who have a temporary need for accessible parking, may request a temporary disabled parking permit through the DSS or Campus Safety offices.

## **Disability Related Complaints**

Students with disabilities who have complaints with BBCC staff or faculty regarding disability related issues should contact the Coordinator of Disability Services 509.793.2027 or the Dean of Student Services 509.793.2054. Complaint procedures are found in this student handbook under the Discrimination, Harassment, and/or Sexual Harassment section.

# **Disclaimers**

Big Bend Community College does not discriminate on the basis of race, color, national origin, age, disability, pregnancy, genetic status, sex, sexual orientation, gender identity, marital status, creed, religion, status as a veteran of war, or use of a trained guide dog or service animal as required by Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and ADA Amendment Act, the Age Discrimination Act of 1975, the Violence Against Women Reauthorization Act and Washington State's Law Against

**Inquiries may be made to:**

Kim Garza, VP of Human Resources  
509.793.2010  
and Labor, Title IX Coordinator

Phone Number:

Lora Lyn Allen, Coordinator of Disability  
Services, Student Advisor

Phone Number: 509.793.2027

Handicapped Access Available

Phone Number: 509.793.2027

1.877.745.1212

TDD 509.793.2325

This handbook and its components shall not constitute a contract between Big Bend Community College and prospective or enrolled students. The information contained in this handbook reflects the current policies and regulations of the college. However, the college reserves the right to make changes in its policies and regulations at any time. If policies or regulations of the college at any time conflict with information contained in this handbook, the policies and regulations will govern, unless expressly determined otherwise by the board of trustees. The college reserves the right to eliminate, cancel, phase out or reduce in size courses and/or programs for financial, curricular or programmatic reasons.

## **Disclaimer**

This handbook provides a general guideline of opportunities offered by the college. The opportunities described herein are implemented at the sole discretion of the college and are subject to change at any time without notice. Information contained on opportunities are illustrative only and are not intended to create any contractual obligation or covenant with the college.

## **Limitation of Liability**

The college's total liability for claims arising from a contractual relationship with the student in any way related to classes or programs shall be limited to the tuition and expenses paid by the student to the college for those classes or programs. In no event shall the college be liable for any special, indirect, incidental or consequential damages, including but not limited to, loss of earnings or profits.

# Viking College Prep 101

**Academic Advisor/ Counselor:** This person will help you select the correct courses, review the course requirements in the field you have selected to pursue and help you with any academic problems you may encounter. At some institutions academic advisement is conducted by faculty as part of their job duties. Other institutions may designate specific staff as academic counselors.

**Academic Early Warning (AEW):** Is a method of early communication to students from their instructors about academic behaviors that could impact their success in that class.

**Academic Warning:** A student with less than 11 cumulative graded credits and cumulative grade point average below 2.00 will be placed on academic warning status. A student in this category is required to meet with her/his assigned advisor prior to registering for future quarters.

**Academic Probation:** A student with less than 11 cumulative graded credits and a cumulative grade point average below 2.00 will be placed on academic warning status. A student in this category is required to meet with her/his assigned advisor prior to registering for futures quarters.

**Academic Suspension:** A probationary student will be placed on academic suspension when the student's number of cumulative graded credits at BBCC is greater than 23 credits and cumulative grade point average is below 2.00 and quarterly grade point average is below 2.00. A student in this category will be suspended from enrollment in classes for one quarter. A student who has preregistered for the following quarter will be withdrawn from classes and a refund will be processed for any tuition and fees paid for that quarter. A student returning after suspension is required to meet with her/his assigned advisor prior to registering for future quarters and must earn a 2.00 quarterly grade point average at the end of every quarter until her/his cumulative grade point average is above a 2.00.

**Application/ Acceptance/ Admission:** Application is the process by which a prospective student submits the required forms and credentials to his/her chosen institution. Application criteria may include one or more of the following: previous academic records, test scores, interviews, recommendations, and other information provided by the applicant. Depending on the application requirements of a particular school, the student can gain Acceptance to the institution if the decision to accept the application is positive. Admission is the status granted to an applicant who meets the prescribed entrance requirements of the institution. It must be noted that there is a wide variation nationwide in the Application/ Acceptance/ Admission policies of higher education institutions. Check the college catalog for specific requirements of the schools you are considering.

**Arranged Courses:** Are courses that are offered online or as a hybrid (face-

to-face and online) model.

