

President's Message

All of the information in this handbook is intended to aid your success. Written words, however, are not the only way we support our students. If you have a question or a need, please ask someone! Faculty, student services professionals, and staff want you to feel supported in your pursuits. The Associate Student Body leaders are your student government representatives and are a front-line resource as are the Resident Assistants if you live in the residence halls. Many people are knowledgeable about the resources and supports and can help connect you!

As President of Big Bend Community College, I want nothing more than for you to have a positive experience that enables you to grow and succeed. I wish you all the best in your educational journey!

Dr. Sara Thompson Tweedy



¡Bienvenidos a Big Bend Community College! Estoy muy contenta que nos eligieron. Muchos de ustedes están comenzando este viaje educativo con un objetivo claro en sus mentes. Otros de ustedes están tratando aclarar sus objetivos. ¡Sepan que la gente de esta universidad tiene un deseo sincero de ayudarles en su camino!

En las páginas siguientes, favor lean los servicios y recursos que Big Bend ofrece a nuestros estudiantes. También encontrarán información sobre derechos y responsabilidades como miembro de esta comunidad, así como importantes reglamentos federales, estatales y locales. Cada estudiante tiene el derecho de estudiar en un ambiente de aprendizaje seguro y enriquecedor, y ese derecho conlleva la responsabilidad de ayudar crear este ambiente junto con otros estudiantes, profesores y empleados. Este manual está diseñado para garantizar que tengan la información que necesitan como estudiantes.

Toda la información de este manual está diseñado para ayudarles alcanzar el éxito. Sin embargo, las palabras escritas no son la única forma en que apoyamos a nuestros estudiantes. Si tienen una pregunta o una necesidad, ¡pregúnteles a alguien! La facultad y los empleados quieren que se sientan apoyados en actividades. Los líderes del Sociedad de Alumnos son representantes del gobierno estudiantil y son un recurso de primera línea al igual que los Asistentes Residentes si viven en los salones de residencia. ¡Muchas personas conocen los recursos y los apoyos y pueden ayudarles a conectarse!

Como presidente de Big Bend Community College, yo quiero que tengan una experiencia positiva que les permita crecer y tener éxito. ¡Les deseo todo lo mejor en su viaje educativo!

September 1, 2022 Big Bend Community College Student Handbook

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

Website: www.bigbend.edu
Telephone: 509.793.2222
Toll Free No. 1.877.745.1212

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About BBCC

Mission

Serve as a Bridge
Stand as a Leader
Support for Success

Vision

Be our community's first choice to dream, learn and succeed.

Guiding Principles

Honor our Role as a Hispanic-Serving Institution
Advocate for Equity, Inclusion, & Diversity
Embrace our Workplace Norms
Innovate Proactively
Model Integrity
Educate All

Accreditation

Big Bend Community College is accredited by the Northwest Commission on Colleges and Universities. 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

Accommodation and Accessibility	2027	Maintenance	2277
Accounting	2019	Math/Science Resource Center	2478
Admissions	2061	Medical Assistant	2133
Agriculture	2117	Music	2140
Aircraft Maintenance	2251	Nursing (RN/LPN)	2137
Aircraft Rescue Fire Fighting	2374	Nursing Lab/CNA	2135
Airframe/Powerplant	2254	Outreach Coordinator	2072
Alumni Information	2006	Payroll	2017
Art	2276	Preschool	2176
ASB	2068	President	2001
Automotive	2255	Public Information Office	2003
Aviation	2241	Registration	2061
Aviation Admissions	2062	Residential Life (Housing) Office	2291
Business Info. Management	2175	Running Start Advisor	2035
Business Office	2024	Safety & Security	2286
Career Services	2069	Social Science	2177
Cashier	2018	Student Programs	2066
Business & Industrial Svcs	2374	Technology Help Desk	2206
Central Wash University	2355	Veterans/VA Counseling	2032
Commercial Driver's License	2221	VP of Finance & Administrative	2002
Counseling/Career Center	2035	VP of Instruction & Student Success	2055
Early Childhood Education	2216	Welding	2262
English as a Second Language	2304	Word Services	2274
English Skills Lab	2361	Workforce Education	2045
Financial Aid	2088	Activities Center Director	2231
Foundation	2006	Athletic Director	2225
GED Classes	2334	Baseball Coach	2342
GED Testing	2064	Men's Basketball Coach	2233
Gym	2231	PE Department	2231
Human Resources/Personnel	2008	Softball Coach	2232
Industrial Sys. Tech.	2264, 2265	Volleyball Coach	2231
Instruction Office Staff	2054	Women's Basketball Coach	2227
JATP Office	2297	Wrestling Coach	
Library	2350		

Important Dates

Calendar 2022-2023

(dates subject to change without notice)

		Summer 2022	Fall 2022	Winter 2023	Spring 2023	Summer 2023
Financial Aid Priority Deadline		April 15	July 15	Nov. 15	Feb. 15	April 15
Advising Begins		May 2	May 2	Oct. 17	Jan. 30	May 1
Priority Enrollment	<i>Students enrolled in the past year</i>	May 23-25	May 23-25	Nov. 7-9	Feb. 21-23	May 22-24
	<i>All previously enrolled students</i>	May 26	May 26	Nov. 10	Feb. 24	May 25
New Student Enrollment		New students will meet with advisors and enroll during New Student Enrollment (NSE) sessions. Complete Online Orientation to reserve your NSE date.				
Open Enrollment		May 31	Aug. 29	Dec. 5	March 6	May 30
Tuition Due		June 23	Sept. 8	Dec. 15	March 16	June 15
Instruction Begins		July 5	Sept. 19	Jan. 3	April 3	July 3
Last day to add a class to your schedule (with instructor permission)		July 7	Sept. 22	Jan. 6	April 6	July 6
Last day to drop a class		Aug. 5	Nov. 17	March 1	May 26	Aug. 4
Instruction ends		Aug. 12	Nov. 30	March 16	June 13	Aug. 11
Final exams		Last day of instruction	Dec. 5-7	March 20-22	June 14-16	Last day of instruction
Grades available		Aug. 19	Dec. 16	March 31	June 23	Aug. 18
Graduation Application Due		July 29	Nov. 28	Feb. 24	April 21	July 28
Commencement					June 16	
No classes held these days:		Independence Day July 4	Veterans' Day Nov. 11 Thanksgiving Nov. 23-25	Martin Luther King, Jr. Day Jan. 16 Presidents' Day Feb. 20	Memorial Day May 29	Independence Day July 4

Enrollment

Enrollment

Students must complete the enrollment process before attending classes at BBCC. Enrollment occurs before the beginning of each quarter. Detailed information about class information is posted to the BBCC website a few weeks before enrollment begins. Students' enrollment dates and times are available via their ctcLink Student Homepage. Students enroll in classes via their ctcLink Student Homepage.

Enrollment Appointment Dates and Times

Enrollment appointment times are scheduled for continuing and current students. Priority is based on the total number of credits earned. Continuing and current students can find their beginning enrollment date and time on their ctcLink Student Homepage. Students are responsible for arranging appointments with their advisors prior to their enrollment time. Former BBCC students may contact the Admissions/ Registration office (509.793.2089) for an enrollment appointment time. New students with 30 or more transfer credits enroll after currently enrolled students. New students with fewer than 30 transfer credits enroll during new student enrollment sessions or during open enrollment.

Dropping a Class

A student may withdraw from classes up to 10 days before the beginning of final exams. The final date to withdraw is printed in the academic calendar (p. 5). Students who are receiving financial aid and wish to withdraw completely must inform personnel in the Financial Aid Office. Courses dropped during the first 10 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" (withdrawn) on the transcript.

Refund Policy

Students who stop attending class without written notice to admissions@bigbend.edu 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 via their ctcLink Student Homepage or 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- email admissions@bigbend.edu for refund dates.

Advising

Monday – Thursday; 8:00 a.m. – 7:00 p.m.

Friday; 8:00 a.m. – 2:30 p.m.

Walk in Advising available via Zoom

Mondays; 4:00 – 7:00 p.m.

Tuesdays; 10:00 a.m. – 1:00 p.m.

Visit <https://www.bigbend.edu/student-center/one-stop-services/> for more information and the Zoom link.

Academic advisors help you understand degree requirements, select classes, and develop a balanced schedule as you work toward the completion of your educational plans. We will also assist you in accessing other departments and resources on campus that could best serve you in successfully reaching your educational and career goals.

You are assigned an Academic Advisor at Big Bend based on your area of interest. You can find your assigned advisor in two places:

1. On your ctcLink Student Homepage, click the **Academic Progress** tile, then **Advisors**.
2. Go to Starfish and check **My Connections**.
 - You can schedule an appointment with your advisor there as well!

Students with fewer than 30 earned credits must meet with their Academic Advisor **each** quarter **prior** to enrollment. Your advisor will discuss your academic goals and help you identify possible courses for the upcoming quarter. You will have an *Advising Required* hold on your account, which your advisor will remove after you meet.

Students who are on academic probation must also see their advisor prior to enrolling in courses each quarter. Students who are on academic probation have an enrollment hold that can only be removed after meeting with an advisor. An *Advising Required* enrollment hold will remain active each quarter until the student reaches a 2.0 cumulative grade point average.

You will work with your advisor to create an educational plan that lines out what classes you need, and when you need to take them. Advising maps are a great place to start looking at your certificate or degree requirements!

You can also view your progress in ctcLink. Select the *Academic Progress* tile to see the progress in your chosen certificate/degree or run a *What-If Report* from that tile to see how the classes you've taken fit into different certificate and degree options.

Student Services

Accommodation and Accessibility Services (A&AS)

Contact: Rebecca Leavell
Location: Room 1472 (Administration Building 1400)
Email: aas@bigbend.edu
Phone: 509.793.2027
TDD: Telecommunications Device for the Deaf (TDD) is available in the Accommodation and Accessibility Services/Counseling area, Room 1474, for incoming and outgoing calls. The TDD number is 509.793.2325

COVID-19 Notice: Appointments are currently being conducted via phone or Zoom videoconferencing Monday through Friday, limited in-person appointments are available. If you need to set up an appointment with A&AS please contact Rebecca Leavell at aas@bigbend.edu or call 509-793-2027.

