

# 2011-2012 Student Handbook



*Stay Close... Go Far*

## **Welcome to Everett Community College!**

At Everett Community College, we challenge you to reach your goals – inside and outside of the classroom.

This student handbook can help. Inside, you will find information about college services, student activities, clubs, organizations, and buildings, plus details about your rights and responsibilities as a student. Whether you are here for the first two years of your four-year degree, to get the skills you need for a new career, to learn English, or to explore a subject that interests you, we believe everyone can thrive with high-quality, affordable education.

The college serves more than 20,000 students every year. Students learn on our main campus in Everett, at one of our other locations in Monroe, Marysville, Tulalip, or South Everett or online.

Our goal is to encourage you to explore, to create, to challenge, and to be a leader in your community – or around the world.

EvCC is home to dozens of student clubs, nine league sports and intramural leagues, an active Student Government, and Student Programs Board which offers a wide range of activities and programs every quarter.

We encourage you to get to know the college, meet the faculty and staff here, and get involved with your fellow students.

Please contact any faculty or staff member if you have questions. We are here to help you to reach your academic, professional and personal goals.

We hope you have a great experience at Everett Community College!

# College Profile

**Website:** [www.everettcc.edu/visitors](http://www.everettcc.edu/visitors)

## Accreditation

Everett Community College is accredited by the Northwest Commission on Colleges and Universities, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. For further information, contact the Northwest Commission on Colleges and Universities, 8060 165th Avenue N.E., Suite 100, Redmond, WA 98052, phone 425-558-4224. First accredited in 1948, EvCC's accreditation was reaffirmed on the basis of a full-scale evaluation in 2010.

The Registered Nursing program is accredited by the National League for Nursing Accrediting Commission, NLNAC, 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia, 30326, phone: 404-975-5000, [www.nlnac.org](http://www.nlnac.org).

The Everett Community College Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (CRB-AAMAE). CAAHEP, 1361 Park Street, Clearwater, FL, 33756, phone: 727-210-2350.

## Mission Statement

EvCC creates life-changing educational opportunities where students become active learners who strengthen our diverse local and global communities.

## Vision Statement

Everett Community College is the academic, technical, and cultural center of learning for the region.

## Strategic Initiatives

Everett Community College has developed and follows a Strategic Plan, as approved by EvCC's Board of Trustees. The plan outlines the College's goals and strategic initiatives. The College assesses its progress toward meeting its goals annually.

For more information and details about the Strategic Plan, visit [www.everettcc.edu/strategicplan](http://www.everettcc.edu/strategicplan).

## Learning Outcomes

### Student Core Learning Outcomes for Certificates and Degrees

#### Student Core Learning Outcomes for Certificates and Degrees

##### 1. Engage and take responsibility as active learners

Students will be involved in the learning process as they gain deeper levels of understanding of the subject matter. They will design, complete and analyze projects while developing group interaction and leadership skills.

##### 2. Think critically

Students will develop and practice analytical skills, problem-solving skills and quantitative reasoning skills. Using creativity and self-reflection, they will be able to engage in inquiry that produces well-reasoned, meaningful conclusions.

##### 3. Communicate effectively

Students will develop the organizational and research skills necessary to write and speak effectively. The students will demonstrate awareness of different audiences, styles, and approaches to oral and written communication.

##### 4. Participate in diverse environments

Students will gain the awareness of and sensitivity to diversity, including one's own place as a global citizen. Students attain knowledge and understanding of the multiple expressions of diversity, and the skills to recognize, analyze and evaluate diverse issues and perspectives.

##### 5. Utilize information literacy skills

Students will develop and employ skills to recognize when information is needed and to locate, evaluate, effectively use and communicate information in its various forms.

##### 6. Demonstrate computer and technology proficiency

Students will use computers and technology as appropriate in their course of study



# About EvCC

Everett Community College educates more than 20,000 students every year at seven learning centers throughout Snohomish County, with most students and faculty at the main campus in north Everett.

Founded in 1941, the college has grown to serve students seeking a wide variety of education options. Students come to EvCC to affordably start their four-year degrees, earn certificates, train for a new job, experience hands-on training in professional and technical programs, learn English, develop basic skills, finish high school, train for a promotion, or to learn just for fun.

The college offers associate's degrees in Arts and Sciences, Business, General Studies, Science, Fine Arts, and Technical Arts. Certificates of completion are awarded in more than 20 technical and career fields. Students can also enroll in Adult Education, English as a Second Language, and General Education Diploma programs.

EvCC faculty and staff work closely with business and industry experts, community leaders and other educational institutions to provide students with relevant, challenging experiences inside and outside of the classroom.

EvCC counts among its alumni many of the area's business, government, and civic and social leaders. EvCC students have gone on to serve their communities in the United States Congress, the Washington State Legislature, and local government; they build businesses and support enterprises that fuel the region's—and the nation's—economy, and distinguish themselves in the world of art, literature and music.

In addition to the college's main campus, EvCC offers classes at its East County Campus in Monroe, Aviation Maintenance Technician School at Paine Field, Corporate & Continuing Education Center in south Everett, School of Cosmetology in Marysville, and at several other locations in north and east Snohomish County.

Everett Community College is also the home of the University Center of North Puget Sound, which offers more than 20 bachelor's and master's degree programs at EvCC's north Everett campus and supports a dozen online degree programs from colleges and universities including University of Washington Bothell, Western Washington University, Central Washington University, Eastern Washington University, The Evergreen State College, Washington State University, Hope International University and Saint Martin's University.

Everett Community College is one of 34 community and technical colleges governed by the Washington State Board of Community and Technical Colleges. The college is administered by a five-member board of trustees appointed by the Washington state's governor.

## Student Services

### ADMISSIONS

see Enrollment Services

### ADVISING

Web: [www.everettcc.edu/advising](http://www.everettcc.edu/advising)

Advising is mandatory for all new students. New students will be assigned to a faculty advisor and are required to meet with their advisor prior to third quarter registration to develop an individual plan for completing a degree/certificate. For more information about Mandatory Advising go to [www.everettcc.edu/advising](http://www.everettcc.edu/advising)

All faculty serve as program advisors. Many programs offer information sessions and workshops throughout the year to help students learn about program requirements and options; dates and times are listed in the quarterly Class Schedule. "Curriculum Guides" are located in racks in the Educational Planning Center, Jackson Center, Whitehorse Hall, Gray Wolf Hall, Olympus Hall, Shuksan Hall, and on-line at [www.everettcc.edu/cguides](http://www.everettcc.edu/cguides). These guides describe each of the College's programs of study and list faculty advisors for each program. A complete listing of advising services is available in the quarterly class schedule.

## CENTER FOR DISABILITY SERVICES

Location: Parks Student Union, Room 267-268

Phone: 425-388-9272

TTY: 425-388-9438

Fax: 425-388-9109

Web: [www.everettcc.edu/cds](http://www.everettcc.edu/cds)

The Center for Disability Services provides support and accommodations to students with documented disabilities. Some of the services offered include:

- Registration assistance
- Interpreters, Scribes, Note-takers
- Test proctoring
- Text in alternate format
- Adaptive equipment, adjustable chairs
- Mid-quarter assessments
- Advocacy
- Assistive Technology
- Resource and referral information

## CHILD CARE

Location: Early Learning Center

Phone: 425-388-9121

Hours: 7:15am-5:15pm, Monday through Thursday

7:15am-3:15pm, Friday

Web: [www.everettcc.edu/elc](http://www.everettcc.edu/elc)

The Early Learning Center provides on-campus, licensed childcare for children between the ages of 12 months and 5 years. Qualifying EvCC students receive priority enrollment and subsidized rates.

Families with four year old children may qualify for ECEAP, a free morning preschool. Additional assistance for childcare costs may be available through the Financial Aid Office, DSHS, or other state or community agencies.

## COMPUTER OPEN LABS

Location: Shuksan Hall, Room 231

Hours: 7:30am-8:30pm, Monday through Thursday

8am-3pm, Friday

8am-4pm, Saturday

Closed Sunday, holidays and school breaks. Summer schedule may vary.

The Shuksan Hall lab contains 58 PC compatible workstations, two laser printers and a variety of business, engineering, programming and other software. There are also two Apple Power Macs.

Applications include:

- Microsoft Office Professional (Word, Excel, Powerpoint, Access)
- Internet Explorer (Web Browser)
- Google Apps
- Engineering Software (various)

There is also one open computer lab located in the Business and Applied Technology department in Olympus Hall, room 127. Hours of operation and available applications can be obtained by calling the Olympus lab office at 425-388-9335.

## COUNSELING AND CAREER SERVICES

Location: Parks Student Union, third floor

Phone: 425-388-9263

Web: [www.everettcc.edu/cacc](http://www.everettcc.edu/cacc)

**Counseling:** Counselors are available by appointment for short-term personal, educational, academic, transfer, and career counseling to help students maintain academic success. Counselors can assist students with clarifying/setting educational goals and career planning, as well as personal development and adjustment issues such as stress management, loss and grief, assertiveness training, conflict management, emotional stress, leadership skills, interpersonal communication skills, study skills, learning styles, math anxiety, orientation to college, and time management.