**Associate's Degree:** The Associate's Degree is granted upon completion of a program of at least two but less than four years of college work. Associate of Arts and Associate of Science degrees are conferred upon students who successfully complete programs designed for transfer to a senior college. The Associate Degree requires completion of a minimum of 90 credit hours with a cumulative GPA of 2.0

**Associate of Applied Science Degree:** This degree is conferred upon students who successfully complete a program designed to lead the individual directly into employment in a specific career.

**Audit:** A student who does not want to receive credit in a course may, with approval of the instructor, audit the course as a "visitor." Changes from audit to credit are permitted after the 10th instructional day of the quarter with instructor approval. Changes from credit to audit are permitted up to the final date to drop a class. Changes may not be made after the last day to withdraw unless approved by the instructor.

**Bachelor's Degree:** This is the undergraduate degree offered by four-year colleges and universities. The Bachelor of Arts degree requires that a significant portion of the student's studies be dedicated to the arts- literature, music, etc. The Bachelor of Science degree requires that a significant portion of the studies be in the sciences, chemistry, biology, math, etc. So if you are looking to go to medical school; for example, getting a Bachelor of Science in Nursing is one path that you may want to take. The minimum credit hour requirement for a Bachelor's Degree is 180 credit hours (quarter school) or 120 credit hours (semester school).

**Bookstore:** All colleges have book stores. It will generally stock all the books and other materials required in all the courses offered at the institution as well as providing supplies and clothing.

**Business Office:** The Business office is responsible for all financial transactions of the institution.

**Catalog:** College catalogs provide all types of information parents and students need to know about a school. It lists; for example, institution's history and philosophy, policies, and procedures, its accreditation status, courses of study, degrees, and certificates offered, physical facilities, admission and enrollment procedures, financial aid, student life activities, etc.

**Canvas:** Canvas is our learning-management system at Big Bend Community College. Instructors use Canvas to share class materials on the Internet, including course syllabi, assignments, and grades. Even instructors who are teaching face-to-face courses use Canvas for sharing class materials and sending messages.

**CLEP:** A College Level Examination Program can be administered to students who desire to obtain college credit by taking proficiency tests in selected courses. If the student scores high enough on the test, college credit can be awarded. There is a charge for each test taken.

**College:** A College is an institution of higher education that grants degrees and certificates. The term is also used to designate the organizational units of a university such as the College of Education or College of Engineering.

**College Bound Scholarship (CBS):** The College Bound Scholarship program is an early commitment of state financial aid to eligible students who sign up in middle school and fulfill the scholarship pledge.

**Concurrent Enrollment:** Is defined as credit hours earned when a high school student is taking a college course for both high school and college credit, during the high school day, on the high school campus, taught by a qualified high school instructor.

**Courses Numbers:** All courses are identified by numbers usually containing 3 or 4 digit; for example, Freshmen English might be 101. A course number beginning with a "0" indicates that it does not carry credit hours applicable to a degree.

**Credit Hours:** Courses taken in college are measured in terms of credit hours. To earn one credit hour, a student must attend class for one classroom hour (usually 60 minutes) per week for the whole quarter (usually 11 weeks). Classes are usually offered in 1-5 credit hour increments.

**Curriculum:** A curriculum is composed of those classes prescribed or outlined by an institution for completion of a program of study leading to a degree or certificate.

**Degree Audit:** An online advising tool that allows you to view degree and certificate requirements and track your completed coursework towards completion of chosen degree or certificate program. To use Degree Audit, you will need your student ID and PIN.

**Degree Requirements:** Those requirements prescribed by other institutions for completion of a program of study are generally termed degree requirements. Requirements may include a minimum number of hours, required GPA, prerequisite and elective courses within the specified major, and/or minor areas of study.

**Degrees:** Degrees are regards for the successful completion of a prescribed program of study. There are three basic types of degrees: Associate-obtainable at two-year community or junior college, Baccalaureate or Bachelor's- offered by four-year colleges and universities, and Graduate- Obtained after the bachelor's degree, i.e., Masters or Doctorate.

**Department:** A department is the basic organizational unit in a higher education institution, and is responsible for the academic functions in a field of study. It may also be used in the broader sense to indicate an administrative or service unit of an institution.

**Direct Transfer Agreement (DTA):** The Direct Transfer Agreement or DTA, is an agreement between Washington State's community colleges and baccalaureate colleges and universities. It is for the benefit of Washington Community college students who are transferring their courses and credits to their intended four-year Washington institution.

**Disability Support Services (DSS):** The DSS office at Big Bend Community College provides voluntary and confidential support services for students with documented disabilities in one or more of the following categories: Deaf/ Hearing, Speech/ Language, Blind/ Visual, Neurological/ Nervous System, Psychological/ Emotional, Mobility, Learning, Chronic/ Acute Health, and Temporary/ other.