Hours of Availability:

- Monday-Thursday: 7:30 a.m. to 4:30p.m.
- Friday: 7:30 a.m. to 2:00 p.m.

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 Accommodation and Accessibility Services (A&AS) 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

Admissions/Registration Office

Location: Building 1400
Contacts: 509.793.2089, admissions@bigbend.edu or on the web at <https://www.bigbend.edu/student-center/admissions/>

Hours: Monday 7:30 a.m. – 7:00 p.m.
Tuesday – Thursday 7:30 a.m. – 5:00 p.m.
Friday 7:30 a.m. – 2:30 p.m.

Services:

- Admissions applications
- Assistance with enrollment changes (i.e. adds and drops)
- Address and name changes
- Course schedule information

- Graduation application
- General Admissions and enrollment and other college-related questions
- Transcript services: accepted, sent out and evaluated
- Assistance with ctcLink (e.g. enrollment appointment time, online tuition payments, class schedule, contact information, etc.)

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 <https://www.bigbend.edu/student-center/students-right-to-know/>.

Testing Center

Contact:	Kristin Young
Location:	1400 building, across the hall from Business Office
Phone:	509.793.2064
Email:	kristiny@bigbend.edu or TestingCenter @bigbend.edu
Hours:	Monday – Thursday 7:30 a.m. – 4:00 p.m. Friday 7:30 a.m. – 2:00 p.m.

Math Placement tests are scheduled by filling out the Placement Evaluation Request. Once submitted, testing center staff will follow up for available appointment times. The test is in person.

Alternative Placement Options can be found at: <https://www.bigbend.edu/student-center/placement-options/>.

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
- TEAS
- Proctored Exams
- GED (included in Pearson VUE)
- Certification/Pre-Employment Exams (Pearson VUE, PSI, WSDA)

All personal belongings including but not limited to: cell phones, backpacks, hats, keys, purses, wallets, notebooks, listening devices, watches etc., will be locked in secure storage during testing. All appropriate test fees must be paid prior to testing.

If you require an accommodation, please contact the Accommodations & Accessibility Services Coordinator at 509.793.2027 prior to scheduling your appointment.

Career Services

Contact:	Regan Cardwell
Location:	Room 1836 (Inside the Library-building 1800) Online https://bigbend.zoom.us/j/87530118878
Phone:	509.793.2069
Email:	reganc@bigbend.edu
Hours:	____ Quarterly hours listed on website

BBCC Career Center offers information and assistance in job/career exploration, career assessments for helping determine the right career path, education and training, job hunting strategies, employment opportunities, internships, and work experience. Resources include career exploration, employment preparation, resume/cover letter help and interview practice. Career Services are available to current, potential students, and alumni of Big Bend Community College in-person, by phone or virtually.

Counseling

Contacts: Jaime Garza, Heidi Gephart, and MariAnne Zavala-Lopez

Location: Counseling Center in Administration Building 1400

Phone: 509.793.2035 if this is an emergency, call 911

Appointments are recommended, drop-in appointments are welcome based on availability

Webpage: <https://www.bigbend.edu/student-center/counseling/>

Hours: 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
- Personal counseling
- Transfer information
- Career exploration and career assessments

Financial Aid Office

Contact: On the web at <https://www.bigbend.edu/student-center/financial-aid/>

Location: Student Administrative Support Services 1400 Building

Phone: 509.793.2088

Hours: Monday – Thursday 7:30 a.m. – 5:00 p.m.

Friday 7:30 a.m. – 2:30 p.m.

The Financial Aid Office offers services in person, via email, phone, and zoom. For any questions or to set up an appointment, please call 509.793.2088 or email faidinfo@bigbend.edu. A staff member will get back to you during regular business hours.

General Financial Aid Questions: 509.793.2088 faidinfo@bigbend.edu

Work Study & Student Employment: Katie McAdoo 509.793.2453 katiem@bigbend.edu

Student Loans & Veteran Benefits: Veronica Pruneda 509.793.2452 veronicap@bigbend.edu

Outside Scholarships: Marbely Sanchez 509.793.2032 marbelys@bigbend.edu

Services:

- Determines eligibility for grants, scholarships, loans, and student employment to help pay the cost of attending BBCC
- Assists with completing the Free Application for Federal Student Aid (FAFSA) process or the Washington

Application for Student Financial Aid (WASFA) process for DREAMers

- Provides a list of available scholarships, including BBCC Foundation Scholarships
- Students can check on the status of their financial aid application via their ctcLink account.

International Student Services

Contact:	MariAnne Zavala-Lopez
Location:	Counseling Office in Administration Building, Room 1470
Phone:	509.793.2028
Hours:	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
- Orientation and support services
- Academic advising, career exploration and counseling

STEM Center

Science, Technology, Engineering and Mathematics

Contact:	Dori Miller, STEM
Location:	Building 1200
Phone:	509.793.2185
Email:	dorim@bigbend.edu
Hours:	Monday – Thursday 8:00 a.m. – 5:00 p.m. Friday 9:00 a.m. – 1:00 p.m.

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

Our Mission:

The Science, Technology, Engineering and Math (STEM) Center provides 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. We offer students a variety of resources and instructional support including:

We offer students a variety of resources and instructional support including:

- Drop-In Peer Tutoring
- Virtual Tutoring
- Embedded Tutoring
- Faculty Support

For the up-to-date tutoring schedule please visit the STEM Center website or the STEM Center Canvas page.

STEM Center Resources Include:

- Wi-Fi access
- Private study rooms
- Computer workstations
- Dry-erase boards, tables, and
- Calculators for quarter and daily checkout
- A&P models
- Microscope

- windows
- Textbooks
- Individual and group study space
- Opportunities for student employment
- Printing and scanning

Overdue Materials:

Materials borrowed from the STEM Center should be returned or renewed on or before the due date. Accounts with overdue materials will lose borrowing privileges, may be turned over to collection, or incur other penalties. Borrowers are required to pay for the original purchase costs for lost or severely damaged materials

Technology Fee

The student technology fee is assessed when a student registers for classes and consists of \$6.35 per credit hour. The fee is charged to students to recover the costs of providing and maintaining services (that include) access to the internet, email, computer stations, laptop checkouts from the library, computer labs 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.
- Download free software, including Microsoft Office 365, and get additional discounts on software and computers at <https://www.bigbend.edu/student-center/big-bend-technology/>
- \$15 credit printing per quarter (10 cents per page for black & white; 30 cents per page for color).

TRIO Student Support Services

Contact: Cheryl Brischle
Location: Administration Building Room 1433; 1427 & 1427A
Phone: 509.793.2040
Hours: Monday – Thursday 7:30 a.m. – 5:00 p.m. (face-to-face and online)
Friday 7:30 a.m. – 2:30 p.m. (face-to-face and online)

COVID-19 Notice: TRIO SSS is now offering services in person. Scheduled appointments for in-person meetings are highly preferred. We will continue to offer remote services via email, phone, and Zoom. For any questions or to set up an appointment, please email TRIO_SSS@bigbend.edu.

Hours of Availability

- Mon-Thurs: 7:30 a.m. to 5 p.m. (both face-to-face and online)
- Friday: 7:30 a.m. to 2:30 p.m. (face-to-face and online)

What is TRIO SSS?

TRIO Student Support Services (SSS) are federally funded programs (\$596,941) designed to assist and encourage 310 eligible BBCC students to complete their degree program, graduate, and achieve their educational goals. For information regarding eligibility, please visit our website at <https://www.bigbend.edu/academics/trio-student-support-services/>.

Services:

1. Holistic1:1 Academic Advising
2. Online Academic Tutoring
3. Financial Aid Assistance/Completion
4. Career Counseling/Career Exploration Platform
5. Success Workshops
6. First-Year Experience Course
7. Transfer Planning, including Summer Bridge Program
8. Financial Literacy software
9. Academic and Cultural Activities, including University Campus Visits (once travel is permitted)
10. Laptop and Book Loan/Check out
11. Grant Aid (for select students)
12. STEM Peer Mentoring program (for STEM participants)

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.

University Center

Central Washington University

Contact: Monica Medrano
CWU Moses Lake & Wenatchee Regional Director

Location: Room 1843 – ATEC University Center

Phone: 509.793.2355
509.793.2384 (Front Desk)

Email: cwu_moseslake@cwu.edu

Website: <https://www.cwu.edu/moseslake>

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

Veterans' Services

Contact: Veronica Pruneda, Program Specialist II

Location: Student Administrative Support Services

Phone: 509.793.2452

Email: veronicap@bigbend.edu

Hours: Monday – Thursday 7:30 a.m. – 4:30 p.m.
Friday 7:30 a.m. – 2:30 p.m.

Services:

- FAFSA application assistance
- Help in applying for VA Education Benefits
- Quarterly VA Education Benefit certification
- Direct Loan requests
-

Viking Food Pantry

Location: Building 1500 Rm. 1501

Phone: 509.793.2057 or 509.793.2069

Email: vikingfoodpantry@bigbend.edu
Webpage: <https://www.bigbend.edu/student-center/viking-food-pantry/>

Hours: **Change each quarter as student worker schedules allow.** Updated on webpage
Open by appointment as well. Please call or email to schedule pick up

COVID-19 Notice: The Viking Food Pantry is available to the Big Bend Campus Community, but only by appointment. For more information on the Viking Food Pantry, please email vikingfoodpantry@bigbend.edu or call **509.793.2069** or **509.793.2057**.

Hours of Availability: See webpage or by appointment only until campus fully reopens

Services:

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

Workforce Education Services

Location: Administration Building Room 1416
Phone: 509.793.2310 *WES*
509.793.2301 *Basic Education for Adults (BEA)*

Zoom:
<https://bigbend.zoom.us/j/902216925> *BEA lobby*

Campus Hours:
Monday – Thursday 7:30 a.m. – 5:00 p.m.
Friday 7:30 a.m. – 2:30 p.m.

COVID-19 Notice: WES will be providing online, phone and videoconference options.

Hours of Operation for in-person services:

- Mon-Thurs: 8:00 a.m. to 5:00 p.m.
- Friday: 8:00 a.m. to 2:30 p.m.