**Career:** Students and prospective students can use our self-directed educational and career exploration software programs and other resources for information on careers, future outlook, wages, and much more.

## EDUCATIONAL PLANNING CENTER

Location: Parks Student Union, third floor

Phone: 425-388-9339

Web: [www.everettcc.edu/cacc](http://www.everettcc.edu/cacc)

Educational Planners are available on a walk-in basis to assist new and returning students in admission processes, program information, degree requirements, test score interpretation, unofficial transcript evaluation, course selection, registration, and graduation procedures. When a student has decided on a program of study, the Educational Planner will assist them in finding an appropriate program faculty advisor.

Educational Planners also provide general transfer information to assist students and prospective students with transferring to different colleges and universities.

## ENROLLMENT SERVICES

Location: Jackson Center through October

Parks Student Union, second floor beginning November

Phone: 425-388-9219 or 425-388-9208

Email: [admissions@everettcc.edu](mailto:admissions@everettcc.edu)

Web: [www.everettcc.edu/admissions](http://www.everettcc.edu/admissions)

- Admissions
- Degree audit
- Credit/transcript evaluation
- Registration
- Grade reports
- Residency
- Drop/Add
- Refunds
- Waiting lists
- Diploma application
- Enrollment verification
- Address/name changes
- Graduation information changes
- Transcripts

## FINANCIAL AID

Location: Parks Student Union, third floor

Phone: 425-388-9280

Email: [fin\\_aid@everettcc.edu](mailto:fin_aid@everettcc.edu)

Web: [www.everettcc.edu/fa](http://www.everettcc.edu/fa)

Assists students in accessing federal, state, and institutional financial aid and scholarships. Computers are available for students to apply on the web. The Financial Aid Office advises students and parents regarding financing their education and refers students to potential alternate funding sources.

## FINANCIAL REFERRAL CENTER

Location: Parks Student Union, third floor

Phone: 425-388-9278

Web: [www.everettcc.edu/frc](http://www.everettcc.edu/frc)

One-Stop location to access financial resources for students.

- Worker Retraining
- Employment Security
- Service Learning
- BFET
- Work Study Referrals
- Emergency Book Loans
- Emergency Funding
- Opportunity Grant
- Financial Aid tuition holds

## HIGH SCHOOL RELATIONS OFFICE

Location: Parks Student Union, third floor

Phone: 425-388-9008

Email: [highschoolrelations@everettcc.edu](mailto:highschoolrelations@everettcc.edu)

The High School Relations Office serves as a single point of contact to assist high school students, parents, and high school counselors with enrollment questions.

- Running Start
- Hi-Q
- High School Outreach
- Summer Smart

## OUTREACH, DIVERSITY AND EQUITY CENTER

Location: Parks Student Union, third floor

Phone: 425-388-9306

E-mail: [diversity@everettcc.edu](mailto:diversity@everettcc.edu)

Web: [www.everettcc.edu/diversity](http://www.everettcc.edu/diversity)

The Outreach, Diversity and Equity Center coordinates all EvCC recruitment and outreach efforts. Our programs and services are designed to recruit, retain, and graduate underserved populations. We provide learning opportunities that engage the campus community and increase cultural competency. The mission of the Outreach, Diversity and Equity Center is to advocate for the academic success of our students; educate our campus and community about diversity; and celebrate our differences.

- Getting Started Information & assistance for new, re-entry and prospective students
- STAR Program (Students Taking Academic Responsibility)
- Mentor Program (EvCC students are matched with middle & high school mentees)
- LGBTQA programs and services
- Campus/Community Outreach
- Teacher Education Advancement Program (TEA)
- Workshops and conferences
- Student leadership and development (ethnic, women, and LGBTQA clubs)
- Support groups
- Referrals to resources on and off-campus
- Computer lab available for homework and research



## RAINIER LEARNING CENTER

Location: Rainier Hall, first floor

Phone: Tutoring Center 425-388-9356

Writing Center 425-388-9406 or 425-259-8741

Bridge Learning Lab 425-388-9004 or 425-388-9286

Counseling and Advising 425-388-9266

Web: [www.everettcc.edu/rlc](http://www.everettcc.edu/rlc)

**Counseling:** The Rainier Learning Center has a Counselor who provides personal, academic and career counseling to students. New students benefit from meeting with the counselor to discuss their current class schedule as well as certificate or degree goals at EvCC. Personal counseling is also available to help students be successful with life challenges that occur while they are students at EvCC. Students may make an appointment or drop in for help during each quarter. Please visit the Counseling/Advising webpage at [www.everettcc.edu/rlc](http://www.everettcc.edu/rlc).

**Tutoring Center:** The Tutoring Center provides academic support to students enrolled for credit. The Center tries to provide assistance in most subjects outside of writing and ABE/ESL courses. Tutoring is provided on a drop-in basis, no appointment necessary, and in small, scheduled groups. The Center is staffed with trained professional and peer tutors. The Center provides several workshops throughout each quarter focusing on specific math/chemistry topics. The goal of the Center is to provide timely and appropriate academic support and help students learn the skills necessary for their success in college. The Center is a place where students can go to get questions answered, network with other students, find handouts and practice tests. To find the hours of service please visit the Center's web site at [www.everettcc.edu/tutoring](http://www.everettcc.edu/tutoring). Students will also find the schedule for the workshops, printable copies of handouts, and practice tests on the site.

The Center also belongs to the Northwest Consortium of eTutoring providing on-line assistance in a variety of subjects. Students can access this resource by going to [etutoring.org](http://etutoring.org), clicking on the Northwest Consortium, selecting Everett Community College, and following the log-in instructions. The schedule for the week will be located in the lower right corner. Students can participate in eChat, submit a paper for review, or submit questions. The site is supported by the State of Washington and staffed by tutors from different colleges belonging to the Consortium.

**Writing Center:** The Writing Center provides free one-on-one assistance to student writers. Our friendly writing assistants are specially trained to help students clarify their thinking, develop their ideas, and find strategies for improving organization, grammar, and punctuation. Writing Assistants work with students on various writing projects from paragraphs and essays to research papers, scholarship applications, and resumes. Students are welcome to use the Writing Center's quiet space to work on their writing projects and to access our library of writing handouts, reference books, and learning software. Please visit the Writing Center's webpage at [www.everettcc.edu/writingcenter](http://www.everettcc.edu/writingcenter) for current hours of operation, to access writing handouts, and to learn more about the Writing Center's services.

**Bridge Learning Lab:** Academic support is available to students in the Bridge Lab. Students can take the initiative to get the results they want in reading and learning. Strategies for attaining success in the academic areas are offered through college credit courses. The Bridge Lab provides courses in college study skills, building vocabulary and increased reading competencies. Introductory computer skills are offered to help students become computer literate, conduct research on the Internet and improve basic computer skills. Check at Bridge Lab (see above for locations) or RLC website, [www.everettcc.edu/rlc](http://www.everettcc.edu/rlc).

## REGISTRATION

see Enrollment Services

## SCHOLARSHIPS

Location: Parks Student Union, third floor

Phone: 425-388-9280

Web: [www.everettcc.edu/fa](http://www.everettcc.edu/fa)

Please visit the Financial Aid website at [www.everettcc.edu/fa](http://www.everettcc.edu/fa) for Scholarship opportunities. In addition, each year the Financial Aid department coordinates with the College Foundation to select and award scholarships. These applications are available at the Financial Aid office and online every April and October.

## TESTING CENTER

Location: Glacier Hall

Phone: 425-388-9288

Email: [testing@everettcc.edu](mailto:testing@everettcc.edu)

Web: [www.everettcc.edu/testing](http://www.everettcc.edu/testing)

Provides entry skills assessments in reading, writing, and math to assist students and their advisors in choosing classes at the right level. The department also administers GED tests to individuals who wish to receive a General Educational Development Certificate. Visit the website for testing times @ [www.everettcc.edu/enrollment/testingcenter](http://www.everettcc.edu/enrollment/testingcenter).

## UNIVERSITY CENTER

Location: Gray Wolf Hall, first floor, glass wing (Northwest)

Phone: 425-259-8900

Web: [www.uceverett.org](http://www.uceverett.org)

Hours: 8:00am-7:30pm, Monday through Thursday

8:00am-4:30pm, Friday

9:00am-2:00pm, Saturday

University Center coordinates bachelor's and master's degrees in Snohomish, Skagit and Island counties. Go to [www.uceverett.org](http://www.uceverett.org) for a list of degree programs.

## VETERANS' RESOURCE CENTER

Location: Parks Student Union, third floor

Phone: 425-388-9277

Provides assistance to students who may be eligible for veterans' benefits (the new GI Bill, Reservist Program, Vocational Rehabilitation, and Veterans' Educational Assistance Program). Wives, widows, and children of veterans are sometimes eligible to draw veterans' benefits while attending school. The Veterans' Office can assist you with information and certification.