**Drop and Add:** Students are generally permitted to drop courses from their class schedules and/or add other courses. Colleges allow varying lengths of time for students to add and drop classes. The college catalog or class schedule should note the correct procedures. Students usually need written approval from designated college officials to initiate dropping or adding a class.

**Enrollment:** This is the procedure by which students choose classes each quarter. It also includes the assessment and collection of fees. Pre-enrollment is the method by which students select courses well in advance of the official enrollment date of the next term.

**Expected Family Contribution (EFC):** Is a term used in the college financial aid process in the United States to determine an applicant's eligibility for need-based federal student aid, and in many cases, state and institutional aid. It is an estimate of the parents' and/or student's ability to contribute to post-secondary education expenses.

**Extra-Curricular Activities:** These are non-classroom activities that can contribute to a well-rounded education. They can include such activities as athletics, clubs, student government, recreational and social organizations and events.

**Faculty:** The faculty is composed of all persons who teach classes for colleges.

**FASFA:** Free Application for Federal Student Aid. The almost universal application for financial aid, including loans, grants, college work-study and other federal and state programs. It is often required before a student can be considered for scholarships also.

**Fees:** Fees are additional charges not included in the tuition. Fees may be charged to cover cost of materials and equipment needed in certain courses, and they may be assessed for student events, programs, and publications.

**Final Exams (Finals):** These are usually given during the last week of classes each quarter. The type of final administered in a course is left to the discretion of the instructor. Final exams are given on specified dates that may be different than the regular class time, and are usually listed in each quarter's class schedule.

**Financial Aid:** Aid is made available from grants, scholarships, loans, and part-time employment from federal, state, institutional, and private sources. Awards from these programs may be combined in an “award package” to meet the cost of education. The types and amounts of aid awarded are determined by financial need, available funds, student classification, academic performance, and sometimes the timeliness of application.

**Full-Time Enrollment/Part-Time Enrollment:** A full-time student is enrolled in 12 or more credit hours in a quarter. A part-time student is enrolled in less than 12 credit hours in a quarter.

**Honor Roll:** Students are placed on honor rolls for GPAs above certain specified level. Criteria for President’s, Dean’s or other honor rolls vary at different institutions. In most cases, students must be enrolled full-time to be eligible.

**Humanities Courses:** Humanities courses are classes covering subjects such as literature, philosophy, foreign languages, and fine arts. Most undergraduate degrees require a certain number of humanities credit hours.

**Community College:** Community College is a two- year institution of higher education. Course offerings generally include a transfer curriculum with credits transferable toward a bachelor’s degree at a four-year college and an occupational or technical curriculum with courses of study designed to prepare students for employment in two years.

**Education Plan:** An education plan, is a step-by-step guide based on requirements to meet your academic goals and how soon you would like to complete them. Planning ahead will ensure you take your courses in the right sequence to enroll in the courses you need, when you need them.

**Lecture/ Laboratory/ Discussion Classes:** In lecture classes, students attend class on a regular basis and the instructor lectures on class material. Laboratory classes require students to perform certain functions in controlled situations that help them test and understand what is being taught in the lecture. Discussion classes offer students the opportunity to talk about material being taught, ask questions, and discuss material with their classmates. Discussion classes are often taught by Masters or Doctoral Students and are becoming more common on college campuses.

**Global PIN:** A Global PIN allows students to access their student records online and to register for classes. Global PINS will be their date of birth (MMDDYY).

**Grade Point Average (GPA)/ Letter Grade:** Most colleges use both letter grades and GPAs in determining students’ grades. Grades at most colleges are figured using the following method: As are worth 4 points, Bs are worth 3 points, Cs are worth 2 points, Ds are worth 1 point, and Fs are worth 0 points. To figure out a GPA, simply multiply the number of hours a course is worth by the number of points for the letter grade, then add up the totals for each course and divide by the number of credit hours. The result is the grade point average. Student must earn a quarterly GPA of 2.00 or better to

receive financial aid funding. They must have a minimum 2.00 cumulative college level GPA at the end of their sixth quarter of attendance. Students who fail to meet this requirement will be placed on Financial Aid Warning or Suspension.

**Major/ Minor:** A major is a student's chosen field of study. It usually requires the successful completion of a specified number of credit hours. A minor is designated as a specific number of credit hours in a secondary field of study.