The Workforce Education Services department provides guidance, support, and financial assistance for students in vocational/technical workforce programs, and transfer and AA degrees and basic education (GED, ESL, and High School completion),.

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, exhausted unemployment benefits within the past 48 months, receiving or eligible for food benefits, or receiving TANF (Cash assistance from DSHS).

Applications are available online: <https://www.bigbend.edu/student-center/wes-funding-application-form/>

Services:

- Financial Assistance; Tuition and Fees
- Emergency Supports

- Books & Tools
- Transportation Assistance
- Academic Support & Guidance
- Food Benefits Referral
- Childcare Referral
- Financial Literacy Guidance

Writing Center

Location: Building 1800
Room 1832
Phone: 509.793.2361
Hours: See Writing Center Website

The Writing Center is closed between quarters and during college observed holidays.

The Writing Center offers in-person tutoring in Rm. 1832 in the Library, as well as online tutoring on Zoom. For more information or to enter the Zoom Room, visit us online at https://libguides.bigbend.edu/Writing_Center or call 509.793.2361.

Services:

The Writing Center has tutors available to meet one-on-one with students to help them edit their written assignments for ANY of their classes. Help with APA, MLA, and CMS (Chicago) documentation styles is also available.

College Resources

BBCC Campus Alerts

www.bigbend.edu/alerts Students are automatically subscribed with their BBCC email to e-mail alerts whenever there is a campus emergency or unplanned closure. To add phone numbers for text messages or personal email addresses, login 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. You can also use the tile in 'My Apps' called 'RAVE'. 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 policy (AP8065) is available. Search for Administrative Process on the BBCC web site.

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.

BBCC Virtual Bookstore

Services:

- New and used textbooks, textbook rentals, eBook rentals will be available to order from MBS Direct – <https://bncvirtual.com/bigbend.htm>

REFUND POLICY: See MBS Direct for Textbook refund Policy

Business Office

Location:	Building 1400
Phone:	509.793.2025
Email:	businessoffice@bigbend.edu

Hours:	Monday – Thursday	7:30 a.m. – 5:00 p.m.
	Friday	7:30 a.m. – 2:30 p.m.

The Business Office is available by phone and email during business hours. Student charges can be paid online through the Student Kiosk at <https://www.ctc.edu/~bigb/>.

Services:

- Lost and Found
- Tuition and fee payment
- Housing payment
- Childcare payment
- Set-up of Tuition or Housing payment plan
- Testing fee payment
- Add funds to printing account
- Student payroll checks pick-up

Campus Safety & Security

509.793.2286

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

Big Bend Community College (BBCC) Campus Safety & Security Department’s well trained and courteous staff provides personal safety, security and other services to the campus community. Maintenance & Operations and Custodial staff assist Campus Safety during emergencies. Please note that security is not available 24/7.

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 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 ensure timely warning notices on-campus and timely disclosure of crime statistics.

Reasons to Contact Campus Safety:

- Any emergency situation – **CALL 9-1-1**
- Someone is following you.
- 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

Canvas

Instructors at Big Bend use the Canvas learning management system to share online class materials. Some courses are taught entirely online. Instructors who teach face-to-face courses may use Canvas for sharing syllabi, accepting assignments, testing, grading, and sending messages. Canvas is accessed through [My Apps](#) on the BBCC homepage. Log in using the stem of your Big Bend email address, which consists of your first initial, last name, and the last two digits of your school ID number (e.g., bwayne05); the password will be the same as for your school email and the other accounts found under My Apps.

If you have questions regarding Canvas, please visit the library in the 1800 building, call the eLearning Coordinator at 509.793.2350, or e-mail elarningadmin@bigbend.edu.

Emergency Procedures

AP4130: SUSPENDED OPERATIONS

A. Definitions:

Classes Cancelled: Classes are cancelled, but college operations will continue, and the college will be open for business.

Late Start/Early Closure: A determination has been made that a late start or early closure of classes and college operations is necessary rather than suspend operations for an entire day.

Suspended Operations: The procedure used to ensure the safety of public health, property, and campus personnel when emergency conditions exist. Campus is closed to students, visitors, co-located partners, and all employees with the exception of those noted as “designated responders”.

B. Notification

Employees, students and the general public will be notified of any changes from normal college operations through local television and radio stations and newspaper websites; BBCC’s home page at www.bigbend.edu; social media, signage on college entrances and through the BBCC Campus Alert system.

Labs and Hours

Writing Center

Location: Building 1800
Room 1832

Phone: 509.793.2361

Hours: Monday – Thursday 8:00 a.m. – 8:00 p.m.
Friday 8:00 a.m. – 2:30 p.m.

The Writing Center is closed between quarters and during college observed holidays.

STEM Center Tutoring

Location: Building 1200

Hours: Monday – Thursday 8:00 a.m. – 5:00 p.m.
Friday 9:00 a.m. – 1:00 p.m.

The STEM Center is closed between quarters and during college observed holidays

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

Library

Location:	Building 1800
Phone:	509.793.2350
Website:	www.bigbend.edu/library
Email:	librarymail@bigbend.edu
Hours:	Fall, Winter, and Spring Quarter Hours
	Monday – Thursday 7:30 a.m. – 9:00 p.m.
	Friday 7:00 a.m. – 2:30 p.m.
	Saturday 12:00 p.m. – 5:30 p.m.
	Summer quarter and Break Hours
	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:

- **Curbside Services** are available. Just complete the online form on the library’s web page to set up an appointment for pickup. No appointment is necessary for returns.
- The library lends out **laptops** and a limited number of **textbooks** on a quarterly basis. Laptops are due at the end of each quarter but can be renewed and updated for students enrolled the next quarter. Technology must be returned in person (curbside or inside).
- **Student ID cards** are available through the library and updated each quarter. Student are required to provide a picture ID and proof of registration for classes to get a card.
- **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, LGBTQ+, Pacific Northwest history, Wellness,
- Most **online resources** are available on any computer on campus. **Off campus access to most resources is available 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 technology**-laptops, keyboards, mice, webcams, calculators, etc. for the quarter
- **WIFI** access is free and 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.

- **Returns** – the library has two outside drops for books/textbooks! One in the parking lot north of the 1800 building and one built into the wall at the quads side entrance to 1800.
- **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 BBCC email accounts.
- **Assistive technology**–Just lets us know what you need.
- **Test proctoring** is available through the campus Testing Center.

Overdue Materials:

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

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 “My Apps” link in the upper right.

To activate your network account and set a password, go to <http://www.bigbend.edu> and click on the “My Apps” link in the upper right. Click on the “Password Help” link at the bottom of the sign-in box. Select the “New User Activation” option and carefully follow the instructions provided.

If you have forgotten 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.

If you are unable to activate your network account or update your password, call the Big Bend Technology Helpdesk at 509.793.2206.

Residence Halls

Contact:	Ammon Milligan, Director of Residence Halls and Residential Life
Location:	Phillips Hall (5000 Bldg.) Office 5116
Email:	ammonm@bigbend.edu
Phone:	509.793.2291
Hours:	Monday – Thursday 8:30 a.m. – 4:30 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 Communities

Location:	Activities Office 1428
Phone:	509.793.2066
Hours:	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 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 and communities 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.
- To form a club, the following must be submitted to the Office of Student Activities:
 - Letter of intent, focusing on goals and outcomes of club
 - Membership roster (a club must have at least 10 active members, plus an advisor)
 - Club constitution & bylaws
 - Application form
- To form a community, the following must be submitted to the Office of Student Activities:
 - Letter stating the community's goals and activities
 - Membership roster (a community must have at least 5 active members, plus a mentor)
 - 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, county, 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 their organization and maintain accurate and up-to-date records of officers, members

and programs with the Office of Student Activities.

DeVries Activity Center

Contact:	Michael De Hoog, Activity Center Supervisor Reign Letkeman, Asst. Center Supervisor/Athletic Facility Supervisor
Location:	Building 2000
Phone:	509.793.2231 Michael De Hoog 509.793.2229 Reign Letkeman
Hours:	Fall, Winter, and Spring Quarter Monday – Thursday 8:00 a.m. – 6:00 p.m. Friday 9:00 a.m. – 1:00 p.m. Saturday and Sunday, CLOSED Summer Quarter Monday – Thursday 8:00 a.m. – 3:00 p.m. Friday 9:00 a.m. – 1:00 p.m. Saturday & 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 7 varsity athletic programs, including women's volleyball (Fall Quarter), men's and women's basketball (Fall/Winter Quarter), men's and women's wrestling (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 game tickets at the gate.

Posting of Information on Campus

Contact:	Matt Killebrew, Director of Communications
Location:	Communications Office, 2nd floor 1400 Building
Phone:	509.793.2003
Hours:	Monday – Thursday 8:00 a.m. – 4:00 p.m. Friday 8:00 a.m. – 2:30 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. Any person legally allowed to be on campus can post materials without permission on the Community Bulletin Board located on the first floor the 1400 Building.

Student Government and Activities

Contact:	Kim Jackson, Director of Student Programs kimj@bigbend.edu
Location:	Activities Office room 1428, Building 1400
Phone:	509.793.2067
Hours:	Monday – Thursday 8:00 a.m. – 5:00 p.m. Friday 8:00 a.m. – 2:30 p.m.

Services:

- Student Government. Associated Student Body (ASB), the principle student governing body, is comprised of four officers appointed in the spring and programmers appointed in the spring and fall. For their service, the ASB president, vice president, secretary, and public relations officer are paid the equivalent of 18 resident credit hours and a \$250 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 President’s Conference Room in the 1400 bldg. To be eligible to apply for an ASB office, students must have at least 6 BBCC credits completed by the previous quarter, be formally enrolled with a credit load of at least ten credits and 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, motivational speakers, and special events. The ASB Executive Board welcomes student input in planning those activities.
- ASB Identification Cards. Students are encouraged to go to the Bonaldi 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](#). Go to <https://libguides.bigbend.edu/IDcards> for more information about ID cards.

Code of Student Rights & Responsibilities

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.

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 expected of all members of the college community.