## VICE PRESIDENT OF INSTRUCTION AND STUDENT SERVICES

Location: Olympus Hall, Room 224

Phone: 425-388-9588

The Vice President of Instruction and Student Services oversees the comprehensive array of Student Services programs that have been designed by a team of qualified professionals to support each student's educational success.

It is the responsibility of the Vice President of Instruction and Student Services to assure that students understand and follow proper procedures as outlined in the College's Statement of Student Rights and Responsibilities. The Vice President also serves as (1) the Student Affairs Grievance & Fact-Finding Officer regarding charges of discriminatory actions made against students, (2) the administrator to whom students may appeal decisions related to Student Services policies and procedures, and (3) the administrator for student academic dismissal and reinstatement.

# Student Activities

## STUDENT ACTIVITIES, PROGRAMS & SERVICES

Location: Student Activities Office, Parks Student Union, Room 209

Phone: 425-388-9561

Web: [www.everettcc.edu/sa](http://www.everettcc.edu/sa)

Hours: Office hours posted quarterly

Opportunities for students and the campus community to participate in leadership, events, activities, forums, governance and coeducational programs. Student Activities includes Student Government, Student Programs Board, Publicity Services, The Paperclip and Clubs.

Other opportunities and services offered by Student Activities are:

- Student Government and student representation on ASB, College and student committees
- ASB Student Senate "self-election" materials
- Student Programs: concerts, lectures, health/wellness, panel discussions, as well as educational, cultural and special events.
- The Paperclip, Parks Student Union, Room 203 (student photo ids, locker rentals, etc)
- Club Resource Center, Parks Student Union, Room 204
- SOS - Serving Our Students Retention Program
- Campus maps and information
- Copies of class schedules, quarterly calendars, the Student Handbook (Student Rights and Responsibilities) and the ASB documents such as the Constitution and By-laws.
- Delivery of emergency messages to students
- Student medical and dental insurance brochures
- Distribution and posting of materials
- Commencement planning
- Voter registration.

## STUDENT GOVERNMENT

Location: Student Activities Office, Parks Student Union, Room 209

Phone: 425-388-9317

Hours: Office hours posted quarterly

**Executive Council:** Five students are selected to this council: the student association's administrative team. The council consists of the ASB President, the ASB VP of Administration, the ASB VP of Clubs, the ASB VP of Public Relations and the ASB VP of Budget and Finance. The ASB President chairs the Student Senate meetings and the other council members serve as student senators.

**Student Senate:** 30 students can "self-elect" to the Senate which is the Associated Students legislative body and students' public forum which typically meets every two weeks during Fall, Winter, and Spring Quarters.

## STUDENT PROGRAMS BOARD

Location: Student Activities Office, Parks Student Union, Room 209

Phone: 425-388-9561

Hours: Office hours posted quarterly

Students selected for positions on Student Programs Board organize co-educational events, programs and activities for EvCC students. The student coordinators plan activities in the Parks Student Union such as lectures, panel discussions, health/wellness information fairs, concerts, comedians, subsidized tickets for local sporting events, and recreational opportunities. Student Programs Board also coordinates the Artist & Lecture series; a culturally diverse series of performances for the students and community.

## THE PAPERCLIP

Location: Parks Student Union, Room 203

Phone: 425-388-9258

Fax: 425-388-9001

Hours: Hours of operation posted quarterly

The Paperclip, located in the Parks Student Union, offers student photo ID's, locker rentals, a self-service copy machine, and fax service for students. The Paperclip is also a quick place to check your email, print your homework, buy a Scantron for class, study or relax with a friend. The Paperclip is run by students, for students, so stop by and check us out!

## STUDENT CLUBS

Location: Parks Student Union, Room 206 (next to Student Activities Office)

Phone: 388-9561, Extension 9561

Web: [www.everettcc.edu/clubs](http://www.everettcc.edu/clubs)

Hours: Contact Student Activities Office

Student Clubs:

- Anthropology Club
- Arts Alliance
- Asian Pacific Islander Student Union
- ASL Club
- Black Student Union
- Campus Crusade for Christ
- Drama Club
- EMPOWR
- Engineering Club
- First Nations Club
- German Club
- Global Connections Club
- Graphics Club
- International Student Club
- Islamic Social Club
- Iwi Pono Student Society
- Writing Club
- Math, Engineering & Science Student Association
- MeCHA
- Nippon Friendship Club
- Phi Theta Kappa (Organization)
- Russian Club
- Society of Women Engineers
- SPLICE (single parents)
- Students for Environmental Action
- Student Nurses Organization
- Teachers of Tomorrow
- Triangle Alliance
- Veteran's Club

**Club Council:** A forum and representative body for all active chartered EvCC student clubs. The council meets several times per quarter in the Club Resource Center, Parks Student Union, Room 204. Clubs hold a Club Fest each quarter to recruit new members and to raise funds.

**Student Club Application Process:** Students may form new student clubs by contacting Student Activities and completing an Associated Students new chartered club application packet.

## PUBLICITY SERVICES

Location: Student Activities Office, Parks Student Union, Room 209

Phone: 425-388-9507

Hours: Posted office hours

Student Activities Publicity Services Office designs and produces posters, flyers, brochures, digital signs, banners, and promotional materials for Student Activities, student programs, student clubs, student government, events, and series.

## GRADUATION

Questions about the annual ceremony:

Office: Student Activities

Location: Parks Student Union, Room 209

Phone: 425.388.9561

Questions about applying for degree, credits, transcript evaluation:

Office: Enrollment Services

Location: Jackson Center through November, Parks Student Union, beginning November.

Phone: 425-388-9221

The ASB Vice President of Public Relations chairs the Graduation Committee which plans the annual commencement ceremony held in the Student Fitness Center each June. For information about the ceremony, including dates and deadlines to participate please visit [www.everettcc.edu/graduation](http://www.everettcc.edu/graduation).

Information about applying for your degree, diploma or certificate can be found at [www.everettcc.edu/enrollment](http://www.everettcc.edu/enrollment)

## PARKS STUDENT UNION

Location: Student Activities Office, Parks Student Union, Room 209

Phone: 425-388-9561

Everett Community College's Parks Student Union was constructed in 1987, after a fire destroyed the college's first student center and library. It was named in honor of Firefighter Gary Parks who gave his life fighting the fire. The Student Union features Student Activities, The Paperclip, Bookstore, Parks Café, Espresso Bar, Security, Russell Day Gallery, Student Services offices and much more.

Student groups are encouraged to use areas around campus for events, meetings, and conferences. All student room requests must be submitted by staff or faculty through the online scheduling system. The info tables and display cases in the Parks Student Union hallway can be scheduled. Please contact Student Activities for information, policies and to schedule these spaces.

## INTERCOLLEGIATE ATHLETICS AND INTRAMURAL ACTIVITIES

Location: Student Fitness Center, 2206 Tower St.

Phone: 425-388-9328

Fax: 425-388-9324

Web: [www.everettcc.edu/athletic](http://www.everettcc.edu/athletic)

Director of Athletics/Intramural Activities	Larry Walker	425-388-9328
Men's Baseball	Levi Lacey	425-388-9322
Men's Basketball	Larry Walker	425-388-9328
Men's Basketball	Darrell Walker	425-388-9328
Women's Basketball	Chet Hovde	425-388-9326
Men's Soccer	Scott Willise	425-388-9964 Ext 7351
Women's Soccer	Geoff Kittle	425-388-9964 Ext 7350
Women's Softball	Randy Smith	425-388-9329
Women's Volleyball	Sue Snow	425-388-9327
Women's/Men's Cross Country	Matt Koenigs	425-388-9964 Ext 7340
Track and Field	Matt Koenigs	425-388-9964 Ext 7340
Women's Commissioner	Sue Grigsby	425-388-9321

Intercollegiate Athletics: Men's soccer, women's soccer, women's volleyball, and men's and women's cross-country are offered Fall Quarter. Men's and women's basketball are offered during Fall and Winter Quarters. Women's softball, track and field, and men's baseball are offered Winter and Spring Quarter.

Intramurals: Weight Training Fall, Winter and Spring. Basketball, Volleyball, Court Games Winter and Spring.

For a schedule, see the athletics page on the website [www.everettcc.edu/athletic](http://www.everettcc.edu/athletic).

## Student Productions

### CLIPPER

Location: Whitehorse Hall, Room 265

Phone: 425-388-9522

Clipper Advisor: Andrea Otanez 425-388-9419

Email: [clipper@everettcc.edu](mailto:clipper@everettcc.edu)

Web: [www.everettcc.edu/clipper](http://www.everettcc.edu/clipper)

This is a student-produced newspaper, published every other week, which contains news about the college, campus events, and activities. Journalism students and others who are interested participate in writing, editing, photography and publishing the newspaper. Credit may be earned by enrolling in Journalism 170.