**Maximum Timeframe:** Students can receive financial aid funding for cumulative attempted credits up to 125% of the credits required to complete the degree/certificate program.

**Mid-Term Exams (Midterms):** During the middle of each quarter, instructors may give midterm exams that test students on the material covered during the first half of the semester. Some classes have only two tests, a midterm and a final.

**Non-Credit Courses:** These are classes or courses that do not meet the requirements for a certificate of a degree at a given institution. Non-credit courses may serve one of several purposes: to explore new fields of study, increase proficiency in a particular profession, develop potential or enrich life experiences through cultural and or/ recreational studies.

**Faculty Office Hours:** In college, your instructors will provide you with a set of regularly scheduled times when they are available to meet with you outside of class to discuss questions that you might have about the course or assignments.

**Open- Door Institution:** Open-door institutions are usually public two-year community colleges. The term open-door refers to an admissions policy that states that anyone who is 18 years of age or older, whether or not a high school graduate, can be admitted to that college.

**Pace of Progression:** Pace of progression is a measure of a student's successful progression through an eligible program. All aid recipients must complete a minimum of 67% of all attempted credits. Attempted credits are based on enrollment level on the 10th class day of each quarter. All attempted credits are evaluated to determine completed credits including those with "I", "F", "N", "W", or "0.0 grades and repeated courses. Credits transferred to BBCC count both as attempted and completed credits. The pace is calculated by dividing the number of credits successfully completed by the total of attempted credits. Students who fail to meet these requirements will be placed on Financial Aid Warning or Suspension.

**Pass/Fail Courses:** Pass/Fail courses do not earn letter grades or grade points for students. If a student passes a pass/fail course, he/she receives a "P" (pass) on the transcript and the credit hours. If the student does not pass the course, they will receive an "F" (fail) on the transcript and no credit hours. The evaluation for the pass/fail course is not figured into the student's GPA.

**Prerequisite Courses:** A prerequisite course is a course taken in preparation for another course. For example Accounting I is a prerequisite for Accounting II.

**Registrar:** The registrar of an institution is responsible for the maintenance of all academic records and may include such duties as: maintenance of class enrollments, providing statistical information on student enrollment, certification of athletic eligibility and student eligibility for honor rolls, certification of eligibility of veterans, and administering probation and retention policies and verification of the completion of degree requirements for graduation.

**Registration Access Time:** Is an appointment time when students are able to register according to the number of total credits they have earned. Continuously enrolled students are issued registration access times based on the total number of credits earned. Current students may find their access time at the BBCC Student Kiosk at [www.bigbend.edu](http://www.bigbend.edu). Former student will need to contact the Admissions/Registration Office for a registration appointment.

**Satisfactory Academic Progress (SAP):** Is used to define successful completion of coursework to maintain eligibility for student financial aid.

**Schedule of Classes:** Colleges publish and distribute a Class Schedule each quarter, during the previous quarter. With the help of counseling advisors and/ or faculty members, students make up their own individual class schedules for each quarter they are enrolled. Courses are designated in the Class-Schedule by course department, course number, time, and days the courses meet, the room number and building number, and the instructor's name. A class schedule is also simply a list of classes a student is taking, which includes course name and number, time and location of the class, and possibly instructor.

**State Need Grant (SNG):** The State Need Grant program provides need-based financial aid to income –eligible students pursuing postsecondary education.

**Student Identification Card (SID):** A student I.D. is usually required in college. It is similar to a driver's license and generally includes a photograph of the student, student number (SID number), the student's name, the name of the college and possibly the semester enrolled. The card is often required for admittance to functions sponsored by the college.

**Student Success Center:** The student success center is committed to serving students by providing resources that will help them achieve their educational goals at Big Bend Community College. The Student Success Center offers the following services to our students: Book and laptop checkout, Computer Lab, group and individual study sessions, tutoring, peer mentoring, university connections, and workshops and access to campus resources.

**TRiO Student Support Services:** The TRiO-SSS Program is designed to assist and encourage students to aspire to achieve their goals and successfully complete their degree program. The program is committed to assisting students with a smooth transition to the next step in their education or career, and mapping out the pathway for a successful future. The TRiO-SSS Team assist students in overcoming the challenges and barriers of higher education, while giving students the support they need to accomplish their goals.

**Supplement Instruction:** The Supplemental Instruction (SI) program provides peer-facilitated group study sessions led by qualified, trained, and teacher recommended SI leaders who attend classes with students and encourage them to practice and discuss course concepts in sessions. Sessions are open to ALL students who want to improve their understanding of the material, as well as improve their grades.