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

1. Academic freedom.
 - a. Students are guaranteed the rights of free inquiry, expression, and assembly upon and within college facilities that are generally open and available to the public.
 - b. Students are free to pursue appropriate educational objectives from among the college's curricula, programs, and services, subject to the limitations of RCW [28B.50.090](#) (3)(b).
 - c. Students shall be protected from academic evaluation, which is arbitrary, prejudiced, or capricious, but are responsible for meeting the standards of academic performance established by each of their instructors.
 - d. Students have the right to a learning environment which is free from unlawful discrimination, inappropriate and disrespectful conduct, and any and all harassment, including sexual harassment.
2. Due process.
 - a. The rights of students to be secure in their persons, quarters, papers, and effects against unreasonable searches and seizures is guaranteed.
 - b. No disciplinary sanction may be imposed on any student without notice to the accused of the nature of the charges.
 - c. 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](#). WSR 17-22-054, § 132R-04-010, filed 10/25/17, effective 11/25/17; WSR 16-15-011, § 132R-04-010, filed 7/8/16, effective 8/8/16. Statutory Authority: RCW [28B.50.140](#) and chapter [34.05](#) RCW. WSR 03-15-063, § 132R-04-010, 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 to the college assigned email, once one has been generated, and by certified mail to the party's last known address. Service is deemed complete upon hand delivery of the document or upon the date the document is emailed, if possible, 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 email and first-class mail to the recipient's college-assigned email 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 college, 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 Agriculture 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" for the purposes of this chapter. "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](#).

8/8/16. 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 or in connection with college-sponsored activities, and to off-campus student conduct that in the judgment of the college adversely affects the well-being of the college community and/or the pursuit of its objectives. Jurisdiction extends to, but is not limited to, locations in which students are engaged in official college activities including, but not limited to, foreign or domestic travel, activities funded by the associated students, athletic events, training internships, cooperative and distance education, online education, practicums, supervised work experiences, or any other college-sanctioned social or club activities. Students are responsible for their conduct from the time of application for admission through the actual receipt of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. These standards shall apply to a student's conduct even if the student withdraws from college while a disciplinary matter is pending. 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](#). WSR 17-22-054, § 132R-04-017, filed 10/25/17, effective 11/25/17; WSR 16-15-011, § 132R-04-017, filed 7/8/16, effective 8/8/16. Statutory Authority: RCW [28B.50.140](#) and chapter [34.05](#) RCW. WSR 03-15-063, § 132R-04-017, filed 7/14/03, effective 8/14/03.]

Right to demand identification.

WAC 132R-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 at the college. Tender of the student identification 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](#). WSR 17-22-054, § 132R-04-019, filed 10/25/17, effective 11/25/17. Statutory Authority: RCW [28B.50.140](#) and chapter [34.05](#) RCW. WSR 03-15-063, § 132R-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 nonstudents 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 conducive 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; and
 - 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 which violates any provision of this rule shall be subject to disciplinary action. A nonstudent who violates any provision of the rule will be referred to

civilian authorities for criminal prosecution.

[Statutory Authority: RCW [28B.50.140](#). WSR 17-22-054, § 132R-04-040, filed 10/25/17, effective 11/25/17.
Statutory Authority: RCW [28B.50.140](#) and chapter [34.05](#) RCW. WSR 03-15-063, § 132R-04-040, filed 7/14/03, effective 8/14/03; Order 69-4, § 132R-04-040, filed 12/5/69.]

Freedom of access to higher education.

WAC 132R-04-042

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 and 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.

[Statutory Authority: RCW [28B.50.140](#) and chapter [34.05](#) RCW. WSR 03-15-063, § 132R-04-042, filed 7/14/03, effective 8/14/03.]

Freedom of association and organization.

WAC 132R-04-047

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 college employee 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.

[Statutory Authority: RCW [28B.50.140](#). WSR 17-22-054, § 132R-04-047, filed 10/25/17, effective 11/25/17.
Statutory Authority: RCW [28B.50.140](#) and chapter [34.05](#) RCW. WSR 03-15-063, § 132R-04-047, filed 7/14/03, effective 8/14/03.]

Authority.

WAC 132R-04-053

The Big Bend Community College (BBCC) 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 learning and student success. The vice president of learning and student success will serve as the student conduct officer, or appoint a designee. Unless otherwise specified, the

student conduct officer or designee shall serve as the principal investigator and administrator for alleged violations of this code.

[Statutory Authority: RCW [28B.50.140](#). WSR 17-22-054, amended and recodified as § 132R-04-053, filed 10/25/17, effective 11/25/17; WSR 16-15-011, § 132R-04-100, filed 7/8/16, effective 8/8/16. Statutory Authority: RCW [28B.50.140](#) and chapter [34.05](#) RCW. WSR 03-15-063, § 132R-04-100, filed 7/14/03, effective 8/14/03; Order 69-4, § 132R-04-100, filed 12/5/69.]

Standards.

WAC 132R-04-056

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](#). WSR 17-22-054, § 132R-04-056, filed 10/25/17, effective 11/25/17. Statutory Authority: RCW [28B.50.140](#) and chapter [34.05](#) RCW. WSR 03-15-063, § 132R-04-056, filed 7/14/03, effective 8/14/03.]

Student code of conduct violations.

WAC 132R-04-057

The college may impose sanctions against a student who commits, attempts to commit, aids, abets, incites, encourages, or assists another person to commit an act of 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, plagiarism, or fabrication.
 - a. Cheating includes, but is not limited to, any attempt to give or obtain unauthorized assistance relating to the completion of an academic assignment.
 - b. Plagiarism includes, but is not limited to, taking and using as one's own, without proper attribution, the ideas, writings, or work of another person in completing an academic assignment. Prohibited conduct may also include the unauthorized submission for credit of academic work that has been submitted for credit in another course.
 - c. Fabrication includes falsifying data, information, or citations in completing an academic assignment, and also includes providing false or deceptive information in an instructional course concerning the completion of an assignment.
 - d. This section shall not be construed as preventing an instructor from taking immediate disciplinary action as provided herein where the instructor is required to act upon such breach of academic dishonesty in order to preserve order and prevent disruptive conduct in the classroom.
 - e. This section shall also not be construed as preventing an instructor from adjusting the student's grade on a particular project, paper, test, or class grade for academic dishonesty.
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.
11. Disorderly conduct. Conduct which is disorderly, lewd, indecent, or obscene, that is not otherwise protected under the law.
 12. Discriminatory conduct. Conduct which harms or adversely affects any member of the college community because of 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.
 13. Sexual misconduct. The term "sexual misconduct" includes sexual harassment, sexual intimidation, and sexual violence. Sexual harassment prohibited by Title IX is defined in the supplemental procedures to this code. See WAC 132R-04-103.
 - a. Sexual harassment. The term "sexual harassment" means unwelcome sexual or gender-based conduct, including unwelcomed sexual advances, requests for sexual favors, quid pro quo harassment, and other verbal, nonverbal, or physical conduct of a sexual or a gendered nature that is sufficiently severe, persistent, or pervasive as to:
 - i. Deny or limit the ability of a student to participate in or benefit from the college's educational programs or activities;
 - ii. Alter the terms or conditions of employment for a college employee(s); and/or
 - iii. Create 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. Any actual or attempted sexual intercourse (anal, oral, or vaginal), however slight, with any object or body part, by a person upon another person, that is without consent and/or by force. Sexual intercourse includes anal or vaginal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.
 - ii. Nonconsensual sexual contact. Any actual or attempted sexual touching, however slight, with any object or body part, 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. Incest. Sexual intercourse or sexual contact with a person known to be related to them, either legitimately or illegitimately, as an ancestor, descendant, brother, or sister of either wholly or half

- related. Descendant includes stepchildren and adopted children under the age of eighteen.
- iv. Statutory rape. Consensual intercourse between a person who is eighteen years of age or older, and a person who is under the age of sixteen.
 - v. Domestic violence. Physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the state of Washington, or by any other person against an adult or youth who is protected from that person's acts under the domestic or family violence laws of the state of Washington, RCW 26.50.010.
 - vi. Dating violence. Physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed by a person:
 - A. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - B. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - I. The length of the relationship;
 - II. The type of relationship; and
 - III. The frequency of interaction between the persons involved in the relationship.
 - vii. Stalking. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
 - A. Fear for their safety or the safety of others; or
 - B. Suffer substantial emotional distress.
 - viii. Consent. Clear, knowing, and voluntary permission by word or action to engage in mutually agreed upon sexual activity. Each party has the responsibility to make certain that the other has consented before engaging in the 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. Intoxication is not a defense against allegations that an individual has engaged in nonconsensual sexual 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.
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: Chapter [34.05](#) RCW; and RCW [28B.50.140](#)(13) and 34 C.F.R. Part 106; Nelson v. Spokane Community College, 14 Wn. App.2d 40, 469 P.3d 317 (2020). WSR 21-08-012, § 132R-04-057, filed 3/26/21, effective 4/26/21. Statutory Authority: RCW [28B.50.140](#). WSR 18-17-026, § 132R-04-057, filed 8/6/18, effective 9/6/18; WSR 17-22-054, § 132R-04-057, filed 10/25/17, effective 11/25/17; WSR 16-15-011, § 132R-04-057,

Disciplinary actions.

WAC 132R-04-063

Disciplinary actions include, but are not limited to, the following sanctions that may be imposed alone or in conjunction upon students found to have committed the violations in WAC 132R-04-057. The college may impose additional sanctions on a student who fails to comply with any imposed sanctions including, but not limited to, preventing that student from registering for classes.

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 or participation in extra-curricular 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 facility.
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:** Permanent separation of the student from the college with no promise (implied or otherwise) that the student may return at any future time. There will be no refund of tuition or fees for the quarter in

which the action is taken. The student will also be barred from college premises. Expulsion actions will be accomplished by issuing both an order of expulsion and a notice of trespass pursuant to WAC [132R-117-020](#)(2). The notice of trespass may be given by any manner specified in chapter [9A.52](#) RCW.