### RUSSELL DAY GALLERY

Location: Parks Student Union, Room 242

Phone: 425-388-9036, or contact the Arts Division Office at 425-388-9501

Director: Greg Kammer

Email: [gallery@everettcc.edu](mailto:gallery@everettcc.edu)

Web: [www.everettcc.edu/gallery](http://www.everettcc.edu/gallery)

Hours: Varies by quarter, check the website for the most up to date schedule.

The gallery exhibits artwork to augment the curriculum, to recognize the diversity of the student population and to foster freedom of expression. Check the website for an annual calendar of exhibits and for more information at [www.everettcc.edu/gallery](http://www.everettcc.edu/gallery).

### THEATRE PRODUCTIONS

Location: Rainier 212

Phone: 425-388-9525

In conjunction with the Theatre program, drama productions each year provide students with performance and technical experience. Students can become involved in the productions on a variety of different levels including acting, stage management, sound and graphic design, publicity, costuming and technical support. Past productions have included Craig Lucas' *Prelude to a Kiss* and A.R. Gurney's *The Dining Room*. Students can earn credit by enrolling in Theatre 100, with instructor approval. Rehearsals and performances take place on campus, with varying schedules each quarter. For audition times or additional information, call 425-388-9525 or contact Beth Peterson in Gray Wolf 227.

### VIBRATIONS

Location: Whitehorse Hall, Room 357

Phone: Contact Greg Kammer at 425-388-9439 or  
Arts Division Office at 425-388-9501

Email: [vibrations@everettcc.edu](mailto:vibrations@everettcc.edu)

Web: [www.everettcc.edu/vibrations](http://www.everettcc.edu/vibrations)

Vibrations is a student-produced creative arts magazine which is published annually. All students are encouraged to submit manuscripts, photography, and art work for consideration as contributions to Vibrations. Students interested in designing and producing Vibrations enroll in GRAPH 251 (Publication Design I) and GRAPH 252 (Publication Design II).



# Campus Services & Resources

## BOOKSTORE

**MAIN STORE:** Parks Student Union, second floor

Phone: 425-388-9413

Web: [www.everettcc.edu/bookstore](http://www.everettcc.edu/bookstore)

**ANNEX:** Whitehorse Hall, Room 290

Phone: 425-388-9433

Hours: 8am-7pm, Monday and Tuesday

8am-5pm, Wednesday and Thursday

8am-3pm, Friday (Main Store); 8am-noon, Friday (Annex)

First week of Fall, Winter, and Spring quarter:

8am-7pm, Monday through Thursday

8am-3pm, Friday (Main Store); 8am-noon, Friday (Annex)

Open during quarter breaks for your convenience. Textbook Buy-Back occurs during Final Exams each quarter.

Texts and classroom supplies as requested by instructors. Reference books, general reading, gifts, snacks, cards, imprinted clothing, and backpacks are also stocked. VISA/MC accepted.

## CONFERENCE SERVICES

Location: Parks Student Union, second floor

Phone: 425-388-9315

E-mail: [conferenceservices@everettcc.edu](mailto:conferenceservices@everettcc.edu)

Student groups may use classrooms and facilities on campus. All student room requests must be submitted by staff or faculty through the online scheduling system.

Off-campus groups may rent specific rooms at EvCC on a space-available basis. Fees for room rental, media services, etc will be charged. For prices and to schedule please contact Conference Services at 425-388-9315 or via e-mail at [conferenceservices@everettcc.edu](mailto:conferenceservices@everettcc.edu).

## eLEARNING OFFICE

Location: Whitehorse Hall, Room 210 and 211

Phone: 425-388-9367, 1-866-575-9027

Email: [elearning@everettcc.edu](mailto:elearning@everettcc.edu)

Web: [www.everettcc.edu/elearning](http://www.everettcc.edu/elearning)

Hours: 8am-5pm, Monday through Thursday

8am-4pm, Friday

(Check our webpage for Summer hours)

Coordinates and provide general information to students regarding online, hybrid, and web enhanced classes and offers ANGEL support to all eLearning students.

## EVCC FOUNDATION

Location: Olympus Hall, 227-229

Phone: 425-388-9434

Hours: 8am-5pm, Monday through Friday

The Everett Community College Foundation coordinates all fund-raising activities for the College, including donations for scholarships, equipment, professional development for faculty and staff, special campus program needs, and capital projects. A student representative nominated by the Student Senate and appointed by the College President serves as an ex-officio member of the Foundation Board of Directors.

All student clubs and organizations wishing to contact local businesses and organizations for donations, must first receive approval from the EvCC Foundation office.

## BARGREEN COFFEE COMPANY (ESPRESSO BAR)

Location: Parks Student Union, second floor, Whitehorse Hall, first floor, and Fitness Center

Hours: Parks Café

7am-7:30pm, Monday through Thursday

7am-2pm, Friday

Whitehorse Hall

7am-6pm, Monday through Thursday

7am-2pm, Friday

Student Fitness Center Juice Bar

8am-4pm, Monday through Thursday

## LIBRARY-MEDIA CENTER

Location: Parks Student Union, first floor

Phone: Administration 388-9501

Checkout Desk 388-9353

Reference Desk 388-9354

Email: [library@everettcc.edu](mailto:library@everettcc.edu)

Web: [www.everettcc.edu/library](http://www.everettcc.edu/library)

Hours: 7:30am-8pm, Monday through Thursday

7:30am-4pm, Friday

Noon-4pm, Saturday (Hours may vary during Summer Quarter and on Holidays)

Check the library website at [www.everettcc.edu/library](http://www.everettcc.edu/library) for current information and hours.

The LMC provides support for the instructional programs on campus, through the following services and resources:

- Individual reference assistance in locating information, using resources, and doing research projects. Email and online assistance is available from the website.
- General and course-specific library instruction sessions, as arranged by instructors.
- A book collection of 51,000 volumes, plus an extensive collection of DVD's, and CDs.
- Access to hundreds of magazines and newspapers, both in print and on-line, through computerized indexes and full-text databases.
- Many additional on-line resources, including the Internet, and computerized reference sources.
- Interlibrary loan service, for access to materials not owned by the LMC.
- Special sections for career information, new readers of English, and English as a Second Language materials.
- Facilities and equipment include a media viewing and listening stations, group study rooms, quiet study areas, photocopiers, and microform readers-printers.
- Web page and online catalog: [www.everettcc.edu/library](http://www.everettcc.edu/library).
- Wireless Connectivity for laptop computer use in the library.
- Rental of netbooks and graphing calculators.

## PARKS CAFÉ

Location: Parks Student Union, second floor

Phone: 425-388-9400

Web: [www.everettcc.edu/cafe](http://www.everettcc.edu/cafe)

Hours: 7:30am-7:00pm, Monday through Thursday

7:30am-2:30pm, Friday

Everett Community College's 5,600-square-foot Parks Café features an airy cafeteria with large windows, an espresso stand, and seating for more than 300.

## SECURITY/PARKING

Location: Parks Student Union, Room 224

Phone: Business calls: 425-388-9990.

After hours and emergency calls: 425-388-9998  
or from a campus phone Ext. 9998

Hours: 7:30am-4:30pm, Monday through Friday

The Everett Community College Safety and Security Office provides (24) hour emergency response services to the campus, seven days a week. To achieve our goal of providing a safe and secure campus, officers work closely and cooperatively with the City of Everett Fire and Police Departments. We are actively involved with enhancing the college's emergency preparedness, crime prevention, and traffic management. Our staff is able to provide motorist assistance to holders of current parking permits. Assistance includes jump starts, flat tires, and locked keys in cars.

All parking on Campus (Day, Evenings and Weekends) is by permit only. Staff and student parking permits are purchased at the Cashier's Office.

Two hour pay metered visitor parking is available near the Parks Student Union for a fee of two dollars. Permits may be purchased at the yellow pay parking machine located on the south side of Parks Student Union next to the Bike Station (exact change only) or at the Cashier's Office. All day metered parking can be purchased for a fee of three dollars from yellow pay parking machines (exact change only) located in parking Lot E (south of Whitehorse Hall), Lot J (corner of Waverly Avenue and Tower Street), or the Cashier's Office.

## STUDENT FITNESS CENTER

Location: Fitness Center, 2206 Tower St.

Phone: 425-388-9181

Hours: 6am-9pm, Monday through Friday  
8am-noon, Saturday

EvCC's 49,000 square foot Student Fitness Center is located at 2206 Tower St., near the Everett Transit Center's College Station and EvCC's main campus. Construction started in August 2009 and was completed in early January 2011.

The \$19.5 million center includes classrooms for physical education and health programs, a gym with retractable bleacher seating for 2,250, a cardio and free weight training room, a climbing wall, running track, juice bar, a multi-purpose small gym and offices for faculty and staff. The center also includes space for intercollegiate athletics and activities.