**Syllabus:** An outline of the important information about a course. Written by the professor or instructor, it usually includes important dates, assignments, expectations, and policies specific to that course. Some are quite lengthy.

**Textbooks:** Books required of students enrolled in college classes. Instructors notify students which books they must purchase (and sometimes additional, optional textbooks) at the beginning of each quarter. Students can purchase new or used textbooks, or rent textbooks.

**Transcript:** The transcript is a permanent academic record of a student at college. It may show courses taken, grades received, academic status and honors received. Transcripts are not released by the college if the student owes any money to the college.

**Transfer of Credits:** Some students attend more than one institution during their college career. When they move or transfer from one college to another, they also transfer accumulated credit hours from the former institution to the new one. The new institution determines which courses will apply towards graduation requirements.

**Tuition:** Tuition is the amount paid for each credit hour of enrollment. Tuition does not include the cost of books, fees, or room and board. Tuition charges vary from college to college and are dependent on such factors as resident or out-of-state status, level of classes enrolled in (lower, upper or graduate division), and whether the institution is publicly or privately financed.

**Tutor:** A tutor is a person, generally another student, who has completed and or demonstrated proficiency in a course or subject, and is able to provide instruction to another student. Tutors usually help students better understand course material and make better grades.

**Undergraduate:** An undergraduate is a student who is pursuing either a one, two, or four-year degree.

**University:** A university is composed of undergraduate, graduate, and professional colleges and offers degrees in each.

**Waitlist:** Is a list students can join when attempting to register for a class that is already full. When a student attempts to register for a full class they will be given the option to be added to the waitlist. If a space becomes available the student will be automatically enrolled in the course based your position on the waitlist. It is the students' responsibility to check their position on the waitlist periodically, as they will not be notified if their position changes. The waitlist is active until the Friday before classes begin.

**Washington Application for State Financial Aid (WASFA):** The Washington Application for State Financial Aid or WASFA is a free application for non-citizens to apply for student financial aid in Washington State. Upon Successful completion of a WASFA, the college(s) you choose will use the information you provide to determine your eligibility to receive Washington State Financial aid, including State Need Grant, the College Bound Scholarship, or State Work Study

**Withdrawal:** Students may withdraw from courses during a quarter, but there are established procedures for doing so. The college catalog and/or Class Schedule generally specifies the procedures. Written approval from a university official must be secured, and some fees must be paid.

**Work-Study:** Provides part-time jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student's course of study.

# Title IX Compliance Statement

Title IX of the Education Amendments of 1972 protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. Sexual harassment, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Big Bend Community College does not discriminate on the basis of sex in the employment, education programs, or activities it operates.

Big Bend is committed to providing an environment free from discrimination based on sex and provides a number of resources and services to assist students, faculty, and staff in addressing issues involving sex discrimination, including sexual violence.

Sexual violence, sexual harassment, stalking, and relationships (dating/domestic) violence have a profound impact on a victim's friends and families, other students, co-workers, and members of the campus community. Victims of sexual violence, sexual harassment, stalking, and relationship violence are encouraged to seek support and report the incident. Big Bend Community College has appointed a Title IX to oversee the college's response to Title IX complaints, develop training and education programs/materials for faculty, staff, and students, as well as monitor trends and effectiveness of Title IX education efforts. Inquiries concerning the application of Title IX may be referred to the college's Title IX Coordinator or to the U.S. Department of Education, Office of Civil Rights.

Kimberly A. Garza, SHRM-SCP, SPHR  
VP of Human Resources & Labor  
Title IX Coordinator/Equal Employment (EO) Officer  
Building 1400, 2<sup>nd</sup> floor, Office 1451  
509.793.2010

The Office for Civil Rights  
Seattle Office  
915 Second Avenue, Room 3310  
Seattle, WA 98174- 1099  
206.220.7900 TDD: 206.220.7907  
OCR.Seattle@ed.gov

# Emergency Numbers

**Fire: Dial 8 then 911**

**Emergency: Dial 8 then 911**

School Information: Big Bend Community College  
7662 Chanute Street NE  
Moses Lake, WA 98837-3299

## **Campus Security - 24 Hours**

**Building security, unlocking doors, escort to your  
vehicle and unauthorized people on campus**

**Call 509.793.2286**

### **Campus Buildings:**

1. Security 509.793.2286
2. Maintenance 509.793.2277
3. Vice President of Administration 509.793.2002

### **Residence Halls:**

1. Director of Residence Halls 509.793.2291