[Statutory Authority: RCW [28B.50.140](#). WSR 19-21-080, § 132R-04-063, filed 10/14/19, effective 11/14/19; WSR 17-22-054, § 132R-04-063, filed 10/25/17, effective 11/25/17; WSR 16-15-011, § 132R-04-063, filed 7/8/16, effective 8/8/16. Statutory Authority: RCW [28B.50.140](#) and chapter [34.05](#) RCW. WSR 03-15-063, § 132R-04-063, 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 trespassed 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.
 - a. 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.
 - b. During the summary suspension hearing, the issue before the conduct review officer is whether there is probable cause to believe that the summary suspension should be continued pending the conclusion of disciplinary proceedings and/or whether the summary suspension should be less restrictive in scope.
 - c. The respondent shall be afforded an opportunity to explain why summary suspension should not be continued while disciplinary proceedings are pending or why the summary suspension should be less restrictive in scope.
 - d. If the 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.
 - e. 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.

- f. The interim suspension shall not replace the regular discipline process, which shall proceed as quickly as feasible in light of the interim suspension.
 - g. 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](#). WSR 17-22-054, § 132R-04-064, filed 10/25/17, effective 11/25/17; WSR 16-15-011, § 132R-04-064, filed 7/8/16, effective 8/8/16. Statutory Authority: RCW [28B.50.140](#) and chapter [34.05](#) RCW. WSR 03-15-063, § 132R-04-064, filed 7/14/03, effective 8/14/03.]

Supplemental sexual misconduct procedures.

WAC 132R-04-103

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 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.

[Statutory Authority: RCW [28B.50.140](#). WSR 17-22-054, § 132R-04-103, filed 10/25/17, effective 11/25/17.]

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 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. 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 argument presented by the respondent, the student conduct officer shall serve the respondent with a written decision setting forth the specific student conduct code provisions alleged to have been violated, the action taken, and a notice of appeal rights (if any).
 5. The student conduct officer may take any of the following actions:
 - a. Exonerate the respondent and terminate the proceeding;
 - 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 [132R-04-063](#). Such actions are subject to review on appeal as provided in this chapter. Any decision 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 conditions.

[Statutory Authority: RCW [28B.50.140](#). WSR 17-22-054, § 132R-04-112, filed 10/25/17, effective 11/25/17; WSR 16-15-011, § 132R-04-112, filed 7/8/16, effective 8/8/16. Statutory Authority: RCW [28B.50.140](#) and chapter [34.05](#) RCW. WSR 03-15-063, § 132R-04-112, filed 7/14/03, effective 8/14/03.]

Appeal from disciplinary action.

WAC 132R-04-113

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 calendar days of service of the student conduct officer's decision. Failure to timely file a notice of appeal constitutes a waiver of the right to appeal and the student conduct officer's 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 reviewed 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](#). WSR 17-22-054, amended and recodified as § 132R-04-113, filed 10/25/17, effective 11/25/17; WSR 16-15-011, § 132R-04-067, filed 7/8/16, effective 8/8/16. Statutory Authority: RCW [28B.50.140](#) and chapter [34.05](#) RCW. WSR 03-15-063, § 132R-04-067, 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 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 17-22-054, § 132R-04-115, filed 10/25/17, effective 11/25/17; WSR 16-15-011, § 132R-04-115, filed 7/8/16, effective 8/8/16. Statutory Authority: RCW [28B.50.140](#) and

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 review officer shall conduct an informal hearing and provide each party (a) an opportunity to be informed of the college's view of the matter and (b) an opportunity to explain the party's view of the matter.
3. The conduct review officer shall serve an initial decision upon all the parties within ten business days of consideration of the initial hearing. The initial decision shall contain a brief written statement of the reasons for the decision and information about how to seek administrative review of the initial decision. If no request for review is filed within twenty-one calendar days of service of the initial decision, the initial decision 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.

[Statutory Authority: RCW [28B.50.140](#). WSR 17-22-054, § 132R-04-116, filed 10/25/17, effective 11/25/17.]

Brief adjudicative proceedings – Review of an initial decision.

WAC 132R-04-1170

1. An initial decision 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 calendar days of service of the initial decision.
2. The president or designee shall not participate in any case in which he or she is a complainant or witness, or in which they have direct or personal interest, prejudice, or bias, or in which they have acted previously in an advisory capacity.
3. During the review, the president or designee shall give each party an opportunity to file written responses explaining their view of the matter and shall make any inquiries necessary to ascertain whether the 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 calendar days of the initial decision 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 calendar days after the request is submitted.
5. If the president or designee upon review determines that the respondent's conduct may warrant imposition of a disciplinary suspension of more than 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](#). WSR 17-22-054, amended and recodified as § 132R-04-1170, filed

10/25/17, effective 11/25/17; WSR 16-15-011, § 132R-04-160, filed 7/8/16, effective 8/8/16. Statutory Authority: RCW [28B.50.140](#) and chapter [34.05](#) RCW. WSR 03-15-063, § 132R-04-160, filed 7/14/03, effective 8/14/03; Order 69-4, § 132R-04-160, filed 12/5/69.]

Brief adjudicative 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](#). WSR 17-22-054, amended and recodified as § 132R-04-118, filed 10/25/17, effective 11/25/17; WSR 16-15-011, § 132R-04-165, filed 7/8/16, effective 8/8/16. Statutory Authority: RCW [28B.50.140](#) and chapter [34.05](#) RCW. WSR 03-15-063, § 132R-04-165, filed 7/14/03, effective 8/14/03.]

Student disciplinary committee

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. The conduct review officer or other member of the administration appointed by the president at the beginning of the academic year.
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 the committee for disqualification of a committee member.

[Statutory Authority: RCW [28B.50.140](#). WSR 17-22-054, amended and recodified as § 132R-04-125, filed 10/25/17, effective 11/25/17; 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 business days before the hearing by either party or at the direction of the committee chair, the parties shall exchange, no later than the third business 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 student 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 nonattorney assistant of their choice. A respondent or complainant in a case involving allegations of sexual misconduct may elect to be represented by an attorney at their 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 or complainant 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 17-22-054, § 132R-04-130, filed 10/25/17, effective 11/25/17; 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-04-130, filed 12/5/69.]

Student disciplinary committee hearing – Presentation of evidence.

WAC 132R-04-131

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 or in writing that some or all of the proceedings should be open, the committee chair shall determine any extent to which the hearing will be open. For hearings 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 the committee chair 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, motions, objections, and on challenges to the impartiality of board members, unless a hearing examiner is appointed as provided 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. Questions 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 administrators 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.

[Statutory Authority: RCW [28B.50.140](#). WSR 17-22-054, § 132R-04-131, filed 10/25/17, effective 11/25/17.]

Student disciplinary committee – Initial decision.

WAC 132R-04-140

1. Within twenty calendar 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 decision 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 learning and student success.
4. In cases involving allegations of sexual misconduct, the committee chair, on the same date as the initial decision is served on the respondent, will serve a written notice upon the complainant informing the complainant whether the allegations of sexual misconduct were found to have merit and describing any disciplinary sanctions and/or conditions imposed upon the respondent for the complainant's protection, including suspension or dismissal of the respondent. 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](#), WSR 17-22-054, § 132R-04-140, filed 10/25/17, effective 11/25/17; WSR 16-15-011, § 132R-04-140, filed 7/8/16, effective 8/8/16. Statutory Authority: RCW [28B.50.140](#) and chapter [34.05](#) RCW. WSR 03-15-063, § 132R-04-140, filed 7/14/03, effective 8/14/03; Order 69-4, § 132R-04-140, filed 12/5/69.]

Appeal from student disciplinary committee initial decision.

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 decision to the president by filing a notice of appeal with the president's office within twenty calendar days of service of the committee's initial decision.
2. The notice of appeal must assign error to specific findings of fact and/or conclusions of law in the initial decision 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 calendar days after receipt of the notice of appeal. The president's decision shall be final.
4. The president may exercise discretion to 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:
 - 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](#). WSR 17-22-054, § 132R-04-150, filed 10/25/17, effective 11/25/17; WSR 16-15-011, § 132R-04-150, filed 7/8/16, effective 8/8/16. Statutory Authority: RCW [28B.50.140](#) and chapter [34.05](#) RCW. WSR 03-15-063, § 132R-04-150, filed 7/14/03, effective 8/14/03; Order 69-4, § 132R-04-150, filed 12/5/69.]

Criminal prosecution.

WAC 132R-04-170

College personnel or students may refer any student code of conduct violations which are also violations of federal or state law to the proper authorities for disposition.

[Statutory Authority: RCW [28B.50.140](#) and chapter [34.05](#) RCW. WSR 03-15-063, § 132R-04-170, filed 7/14/03, effective 8/14/03; Order 69-4, § 132R-04-170, filed 12/5/69.]

Hazing Prevention

Hazing is prohibited within the Big Bend Community College community. Hazing is any conduct committed as part of a person's recruitment, initiation, pledging, admission into, or affiliation with a student organization, athletic team, or living group (collectively "student groups") or any pastime or amusement engaged in with respect to such a student group that causes, or is likely to cause, bodily danger or physical harm, or serious psychological or emotional harm, to any student or other person attending Big Bend Community College, including causing, directing, coercing, or forcing a person to consume any food, liquid, alcohol, drug, or other substance which subjects the person to risk of such harm, regardless of the person's willingness to participate. "Hazing" does not include customary athletic events or other similar contests or competitions. This prohibition applies to conduct that may occur both on and off campus. In compliance with 2SHB 1751 (2022), the College will implement procedures and programs, including offering students and employees hazing prevention training and programming, implementation of a mandatory reporting procedure, creation of a hazing prevention committee, and publication of a hazing report.

Academic Procedures

Academic Grievances

This section is designed to provide students an orderly procedure for appealing erroneous or capricious academic actions or decisions made by their instructors.

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

1. A grade assigned to the student by the instructor was calculated in error or 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 is erroneous, 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 an erroneous decision or taken an erroneous action, which adversely affects the student's academic standing or academic career.

Appeal Procedure

Students may appeal an academic decision by following the following process:

1. 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.
2. If the student and the faculty member are unable to resolve the problem, the student should contact the appropriate Division Chair. A list of academic divisions and their respective division chairs is available on Big Bend Community College's website at <https://www.bigbend.edu/academics/programs-degrees/>.
3. If the issue is not resolved to the student's satisfaction, the student should contact the appropriate academic dean. The Dean is the final appeal for the decision and the dean's decision is final.