During regular hours, the center's basketball court, cardio and weight room, and other spaces may be unavailable due to use by classes or athletic events. Please check the Intramural Hours for specific times at [www.everettcc.edu/athletics](http://www.everettcc.edu/athletics). The running track is always available when the Fitness Center is open.

**Use:** Current EvCC students, faculty, and staff can use the Student Fitness Center. The center is not open for general community use at this time.

Students must present current EvCC student identification to use the center. To get your free student ID or quarterly sticker, go to the Paperclip in the Parks Student Union. Students pay for use of the gym through the Student Campus Enhancement Fee, which you pay after you register for classes. There is no additional charge to use the center.

Faculty and staff must present their EvCC identification with a Fitness Center sticker for the current quarter. To purchase a quarterly sticker, go to the EvCC Cashier's Office in Jackson Center.

**Questions:** Contact the main information line at 425-388-9181 or contact Larry Walker, Athletic Director & Intramural Coordinator at 425-388-9328 or Sue Snow, Program Coordinator at 425-388-9327.

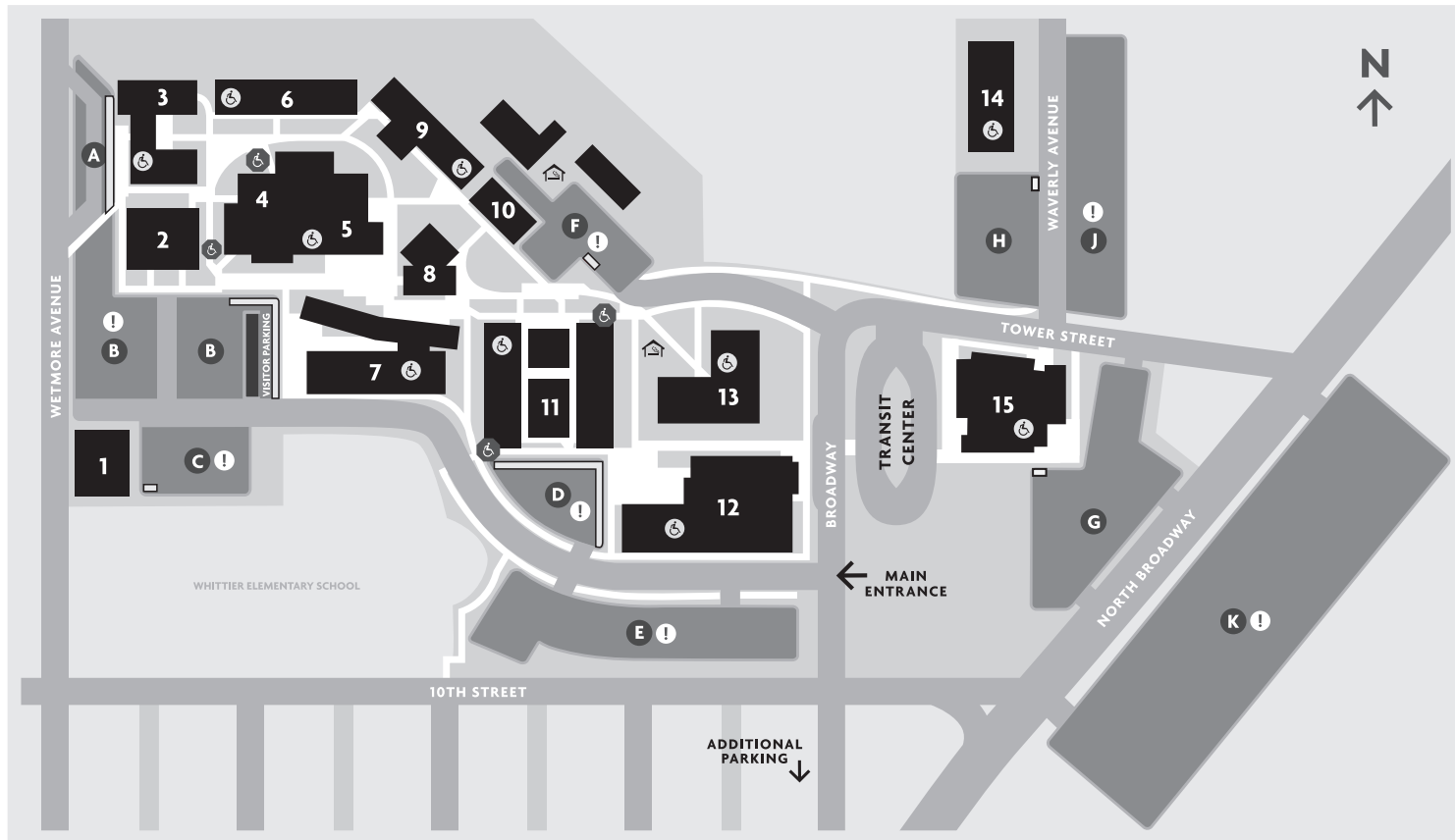
**Rental:** To rent the Student Fitness Center, contact EvCC's Conference Services Office at 425-388-9315 or [conferenceservices@everettcc.edu](mailto:conferenceservices@everettcc.edu).



# Main Campus Map & Directory

## Everett Community College Main Campus

2000 Tower Street, Everett, WA 98201-1390 [www.everettcc.edu](http://www.everettcc.edu) Switchboard/Information: 425-388-9100



### Quick Find

ADMISSION / REGISTRATION	8
BOOKSTORE	5
CASHIER	8
FINANCIAL AID	5
HUMAN RESOURCES	3
LIBRARY / MEDIA CENTER	4
PRESIDENT'S OFFICE	3
UNIVERSITY CENTER	7

### Buildings

BAK BAKER HALL	6	NBI NIPPON BUSINESS INSTITUTE	1
ELC EARLY LEARNING CENTER	14	JAPANESE CULTURAL CENTER	
FIT FITNESS CENTER	15	OLY OLYMPUS HALL	3
GLA GLACIER HALL	10	PSU PARKS STUDENT UNION	5
GWH GRAY WOLF HALL	7	RAI RAINIER HALL	2
IND INDEX HALL	11	SHK SHUKSAN HALL	13
JKC JACKSON CENTER	8	WHI WHITEHORSE HALL	12
LMC LIBRARY / MEDIA CENTER	4		
MON MONTE CRISTO HALL	9		



- ADA RESTROOMS AVAILABLE INSIDE
- INACCESSIBLE AREAS FOR DISABLED
- DESIGNATED SMOKING AREA
- EMERGENCY ASSEMBLY AREA

FOR CAMPUS SAFETY CALL :

**425-388-9990**

### Parking\*

- DISABILITY
- PERMIT PARKING - PARKING LOTS A-K
- VISITOR PARKING - LOCATED IN LOT B

\* PARKING ON CAMPUS IS BY EVCC PERMIT ONLY. DAILY PERMITS ARE AVAILABLE AT THE CASHIERS OFFICE OR AT DESIGNATED PAY & PARK STATIONS.

### To reach us from...

#### Interstate 5 Northbound

Take Exit 195 and turn left onto Marine View Drive. Turn left onto 16th Street (.5 miles) and continue to Broadway. Turn right on Broadway and continue to Tower Street. Turn left on Tower Street and go two blocks up the hill and around a curve to the left. The main campus entrance is in the middle of the block to your right.

#### Interstate 5 Southbound

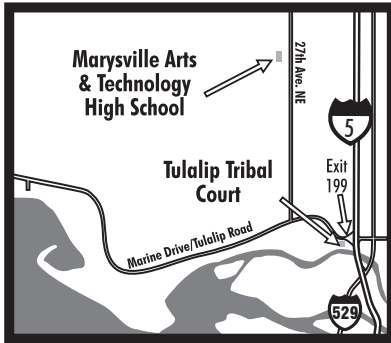
Take Exit 198 and continue on Highway 99 into Everett until reaching Tower Street. Turn right on Tower and go up the hill to the main campus entrance.

#### Downtown Everett

Take Broadway north to Tower Street. Turn left on Tower Street and go up the hill to the main campus entrance.

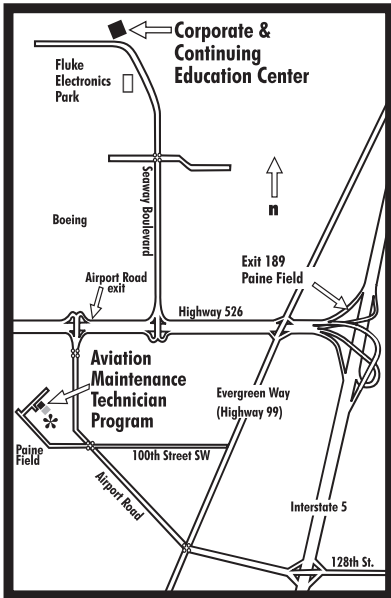
# Locations

In an effort to promote education throughout the community, Everett Community College offers various college courses at locations away from the main Everett campus.



**1 MARYSVILLE ARTS AND TECHNOLOGY HIGH SCHOOL**  
7204 27th Ave. NE, Tulalip, WA 98271  
360-653-0664

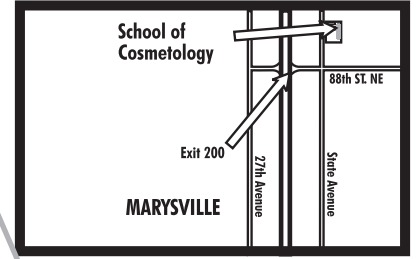
**2 TULALIP TRIBAL COURT**  
(Formerly Tulalip South Lot)  
6103 31st Avenue NE, Bldg. B, Tulalip, WA 98271  
425-388-9291



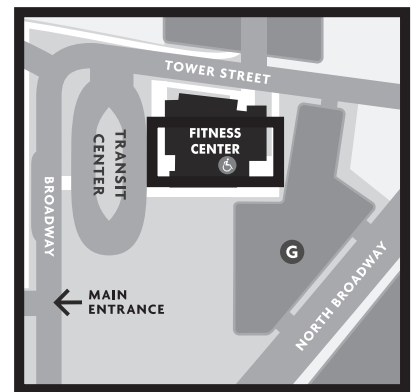
**3 CORPORATE & CONTINUING EDUCATION CENTER**  
2333 Seaway Boulevard, Everett, WA 98203  
425-267-0150

**4 SNO-ISLE TECH SKILLS CENTER**  
9001 Airport Road, Everett, WA 98204  
425-348-2220

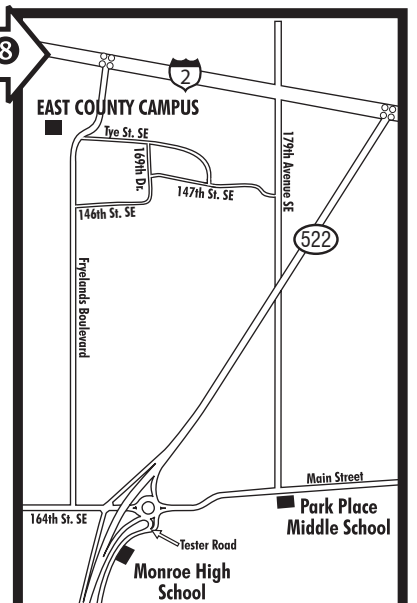
**5 AVIATION MAINTENANCE TECHNICIAN PROGRAM**  
9711 32nd Place W., Bldg. C-80, Paine Field, Everett, WA 98204  
425-388-9533



**6 SCHOOL OF COSMETOLOGY**  
9315 G State Avenue, Marysville, WA 98270  
425-259-8283



**7 FITNESS CENTER**  
2206 Tower Street, Everett, WA 98201



**8 MONROE EAST COUNTY CAMPUS  
MONROE HIGH SCHOOL  
PARK PLACE MIDDLE SCHOOL**  
East County Campus: 14090 Fryelands Blvd. SE, Suite 373,  
Monroe, WA 98272  
Monroe High School: 17001 Tester Road, Monroe, WA 98272  
Park Place Middle School: 1408 W. Main St., Monroe, WA 98272

# ALPHABETICAL OFFICE DIRECTORY

See map on Pages 10-11

Administrative Services, Office of the Vice President .....3 Olympus Hall, Room 111 425-388-9227	Cosmetology Program.....(See page 11) 9315-G State Avenue, Marysville 425-388-9339	Instructional Media Design Center ..... 5 Parks Student Union, Room 258 425-388-9350
Admissions/Registration Office ..... 8 See Enrollment Services	Counseling/ Career Services ..... 5 Parks Student Union, 3rd floor 425-388-9263	International Education ..... 9 Monte Cristo Hall, Rooms 206, 207, 213, 214 425-388-9289
Arts and Learning Resources Division Office ..... 12 Whitehorse Hall 209 425-388-9501	Criminal Justice/ Fire Science Program Office ..... 11 Index Quad, Room 102 425-388-9545 or 425-388-9517	Jobs Center.....3 Olympus Hall-South Wing, 1st floor 425-388-9229
Associated Student Body Offices ..... 5 Parks Student Union, Room 209 425-388-9561	Outreach, Diversity and Equity Center ..... 5 Parks Student Union, 3rd floor 425-388-9306	Library-Media Administration.....12 Whitehorse Hall, Rooms 208, 209 425-388-9501
Aviation Program Building C-80, Paine Field .....(See page 11) 425-388-9533	Educational Planning Center..... 5 Parks Student Union, 3rd floor 425-388-9339	Library-Media Center.....4 Parks Student Union, 1st floor 425-388-9429
Basic Skills & Adult Education Division Office..... 2 Rainier Hall, 2nd floor 425-388-9291	East County Campus (Monroe) .....(see page 11) 14090 Fryelands Blvd. SE, Monroe Park Place Middle School, Monroe High School 425-239-8017 or 425-320-8434	Math and Science Division Office.....13 Shuksan Hall, 1st floor 425-388-9429
Bookstore ..... 5 Parks Student Union, 2nd floor 425-388-9413	eLearning ..... 12 Whitehorse Hall, Rooms 210, 211 425-388-9367 or 1-866-575-9027	Math Learning Center.....2 Rainier Hall, Room 311
Business and Workforce Education Division..... 3 Olympus Hall – North Wing, 1st floor 425-388-9243	English as a Second Language ..... 2 Rainier Hall, 2nd floor 425-388-9291	Monroe Center .....(see page 11) See East County Campus
Cashier ..... 8 Jackson Center, through Oct Parks Student Union, beginning Nov 425-388-9224	Enrollment Services ..... 8 Jackson Center, through Oct Parks Student Union, beginning Nov 425-388-9219	Nippon Business Institute.....1 Japanese Cultural and Resource Center 905 Wetmore Avenue 425-388-9195
Center for Disability Services ..... 5 Parks Student Union, Room 267 425-388-9272	EvCC Foundation ..... 3 Olympus Hall – West Wing, 2nd floor 425-388-9949	Nursing and Health Sciences Division.....11 Nursing, Index 140 425-388-9463 Division Office, Index 147 425-259-8733
Child Care Center/ Early Learning Center .....14 820 Waverly Ave. 425-388-9121	Financial Aid ..... 5 Parks Student Union, 3rd floor 425-388-9280	The Paperclip (Student Assistance Center).....5 Parks Student Union, Room 203 425-388-9258
The Clipper Office (Student Newspaper).....12 Whitehorse Hall, Rooms 265 425-388-9522	Financial Referral Center..... 5 Parks Student Union, 3rd floor, 425-388-9278	Parks Café..... 5 Parks Student Union, 2nd floor
College Advancement Office of the Vice President ..... 3 Olympus Hall, Room 208 425-388-9949	Gymnasium..... 15 See Student Fitness Center	Payroll.....3 Olympus Hall – South Wing, 1st floor 425-388-9057
College Services.....13 Office of the Vice President Shuksan Hall, Room 217 425-388-9026	High School Completion Program..... 2 Rainier Hall, 2nd floor 425-388-9291	Parking Services ..... 5 Parks Student Union, 2nd floor 425-388-9990
Communications & Social Science Division Office ..... 7 Gray Wolf Hall – North Wing, 3rd floor 425-388-9387	High School Relations Office ..... 5 Parks Student Union, 3rd floor 425-388-9211	President ..... 3 Olympus Hall – South Wing, 2nd floor 425-388-9572
Conference Services..... 5 Parks Student Union, Room 221 425-388-9315	Human Resources..... 3 Olympus Hall – Room 116 425-388-9229	Purchasing ..... 3 Olympus Hall - South Wing, 1st floor 425-388-9234
Computer Labs ..... 3, 13, 7, 4 Olympus Hall, Shuksan Hall, Gray Wolf Hall, Library	IT Help Desk ..... 13 Shuksan Hall – 2nd floor 425-388-9333	Rainier Learning Center ..... 2 Rainier Hall, 1st floor Bridge Learning Lab, 425-388-9004 Tutoring Center, 425-388-9356 Writing Center, 425-388-9406
Corporate & Continuing Education Center..(See page 11) 2333 Seaway Blvd., Everett 425-267-0150	Instruction and Student Services.....3 Office of the Vice President Olympus Hall – South Wing, 2nd floor 425-388-9215 or 425-388-9588	Refugee and Immigrant Services Northwest ..... 2 Rainier Hall, 2nd floor 425-388-9307

Resource Development Office ..... 3 Olympus Hall – South Wing, 2nd floor 425-388-9527	Student Fitness Center ..... 15 2206 Tower St. 425-388-9181	University Center ..... 7 Gray Wolf Hall – North Wing, 1st floor 425-259-8900
Russell Day Gallery ..... 5 Parks Student Union, 2nd floor 425-388-9036	Student Activities Office ..... 5 Parks Student Union, Room 209 425-388-9561	Veterans Resource Center ..... 5 Parks Student Union, 3rd floor 425-388-9277
Safety & Security Office..... 5 Parks Student Union, 2nd floor 425-388-9990	Testing Center (Entry, GED, Placement) ..... 10 Glacier Hall 425-388-9288	WorkFirst ..... 6 Baker Hall – Room 203 425-388-9372
Staff Services (Mail Room)..... 10 Glacier Hall	Tutoring Center ..... 2 See Rainer Learning Center	Writing Center ..... 2 See Rainer Learning Center

## Other Policies & Announcements

### First Week Attendance and Withdrawal Policy

During the first week of the quarter, it is important that students attend all classes in which they are registered. Students who are unable to attend the first few class sessions must inform the instructor by the beginning of the second class in order to maintain enrollment in that class. If a student does not notify the instructor or the division office of his/her absence, that student may be withdrawn from class by the instructor. The College does not always, however, withdraw the student for nonattendance. A student who is not officially withdrawn by the College or does not officially withdraw himself/herself may be issued a failing grade by the course instructor based on nonattendance.