Academic Dishonesty

Academic Dishonesty Definitions

When a student engages in academic dishonesty misconduct as described in WAC 132R-04-057(1), the instructor may impose sanctions on the student. For ease of reference, you may find WAC 132R-04-057 on page 28 of the Student Handbook. Academic sanctions are divided into two categories: "non-terminal" and "terminal."

1. Non-terminal academic sanctions may include but are not limited to adjusting a student's grade on a particular project, paper, test, or class grade.
 - a. If a lowered or failing grade on a project, paper, or test in combination with other factors, causes a student's overall grade in the class to fall below the point of passing, this is still considered a non-terminal sanction because the failing grade in the class was not solely the result of the sanction.
2. Terminal academic sanctions are dismissal from a class or giving a failing grade for a class.
 - a. If the class has a grading structure or policy in which students must satisfactorily pass or complete certain essential projects, papers, or tests to receive a passing grade in the class, then giving a failing grade on one of those essential graded elements would be treated as a terminal academic sanction since the zero grade would result in an automatic failing grade for the class.

Non-terminal Academic Sanction Procedure

1. If an instructor suspects that a student engaged in academic dishonesty misconduct that could result in a non-terminal sanction, the instructor notifies the student in writing of the misconduct and sanction imposed. The sanction should align with language contained in the course syllabus, and program handbook if applicable.
2. The instructor also notifies the student of their right to appeal as specified by the Academic Grievance Process.

Terminal Academic Sanction Procedure

1. If an instructor suspects that a student engaged in academic dishonesty misconduct that could result in a terminal sanction, the instructor notifies the student of suspected academic dishonesty and requests a meeting with the student. The meeting will take place within five instructional days from the date the instructor became aware of the alleged academic dishonesty. The meeting notice should contain the following:
 - a. Who, what, where, when, and how of the persons and conduct involved,
 - b. Potential sanction,
 - c. Date, time, and place to meet (in person or video call) to discuss the behavior and allow the student

- to contest the allegations, provide additional information, or request a modified sanction.
2. The instructor will prepare an Academic Dishonesty Incident form prior to the meeting.
 3. During the meeting, the instructor will present the student with evidence of the alleged academic dishonesty and hear the student's response.
 - a. If the instructor determines the allegations are unfounded, the instructor exonerates the student.
 - b. If the instructor determines the allegations are true, the instructor specifies the conclusion and sanction imposed on the Academic Dishonesty Incident form. The sanction should align with language contained in the course syllabus, and program handbook if applicable. The instructor also notifies the student of their right to appeal.
 4. The instructor and student sign and date the Academic Dishonesty Incident form to acknowledge the meeting took place.
 5. If a sanction is imposed, the instructor sends the completed Academic Dishonesty Incident form with a current syllabus for the class to the appropriate division chair and dean, as well as the Dean of Student Services.

Terminal Academic Sanction Appeal Procedure

1. If the student disagrees with the instructor's decision and/or sanction, the student can appeal the decision in writing to the appropriate division chair and dean within two instructional days of receiving the Academic Dishonesty Incident form.
2. The division chair and appropriate dean will meet with the student to review the appeal. The division chair and dean can either exonerate the student, affirm the instructor's decision and sanction, or modify the sanction. The dean notes the decision on the Academic Dishonesty Incident form.
3. The division chair, dean, and student sign and date the Academic Dishonesty Incident form to acknowledge the meeting took place. The appropriate dean sends the completed Academic Dishonesty Incident form to the Dean of Student Services.
4. If the student disagrees with the division chair and dean's decision, the student can appeal the decision in writing to the Dean of Student Services within two instructional days of receiving the Academic Dishonesty Incident form.
5. The Dean of Student Services will convene a panel to meet with the student to review the appeal. The panel will consist of an instructor from the same division and two instructors from different divisions. The Dean of Student Services will facilitate the work of the panel but will not have a vote in the panel's decision. The panel can either exonerate the student, affirm the division chair and dean's decision and sanction, or modify the sanction. The Dean of Student Services notes the decision on the Academic Dishonesty Incident form. The panel is the final appeal for the decision and the panel's decision is final.
6. The Dean of Student Services and student sign and date the Academic Dishonesty Incident form to acknowledge the meeting took place.

Academic Dishonesty Incident Form

Date, Time and Location of Meeting:	
Student Name & SID:	
Instructor's Name and Division:	
Class & Term:	
Alleged Academic Dishonesty:	
Potential Sanction:	
Others Present:	

Evidence of Alleged Academic Dishonesty (please attach relevant documents and include the current class syllabus):

Student Response:

Instructor Decision and Sanction:

Instructor printed name and signature

Date

Student Acknowledges participation in this meeting and receipt of the form

Student printed name and signature

Date

Appeal to Division Chair & Dean

Date, Time and Location of Meeting:	
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Division Chair & Dean Decision:

___ Allegation unfounded and student exonerated

___ Affirm instructor's decision and/or sanction

___ Modify decision and/or sanction:

Division Chair printed name and signature

Date

Dean printed name and signature

Date

Student Acknowledges participation in this meeting and receipt of the form

Student printed name and signature

Date

Appeal to Panel

Date, Time and Location of Meeting:	
Names and Divisions of Panel Members:	1. 2. 3.

Panel Decision:

- Allegation unfounded and student exonerated
- Affirm instructor’s decision and/or sanction
- Modify decision and/or sanction:

 Dean of Student Services printed name and signature Date _____

Student Acknowledges participation in this meeting and receipt of the form

 Student printed name and signature Date _____

Academic Standards of Progress (AP#6108)

Introduction

Big Bend Community College expects all students to be serious about their education. The college helps each student plan for success by setting standards for academic success. BBCC has three academic standards processes: Low Grades Process, Credit Completion Process and Excessive Credits Process that apply to students enrolled in college credit-bearing courses.

Low Grades Process

Each student must earn a *cumulative grade point average* of 2.00 or above to remain in good standing. A student earning a cumulative grade point average below 2.00 will be placed on warning, probation, or suspension, depending on the criteria listed below. A student will be considered in good academic standing when their cumulative grade point average is raised to 2.00 or above.

Academic Probation

A student with a cumulative grade point average below 2.00 will be placed on academic probation status. A student in this category must work with their advisor to develop a plan for making measurable and substantial progress towards repairing their cumulative grade point average prior to registering for future quarters.

One Quarter Academic Suspension

A probationary student will be placed on a 1 quarter 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. If suspended at the end of spring quarter, the student may not attend summer or fall quarters. 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 a 1 quarter suspension is required to meet with their 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 their cumulative grade point average is above 2.00.

Appeals

A student may appeal the 1 quarter suspension and request immediate reinstatement. The student must provide proof of extenuating circumstances and/or a plan for making measurable and substantial progress towards improving their cumulative grade point average. A letter of appeal must be submitted to the Vice President of Learning & Student Success. 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.

One Year Academic Suspension

A student who fails to meet minimum standards and is subject to suspension a second time will be placed on a 1 year suspension. A 1 year academic suspension results in suspension from enrollment in college credit-bearing 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 a 1 year suspension is required to meet with their 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 their cumulative grade point average is above 2.00. There is no appeal.

Credit Completion Process

A student in a degree or certificate program who has attempted 30 or more college-level credits must complete at least 75% of their college-level coursework with a 2.0 grade point average or higher each quarter. Any student completing less than 75% of coursework and below a 2.0 grade point average will be placed on academic progress probation or suspension.

Academic Progress Probation

A student is on academic progress probation status when their cumulative completion rate in college-level courses is less than 75%. A student in this category must develop a plan for making measurable and substantial progress towards raising their quarterly completion rate to 75% or better prior to registering for future quarters. 4.2.2

Academic Progress Suspension

A student will be suspended for one-quarter the second time that their quarterly completion rate in college-level courses is below 75%. If suspended at the end of spring quarter, the student may not attend summer or fall quarters. The student may appeal to the Academic Council. The student must raise their quarterly college-level credit completion rate to 75% or better at the end of the quarter in which returning or be suspended for another quarter.

Appeals

A student may appeal academic progress suspension. The student must provide proof of extenuating circumstances and/or a plan for making measurable and substantial progress towards repairing their college-level credit completion rate. The student must submit a letter of appeal to the Vice President of Learning & Student Success. 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.

EXCESSIVE CREDITS PROCESS

To assist each student in completing their program of study in a timely manner, the college will monitor degree or certificate progress and intervene to help. Only BBCC college-level credits will be monitored.

125% of Completion

When a student reaches 125% of the number of credits required for their degree/certificate, the student and advisor will be notified. If the student meets any of the exceptions no notification will be sent.

The student's registration will be restricted to courses relevant to the Educational Plan. A student in this category will be required to meet with their assigned advisor prior to registering for future quarters.

A student may appeal to the Academic Council.

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 office of the Vice President of Learning and Student Success.
2. Student requests for changes in rules or regulations must be presented to the Academic Council in writing.

Membership:

1. Vice President of Learning and Student Success or their designee
2. One student services staff member
3. Two faculty members
4. Two student representatives
5. Executive Assistant to the Vice President of Learning & Student Success (recorder)

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 their grade point average was 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

Amnesty may be granted for an entire quarter or a group of consecutive quarters. All courses from selected quarters will be affected and will not be eligible for use towards a degree or certificate. If any course has been previously used towards a degree or certificate, academic amnesty cannot be granted for the quarter in which the course was taken. A student may petition for academic amnesty only once.

Students who qualify for Academic Amnesty must submit an application to Admissions/Registration staff for processing. The Registrar 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 BBCC Academic Amnesty policy.

Student Records

Student Records

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

Education records are defined as 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:

- Records that are in the sole possession of the maker and which are not accessible or revealed to any other person.
- 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.
- 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.

Confidentiality of Student Records and Data

Each college maintains an educational record for each student who is, or has been, enrolled. Student rights to their educational record are covered and afforded by the Family Educational Rights and Privacy Act of 1974, as amended (FERPA).

FERPA directory information is information contained within a student's education record that, if disclosed, would not generally be considered harmful or an invasion of privacy. Directory information may be released without the student's explicit consent.