By registering, you are taking personal responsibility to pay tuition and fees and to attend classes.

Students withdrawn by the College during the first week under this policy will receive a refund of tuition and fees, if due. It is the student's responsibility to determine if he/she has been withdrawn by the College.

### Do You Meet The Course Prerequisite?

A prerequisite describes the skills and/or knowledge the student must have before taking a class. Prerequisites are listed in the catalog and class schedule. Students are expected to satisfy all prerequisites prior to starting the course. If a student has not met the stated prerequisite(s), the Division Dean may withdraw the student during the first week of the term for a regularly scheduled class, or at the first class meeting for a class that has nonstandard meeting times.

### Grade Errors or Appeals

The deadline for requesting the change or appeal of a final grade is the end of the quarter following the quarter in which the grade was earned. In the case of an I or Y grade, the deadline is the end of the quarter following the quarter in which the grade was converted to a final grade. Final grades given in Spring Quarter may be appealed until the end of the following Fall Quarter. You cannot appeal a grade if it is given as a result of disciplinary action. You cannot appeal a grade on an individual assignment.

Students should direct the initial request for a grade change or appeal to the instructor or to the division dean if the instructor is not available. If the complaint is not resolved, the student may pursue an academic grievance following the procedure as described in the Student Handbook (WAC 132E-120-360).

### Course Repeat Policy

Courses may be repeated to improve the grade earned, but credit is earned only once. To repeat a course, the student must register for the course, submit a course repeat card at the time of registration, and pay all necessary fees. A course may only be repeated twice. See the College Catalog for specific procedures. The course repeat form is also available on the web at [www.everettcc.edu/studentforms](http://www.everettcc.edu/studentforms) Students registered in distance courses who live more than 30 miles from campus should call 425-388-9208 to discuss options. Course repeats must be filed within one academic year of enrollment in the repeated course.

### Unduplicated Registration

The College reserves the right to deny registration by a single student in two sections of the same course in order to maximize the availability of seats for all prospective and current students.

### Directory Information

Under law, the College may release the following information on students to anyone who inquires: student name, major field of study, participation in officially recognized activities and sports, height and weight of athletic team members, quarters of attendance, degrees or awards received, date of birth, and last previous educational agency or institution attended by the student. A student may request that his or her directory information not be released. Contact Enrollment Services for details.

### Payment Policy

Payment and refund policies are based on the view that a student registering for a class is reserving a seat in the class and that tuition and fees cover the opportunity to have that place in a class. Since no other person can purchase that seat, the student is responsible for the tuition and fees. Simply not attending does not constitute a reason for non-payment.

#### State-supported classes

For early registrants, payment is due by the first Early Registration Deadline, usually 2-4 weeks prior to the beginning of the term. The exact date is published in the Class Schedule and the Catalog. Using this deadline, the College may exercise the option to drop unpaid early registrants.

Persons registering after the first Early Registration Deadline have 5 working days to submit payment, or must pay before the first day of class, whichever comes first. Persons who register on the day of class or after the class has started must pay immediately. The College reserves the right to bill students who do not pay in a timely manner. Registrants assume responsibility for payment.

#### Self-Support Classes

Self-support classes are usually distinguished by a comprehensive class fee charged instead of tuition. Payment, drop and refund deadlines vary.

Once you have registered, you are personally responsible for the payment of tuition and fees. Returned checks, cancelled credit cards, employer or agency refusal to pay, ineligibility for financial aid, and other reasons for non-payment may result in a direct bill to you, and/or referral to a collection agency.

To receive a full or partial refund after paying, or to avoid being billed for the full or partial amount of tuition, you must submit an official withdrawal by the refund dates described in the Class Schedule, or listed for the self-support classes.

### Emergency Closure Advisory

Website: [www.everettcc.edu/emergency](http://www.everettcc.edu/emergency)

EvCC will cancel classes and close offices if the main North Everett campus is deemed unsafe due to severe weather or other emergency conditions. For building evacuations, please follow campus announcements as they are issued. Every effort will be made to post closure information by 6 a.m. for day classes and 4 p.m. for evening classes.

If the college closes, all campuses are closed (unless otherwise noted) including:

- Main campus in north Everett
- Paine Field in Everett
- Cosmetology in Marysville
- University Center of North Puget Sound

Exceptions: EvCC-Monroe, Marysville Arts & Technology High School and Tulalip South Lot. EvCC Monroe locations follow the closure listings for the Monroe School District. Marysville Arts & Technical School and classes at the Tulalip South lot follow the closure listings for the Marysville School District.

Notification of EvCC's closure will be made in this order:

- On an opening screen of the EvCC website at ([www.everettcc.edu](http://www.everettcc.edu))
- Sent via text message for subscribers (sign up now at [www.everettcc.edu/emergency](http://www.everettcc.edu/emergency))
- Online through the Public Schools Emergency Communication System (PSECS) [Schoolreport.org](http://Schoolreport.org).
- By message on the main phone line at 425-388-9100.

*Messages will only be posted if the college is closed. If a message is not posted, the college is operating with normal business hours.*

### **Guidelines for Reasonable Accommodation of Students With Disabilities**

The college operates in accordance with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973 and State of Washington Laws of 1994, Ch. 105. Everett Community College is committed to providing qualified students with disabilities an equal opportunity to access the benefits, rights and privileges of college services, programs and activities. Students with disabilities have the right to request and receive academic adjustments/reasonable accommodations to ensure access to programs and facilities at the college. To receive such accommodations, students are responsible for requesting accommodations and documenting the nature and extent of their disability in a timely manner. Students needing Sign Language interpreters, books in alternate formats, or other similar accommodations need to request such services at least six weeks in advance.

Students should direct their requests for reasonable accommodation to the Center for Disability Services, Parks 267, right across from the bookstore. Copies of the Everett Community College's Academic Adjustment Procedures for Students With Disabilities is available from the Center for Disability Services office upon request.

Appropriate academic adjustments/reasonable accommodations will be provided to qualified students with disabilities participating in the following activities; recruitment, the application process, enrollment, registration, financial aid, course work, academic counseling/advising, and non-academic programs and services.

### **Behavioral Intervention Team (BIT)**

Everett Community College created a Behavioral Intervention Team in 2009 with the goal of strengthening campus safety and promoting early identification of students at risk. The purpose of BIT is to intervene early and coordinate the support and response to students whose behavior poses a potential risk to themselves and/or others or disrupts the mission and functions of the campus community.

When reports of concerning behavior and/or welfare are made by students, staff or faculty, the team will follow up on the reported concerns and respond appropriately. The group meets regularly to assess and implement an intervention plan for students deemed to be at risk to themselves or others. The BIT is housed within the Office of the Vice President of Instruction and Student Services.

### **Children on Campus**

In general, children are not permitted on campus unless they are directly supervised by a parent or the responsible adult, officially enrolled in classes, or directly involved in an instructional process.

In no case, even if accompanied by a parent or other adult, are children permitted in labs, shops, clinical areas, or any areas where potential hazards exist, with the exception of children directly involved in the instructional process (e.g. Early Childhood Center, Cosmetology Salon).

Individuals who bring children to campus are responsible for their supervision at all times; leaving children unattended in public access areas such as the Parks Café or Library, does not meet this supervision standard. College officials are to contact parents or other parties responsible for children left unattended on campus, and inform them that children must be properly supervised while on campus.

Individuals who bring children to campus and refuse to abide by these guidelines will be referred to security.

### **Pets and Other Animals on College Property**

**Purpose:** The safety and security of students, employees, visitors and the general public are a prime concern and responsibility of the college. To safeguard the educational and workplace environment of the college the following policy is established.

**Policy:** Based on reasons of health, sanitation and safety, no person shall be permitted to bring into or leave any dog, cat or any other animal or pet in any college building, nor is it permitted to leave any such pet or animal unattended on any college controlled property.

This policy does not apply to guide dogs or other trained service animals, as defined by law and consistent with the Americans with Disabilities Act, providing assistance to persons with disabilities requiring these services. This policy does not apply to animals brought to campus for a specific course assignment, K-9 officers and animals maintained by the college for educational purposes.