Each college chancellor and president expressly authorized the State Board for Community and Technical Colleges to define and approve a uniform FERPA directory information policy. A uniform directory information policy

meets the needs of the student management system by:

- a. Creating only one-person record for each individual and sharing it across all system colleges allowing students the ability to block their directory information from disclosure in the student management system once, regardless of the college or colleges attended

A uniform directory information policy also:

- a. Assists in the effort of classifying all data within the community or technical college system, in compliance with the Washington State Office of Chief Information Officer (OCIO) data classification policy
- b. Prevents any representation of information that could identify an individual by direct or indirect means

The State Board for Community and Technical Colleges governs directory information provided by each college. The uniform directly information policy is not meant to impact internal business processes or analysis.

Directory information includes:

- a. Student's name
- b. Major field of study
- c. Enrollment status
- d. Dates of attendance
- e. Participation in recognized sports
- f. Degree or certificate earned
- g. Term degree or certificate awarded
- h. Honors

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 them 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 15 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 their 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 the student.
- 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, major field of study, enrollment status (full-time or part-time), participation in officially recognized activities and sports, dates of attendance, honors, degree or certificate(s) earned, and term degree or certificate(s) awarded, and honors. Each student will have 10 days from the day of registration to decide if they wish to not have directory information released without written consent.

Permission to release information from a student's education record without consent. Generally, the college

must have written consent to release any information from a student's education record (excluding Directory Information). However, FERPA allows the college to disclose education records, without consent, to the following parties:

- a. College officials with legitimate educational interest;
- b. Other schools to which a student is transferring;
- c. Specified officials for audit or evaluation purposes;
- d. Appropriate parties in connection with financial aid to a student.
- e. Organizations conducting certain studies for or on behalf of the college;
- f. Accrediting organizations;
- g. To comply with a judicial order or lawfully issued subpoena;
- h. Appropriate officials in cases of health and safety emergencies; and
- i. State and local authorities, within a juvenile justice system, pursuant to specific State law.

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 written consent should specifically identify the records to be released, the reason for the release and to whom the records are to be released. 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. The student will be notified of all such orders or subpoenas in advance of the compliance, unless the court or other issuing agency orders the college not to notify the student before compliance with the subpoena.

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 their 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 their record except that, as a result of a clerical error, the student's records fail to accurately reflect the grades assigned by an instructor.

Procedure for challenges

A student wishing to exercise their rights shall first discuss with the Dean of Student Services the nature of the corrective action sought by the student. If this fails 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 their 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 the student's expense, be represented by one or more individuals of their 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 their 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 a 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 Office of the Dean of Student Services 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. However, the results of any disciplinary proceeding concerning a crime of violence may be released to an alleged victim of that crime.

Miscellaneous

Authority to 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 their 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 their designee pursuant to the requirements of this rule, may be subject to criminal prosecution and may be subject to disciplinary action.

Firearms and dangerous weapons

WAC 132R-117-010

1. Possession, carrying or discharge 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 (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, unless otherwise authorized in this provision.
2. Such persons who are authorized to carry firearms or other weapons as duly appointed and commissioned law enforcement officers in the state of Washington, legally authorized military personnel while in the performance of their duties, and other persons or entities authorized by contract to carry firearms in the course of their employment, may 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.
3. An individual 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.
4. Anyone seeking to bring a firearm or other weapon onto campus for purposes directly related to a class or other educational or work activity must obtain prior written authorization from the Vice President of Learning and Student Success or any other person designated by the President of the college. The Vice President of Learning and Student Success or other designee shall review any such request and may establish conditions to the authorization. Any permission shall be in writing and subject to such terms or conditions incorporated into the written permission.
5. Any person may possess a personal protection spray device, as authorized by RCW 9.91.160, while on property owned or controlled by Big Bend Community College.
6. 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.

Mascot Policies and Procedures

Mascot Mission Statement

The Big Bend Community College mascot promotes and upholds school spirit, through interactive crowd participation and entertainment. As a direct supporter of the team, the Big Bend Viking Mascot will have the opportunity to attend functions which enhance school spirit and build enthusiasm at Big Bend events.

The Purposes of being a BBCC Vikings Mascot

- Promote BBCC spirit at all times
- Motivate, inspire and entertain Viking fans at games and appearances
- Maintain a positive attitude and good sense of sportsmanship
- Encourage crowd involvement during games and appearances
- Maintain and create new BBCC traditions

Eligibility

To be eligible to participate as a BBCC Viking Mascot, students must meet the following eligibility requirements:

- Currently enrolled as a BBCC student, maintaining a minimum of 10 credits throughout mascot career
- Have and maintain a minimum cumulative grade point average of 2.0 throughout mascot career

For further information concerning policies and procedures of this position, please contact the Big Bend Athletic Director, or the Student Activities Office.

Distribution and Posting of Materials

The college encourages free expression. Use of college facilities as provided herein, however, does not afford 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 Director of Communications. Permission to post literature does not accord users immunity from legal action which may occur from posting said material.

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 Learning and Student Success or by their 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 Learning and Student Success or with their 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 Grant County, the 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.

Outside speakers.

WAC 132R-136-060

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 their views by the college, its students, its faculty, its administration or its board.
3. The scheduling of facilities for guest lecturers or invited 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 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 office of 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 their designee may assign faculty or staff to preside over any meeting where a speaker has been invited.

[Statutory Authority: RCW [28B.50.140](#) and chapter [34.05](#) RCW. WSR 03-15-063, § 132R-136-060, filed 7/14/03, effective 8/14/03.]

Religious Accommodations

RCW 28B.10.039

College instructors shall allow reasonable accommodation to students for reasons of faith or conscience or for organized activities conducted under the auspices of a religious denomination, church, or religious organization.

Reasonable accommodation may include: excused absences (so as not to impact grades) or rescheduling examinations or activities for a different time or day.

Students seeking reasonable accommodation must submit written notice to each instructor whose course will be impacted, within the first two weeks of the beginning of the course, listing the specific dates the student requests accommodation regarding examinations or other activities.

Students experiencing difficulty with this policy may refer to the [Academic Procedures](#) (pg. 43) of this handbook.

Traffic and Parking

Operation of bicycles, motorcycles, motor scooters, snowmobiles, skateboards, skates, in-line skates and all-terrain vehicles.

WAC 132R-118-040

1. 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.
2. Bicycles, motorcycles, motor scooters, and all-terrain vehicles may be operated any place where automobiles or other motor vehicles are permitted.
3. Snowmobiles, skateboards, skates and in-line skates are prohibited as a means of transportation or recreation on campus property.

Handicapped-Parking

Spaces shall be set-aside in certain parking lots adjacent to campus buildings for the exclusive use of handicapped faculty, staff, students, and visitors. 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 their 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, sex, sexual orientation, gender identity/expression, religion, age, color, creed, national or ethnic origin, the presence of any physical, mental or sensory disability, use of a trained guide dog or service animal by a person with a disability, marital status, pregnancy status or families with children, a mother breastfeeding her child, AIDS/HIV or hepatitis C, genetic information and/or protected veteran or military status, 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, persistent, or pervasive 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, persistent, or pervasive that it has the effect of altering the terms or conditions of employment or limiting the ability of a student to participate in or benefit from the college's educational and/or social programs, and/or 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:

- 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 an 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 their behavior is being perceived as discriminatory or harassing. Therefore, any student who feels that they are 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/EEO Coordinator, 509.793.2010, Building 1400, 2nd floor, Office 1451
- Dean of Student Services, 509.793.2077, Building 1400, Student Administrative Support Services, Office 1438
- Counseling Center, 509.793.2035

If the situation cannot be settled informally, the student may file a formal complaint as outlined in AP 6115, Prohibition of Discrimination, Sexual Harassment, Sexual Misconduct, Domestic Violence, Stalking, and Retaliation, and/or AP 6113, Title IX Grievance Procedures. 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 may make a written complaint concerning allegations of discrimination, harassment, or sexual harassment to the VP of Human Resources/Title IX/EEO Coordinator.

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

Reports or complaints of discrimination, harassment and/or sexual harassment will be investigated in accordance

with college policies and procedures. 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/>

915 Second Ave. Room 3310
Seattle, WA 98174-1099
206.607.1600
206.607.1601 (fax)
TDD: 800.877.8339
OCR.seattle@ed.gov

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

Spokane District Office
1330 N. Washington St., Suite 2460
Spokane, WA 99201
1.800.233.3247

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

Federal Office Building
909 First Ave. Suite 400
Seattle, WA 98104-1061
1.800.669.4000
206.220.6911 (fax)
ASL Video: 844.234.5122

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: Retaliation by, for, or against any participant (including the complainant, respondent, witness, Title IX/EEO Coordinator, or investigator) is expressly prohibited. Retaliatory action of any kind taken against individuals as a result of seeking redress under the applicable procedures or serving as a witness in a subsequent investigation or any resulting disciplinary proceedings is prohibited, and conduct is subject to discipline. Any person who thinks they have been the victim of retaliation should contact the Title IX/EEO Coordinator immediately.

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/EEO Coordinator. This person is responsible for ensuring a non-discriminatory campus environment that is free from harassment. The Title IX/EEO 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/EEO 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 1st Floor, Office 6116
509.793.2286

Title IX/EEO Coordinator

Kim Garza, Vice President of HR & Labor
Building 1400, 2nd Floor, Office 1451
509.793.2010

Grant County Sheriff's Office

35 C Street NW
Ephrata, WA 98823
509-754-2011, extension 2001

Moses Lake Police Department

411 S. Balsam Street
Moses Lake, WA 98837
509-764-3884

Student Conduct Office

Andre Guzman, Dean of Student Services
Building 1400, Office 1438
509.793.2077

Counseling and Advocacy New Hope Domestic Violence and Sexual Assault Services

311 W 3rd Avenue
Moses Lake
1.888.560.6027

Domestic Violence, Dating Violence and Stalking

What is domestic violence? Physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Washington, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Washington, RCW.26.50.010.

What is relationship violence? Physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed by a person (i) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (ii) where the existence of such a relationship shall be determined based on the consideration of the following factors:

- The length of the relationship
- The type of relationship; and
- The frequency of interaction between the persons involved in the relationship.

What is stalking? Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (i) fear for their safety or the safety of others; or (ii) suffer substantial emotional distress.

Reporting Options

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. As a Big Bend Community College student, if you believe that you are the victim of domestic violence, relationship violence, or stalking 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 Campus Security, the Title IX/EEO Coordinator or 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.

Anyone can be a victim of a domestic violence, relationship 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, Relationship Violence or Stalking

- Campus Safety, , 509.793.2286, Building 6000 – 1st floor, Office 6116
- Title IX/EEO Coordinator, Kim Garza, 509.793.2010, Building 1400 – 2nd floor, Office 1451
- Dean of Student Services, Andre Guzman, 509.793.2077, Building 1400 – Student Administrative Support Services, Office 1438
- Moses Lake Police Department, 509.764.3887
- Grant County Sheriff, 509.754.2011, extension 2001

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, 509.793.2286
- Title IX Coordinator Kim Garza, 509.793.2010, Building 1400 – 2nd floor, Office 1451
- Dean of Student Services, Andre Guzman, 509.793.2077, Building 1400 – Student Administrative Support Services, Office 1438

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 against institutions for each infraction and can suspend institutions from participating in federal student financial aid programs.

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

For more information on the Clery Act and BBCC's Annual Security & Fire Report, visit <https://www.bigbend.edu/student-center/campus-safety/>

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.

Disciplinary 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.

Health Risks

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
Renew, Grant Behavioral Health & Wellness	509.765.9239
Dean of Student Services	509.793.2077

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 Renew, Grant Behavioral Health & Wellness by calling 509.765.9239 or the 24-hour crisis line at 509.765.1717 or 1.800.852.2923. Renew, Grant Behavioral Health & Wellness 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.

Use of BBCC technology resources is a privilege given in support of the college's academic, instructional, and administrative functions. This privilege rests on the responsible use of those resources. Individuals using college technology resources are expected to adhere to all laws, respect the privacy of others, and act in a manner that will allow continued support of the college's mission and activities. This process outlines the appropriate use of these resources.

This policy applies to all students, faculty, staff, community members, vendors, and other authorized individuals who access or use BBCC technology resources including, but not limited to, equipment, software, networks, and data.

Technology resources are facilities, equipment, and data used for information processing, transfer, storage, and communications. Examples of technology resources include computer labs, classroom technologies, computing devices, software applications, email and data networks.

Permitted use includes:

- a. Using college-provided technology resources, including equipment, software, networks, and data in a manner that is consistent with the mission and educational purpose of the college.
- b. Accessing material and information related to job functions or coursework.
- c. Performing the administrative functions of the college.

Prohibited use includes:

- a. Unlawful or inappropriate communications including, but not limited to, (1) impersonating others with the intent to deceive or cause harm; and (2) sending threats of violence, harassment, obscenity, or child pornography.
- b. Using technology resources to violate copyright through the duplication or use of software, images, music, video, or other protected material.
- c. Relocation of physical technology resources (1) to a location on campus without permission from the department administrator or BBT personnel; or (2) to a location off campus without the written permission of a Dean or Vice President.
- d. Use for personal gain, whether as an individual or personal business.
- e. Use for political purposes including, but not limited to, campaigning or lobbying.
- f. Unauthorized access, use, or sharing of technology resources.
- g. Interfering with the operation, integrity, or availability of technology resources.
- h. Without explicit permission from the Director of Information Technology, using tools or other mechanisms to (1) monitor communications; (2) probe or exploit system vulnerabilities; or (3) circumvent or subvert security or data protection measures.
- i. Sharing or distributing credentials, including passwords or other authentication mechanisms.
- j. Using encryption schemes to intentionally interfere with the college's entitled access to technology resources.
- k. Using unauthorized peer-to-peer (P2P), data transfer, or streaming technologies that consume significant network bandwidth.
- l. Using technology resources to commit or intentionally enable academic dishonesty.
- m. Using or accessing technology resources in a manner otherwise prohibited by federal or state law.

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.

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. 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 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.

The college network is subject to a variety of laws including, but not limited to: Use of state property is limited by state employees to purposes related to official duties by RCW 42.52.160; Use of state property is prohibited for political purposes by RCW 42.52.180; 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 RCW 42.17A.005.

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" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, including a hookah pipe, or any other lighted or heated tobacco or plant product, including marijuana, intended for inhalation, in any manner or in any form. "Smoking" also includes the use of an e-cigarette which creates a vapor, in any manner or in any form, or the use of any oral smoking device.

"Tobacco products" is defined as all tobacco-derived or containing products, including but not limited to, cigarettes (including clove, bidi, and kretek), cigars, cigarillos, hookah smoked products, electronic cigarettes or vapor/vaping devices, and oral tobacco (e.g. spit and spitless, smokeless, chew, dip, snuff, snus) and nasal tobacco.

It also includes any product intended to mimic tobacco products, contain tobacco flavoring and/or deliver nicotine. This definition does not include any product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco-use cessation product.

“E-cigarette” means any electronic smoking device, such as one composed of a heating element, battery, and/or electronic circuit, which provides a vapor of nicotine or any other substances, and the use or inhalation of which simulates smoking. The term shall include any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or under any other product name or descriptor.

“Vaping” is defined as the act of inhaling water vapor through a personal vaporizer or electronic smoking device.

Accommodation and Accessibility Services Procedures

Contact:	Rebecca Leavell
Location:	Room 1472 (Administration Building 1400)
Email:	aas@bigbend.edu
Phone:	509.793.2027
TDD:	Telecommunications Device for the Deaf (TDD) is available in the Accommodation and Accessibility Services/Counseling area, Room 1474, for incoming and outgoing calls. The TDD number is 509.793.2325

COVID-19 Notice: Appointments are currently being conducted via phone or Zoom videoconferencing Monday through Friday, limited in-person appointments are available. If you need to set up an appointment with A&AS please contact Rebecca Leavell at aas@bigbend.edu or call 509-793-2027.

Hours of Availability:

- Monday-Thursday: 7:30 a.m. to 4:30p.m.
- Friday: 7:30 a.m. to 2:00 p.m.

Obtaining Services/Procedures

Requests for disability services are processed through the A&AS office. This office values a collaborative process with students and works to determine and implement reasonable accommodations and services.

1. To begin the process, students should contact the A&AS Coordinator 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 be provided 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 A&AS Coordinator to discuss eligibility for services and accommodation requests.

4. The A&AS Coordinator 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 A&AS Coordinator if there are questions regarding the implementation of the approved accommodations. The A&AS Office 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 A&AS 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 A&AS Coordinator 509.793.2027, the Dean of Student Services 509.793.2077, or the VP of Human Resources & Labor/EO Coordinator 509.793.2010. Complaint procedures are found in this student handbook under the Discrimination, Harassment, and/or Sexual Harassment section.

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 Accommodation and Accessibility Services (A&AS) 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

Disclaimers

Big Bend Community College does not discriminate on the basis of race, sex, sexual orientation, gender identity/expression, religion, age, color, creed, national or ethnic origin, the presence of any physical, mental or sensory disability, use of a trained guide dog or service animal by a person with a disability, marital status, pregnancy status or families with children, a mother breastfeeding her child, AIDS/HIV or hepatitis C, genetic information and/or protected veteran or military status, 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.

Inquiries may be made to:

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

509.793.2010

Rebecca Leavell, Accommodation & Accessible Services Coordinator 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.

College Terminology

Academic Advisor: 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 advisors.

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 Probation: A student with 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 their assigned advisor prior to registering for futures quarters.

Academic Progress Report: 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.

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 their 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 their cumulative grade point average is above a 2.00. Academic Suspension may be appealed.

Accommodation & Accessible Services (AAS): The AAS 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.

Application/ Acceptance/ Admission: Application is the process by which a prospective student submits the required forms and credentials to their 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 not on a set meeting schedule.

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 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.

Associate of Arts and Associate of Science Degree: 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

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. Classes taken as Audit are charged at the same tuition rated for credit.

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. The minimum credit hour requirement for a bachelor's degree is 180 credit hours (quarter school) or 120 credit hours (semester school).

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

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.

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, course descriptions, etc.

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 may 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.

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.

Courses Numbers: All courses are identified by numbers usually containing 3 or 4 digits; for example, Freshmen English might be 101.

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 Requirements: Those requirements prescribed by 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 awarded 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.

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 may need written approval from designated college officials to initiate dropping or adding a class.

Dual Enrollment: Is defined as credit hours earned when a high school student is taking a college course for both high school and college credit.

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.

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.

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.

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 help 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.

Grade Point Average (GPA)/ Letter or Number Grades: Most colleges use both letter or number 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.

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.

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.

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 in specific subjects. 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 150% 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 earn credits toward a certificate or 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.

Open-Enrollment Institution: Open-enrollment institutions are usually public two-year community colleges. The term open-enrollment refers to an admissions policy that states that anyone who is 18 years of age or older, whether or not a high school graduate, may 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, they receive 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 figured into the student’s GPA when the grade is an “F.”

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, 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 on their ctcLink Student Homepage at www.bigbend.edu. Former students returning after more than 1 year 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 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 possible 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.

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 shows courses taken, grades received, academic status and honors received.

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 may also transfer accumulated credit hours from the former institution to the new one. The new institution determines which courses will apply towards graduation requirements.

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.

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: 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 unless there is a block or unmet prerequisites. 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.

(WASFA) Washington Application for State Financial Aid: 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. Approval from the instructor may be requested. and some fees may apply.

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 relationship (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 Coordinator 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 HR & Labor

Title IX/EEO Coordinator

Big Bend Campus
Building 1400, 2nd floor, Office 1451
509.793.2010

The Office for Civil Rights

Seattle Office

915 Second Avenue, Room 3310
Seattle, WA 98174-1099
206.607.1600
OCR.Seattle@ed.gov

Emergency Numbers

Dial 8 first to dial out from a BBCC landline

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

Building security, unlocking doors, escort to your vehicle and unauthorized people on campus. Security is not available 24 hours a day.

Call 509.793.2286

Campus Buildings:

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

Residence Halls:

1. Director of Residence Halls and Residential Life 509.793.2291