### **Computer and Network Acceptable Use Policy**

The use of Everett Community College (EvCC) computers and network facilities shall be solely for facilitating the processing and exchange of information in furtherance of education and research. Use shall be consistent with the mission, policies, and procedures of EvCC and applicable federal and state law.

Users shall respect the rights and property of others and not improperly access or attempt to access, misuse, or misappropriate information/files. Accounts and passwords are individualized and may not be shared without prior permission from the Vice President of College Services or the Director of Information Technology. The network is managed by Information Technology. Network users shall not change cabling or add new services. Users will promote efficiency in order to minimize congestion of the networks. Requests for changes should be sent to the Information Technology Department.

EvCC computers and networking facilities shall not be used for commercial purposes or private gain. The expectation of privacy, in relation to what is stored on college computer equipment or carried as network traffic, exists only to protect the confidentiality needed to properly conduct college business. This policy also applies to the use of other networks accessed through EvCC computers or networks.

Interpretation, application, and modification of this policy shall be within the sole discretion of EvCC. Violations may result in loss of computer and/or network use privileges and other penalties consistent with EvCC policies and procedures. Questions arising under this policy should be directed to the Vice President of Administration.

### **Violations of Acceptable Use Policy**

Violators of this policy will be subject to the normal disciplinary procedures of the College, including those described in the Student Handbook in the section titled Student Rights and Responsibilities, and/or those described below. Violations of this policy will be dealt with in a serious and appropriate manner according to one of the four categories described below. Illegal acts involving College computing resources may also be subject to prosecution by local, state or federal authorities.

**Category 1 Offense:** These offenses generally show a lack of consideration of computing resource and/or other computer users, but do not threaten privacy, computer integrity or violate ethical principles. Violators will be issued a verbal, Email or hardcopy warning regarding their actions. Repeated offense in this category will result in a Category 2 disciplinary action.

**Category 2 Offense:** These offenses often involve violations of ethical actions, for example, where user privacy or computer integrity was violated. Violators will have their user account and computer access (including access to the computer labs) suspended until a formal session with the Director of Information Technology. A copy of this policy will be provided to the user with the specific area of offense highlighted. Repeated offense in this category will result in a Category 3 disciplinary action.

**Category 3 Offense:** These offenses generally warrant an investigation and an incident report by the Director of Security and/or the Vice President of Instruction and Student Services. Violators will have their user account and computer access (including access to the computer labs) suspended. The violator MUST attend a session with the Director of Security and/or the Vice President of Instruction and Student Services. All computer privileges will continue to be suspended until the completion of the investigation and issuance of a report by the Director of Security. In most cases the appropriate College official will make the determination if computer privileges are to be returned to the violator. Repeated offense in this category will result in a Category 4 disciplinary action.

**Category 4 Offense:** These offenses generally warrant an investigation and an incident report by both the Director of Security and local, state or federal law enforcement. Violators committing a Category Four offense will forfeit all rights to computer privileges. Any and all information requested by the Director of Security, local, state or federal law enforcement will be provided. If the violator is found guilty of the offense under investigation, any future access to College computer resources must be first approved by the appropriate College official, and that official may stipulate usage only under supervised circumstances.

Any computer offense not explicitly classified in this policy will be reviewed on a case-by-case basis. The College reserves the right to stiffen or lessen the penalties based on situations involved in the offense.





## Definitions

### Moving Violation

An act or omission in violation of the EvCC Washington Administrative Code (WAC) or other applicable State, County or Municipal traffic codes by the driver of a motor vehicle or non-motorized conveyance operated on property owned or leased by Everett Community College.

### Non-moving Violation

An act or omission in violation of the EvCC WAC or other applicable State, County or Municipal traffic codes by the driver of a motor vehicle or non-motorized conveyance stopped, standing, or parked on property owned or leased by Everett Community College.

### Traffic Fine Collection

1. Traffic Regulations of Everett Community College - Enforcement (132E-16 WAC)

2. Parking on the Everett Community College campus is by parking permit. (132E-16-010 WAC)

3. Traffic Violation Notice issued (moving/non-moving) (132E-16-008 WAC) Resolution of fines and penalties are the responsibility of the traffic violator. (132E-16-240 (6) WAC)

4. Traffic Violation Notice - Appeal (132E-16-230 WAC) A WRITTEN appeal must be submitted to the Security Officer within five (5) working days following the issuance of a traffic violation notice. There are no exceptions to the five days notice.

If no response from the traffic violator...

5. After five (5) working days following the issue of a traffic violation notice, a reminder letter is mailed to the traffic violator's home of record.

In addition to reminding the traffic violator that he/she must pay the traffic fine, the letter will also outline the subsequent procedures for failure to pay the fine(s). Student records and registration ability will be held until the traffic fine is paid. (132E-16-240(4) WAC)

If no response from the traffic violator...

6. Fifteen (15) working days following the mailing of the reminder letter, a second letter will be mailed to the home of record advising the traffic violator of specific consequences established by WAC procedures.

If no response from the traffic violator...

7. If the traffic fines are not paid in full and the traffic violator's vehicle is once again parked on campus a sixth (6th) traffic violation notice shall be written and the vehicle impounded at the owner's expense. (132E-16-280 WAC)

Unpaid traffic violations are unpaid debt owed to Everett Community College (132E-16-240(7) WAC)

8. Failure to pay the fines will result in the fine being sent to a collection agency. If the reminder letter is returned due to an incorrect address provided by the violator, the fine will be sent immediately to collection.



# Student Rights & Responsibilities

## WAC 132E-120-110 EVERETT COMMUNITY COLLEGE STUDENT RIGHTS AND RESPONSIBILITIES.

Everett Community College exists as an institution for the transmission of knowledge, the pursuit of truth, and the development of its students. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of this educational community. The college has a responsibility to the students and society at large to develop policies and procedures which provide for and safeguard such freedom. This is a statement of essential rights, responsibilities, and freedoms of students enrolled at Everett Community College.

[Statutory Authority: RCW 28B.50.140. 00-17-015, § 132E-120-110, filed 8/3/00, effective 9/3/00.]

## WAC 132E-120-120 ACADEMIC AFFAIRS.

Students' scholastic performance shall be evaluated on the basis of educational performance, not on opinions or conduct in matters unrelated to scholastic standards.

### (1) Protection of freedom of expression.

Students shall be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course for which they are enrolled.

### (2) Right to pursue educational goals.

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

### (3) Protection against improper academic evaluation.

Students shall have protection, through orderly procedures, against prejudice or capricious academic evaluation. At the same time, they are responsible for maintaining the standards of academic performance established for each course in which they are enrolled (see academic grievance procedure in the student handbook, WAC 132E-120-360).

### (4) Rights and responsibilities regarding final examinations.

Students have the right to have course comprehensive final examinations scheduled per the College's Final Exam Schedule and are expected take these examinations as scheduled by the Final Exam Schedule. A comprehensive final examination is that which includes material covered throughout the entire course. The exception to this rule applies during summer quarter when there is not a scheduled final examination week.

### (5) Right to attend classes as regularly scheduled.

Students have the right to expect classes to be held as regularly scheduled and are expected to attend such classes per the class instructor's attendance expectations as stated in the syllabus for the course.

### (6) Rights and responsibilities regarding course syllabi.

Students have the right to expect the class instructor to follow his/her course syllabus and if any changes are made to the grading system and/or course requirements during the quarter, the students must be promptly notified. If a different instructor is assigned to the class during the quarter, the original course syllabus shall be followed; however, if the new instructor determines a need to modify the syllabus for the portion of the course he/she is teaching, the students must be promptly notified. The students are responsible for reading and understanding the information provided in the course syllabus and any changes made to it during the quarter.

### (7) Protection against improper disclosure.

Information about student views, beliefs, and political associations acquired by faculty members in the course of their work as instructors, advisers, and counselors will be considered as privileged and confidential.

[Statutory Authority: RCW 28B.50.140. 00-17-015, § 132E-120-120, filed 8/3/00, effective 9/3/00.]

## WAC 132E-120-130 STUDENTS AS RESEARCH SUBJECTS.

(1) Permission may be granted for conduct of research involving students for such purposes as the pursuit of advanced degrees, independent student research, and research for off-campus individuals and agencies. Participation therein is the choice of the individual student. Persons planning research utilizing students as subjects must secure permission in advance of the project from the Vice President of Instruction and Student Services. Minimally such approval will entail:

(a) Assurance that the project does not conflict with examinations or require a major loss of classroom time;

- (b) Assurance that students know they have the alternative of choosing to participate or not;
- (c) Explanation of the purpose of the research and disclosure of any possible negative consequence of any procedure to which students might be exposed in the research;
- (d) Provision for students to have the opportunity to see the results of the research;
- (e) Evidence that the research method is appropriate for the subject to be studied;
- (f) Guarantee of confidentiality of student records and responses.

(2) Prior to the initiation of such a project, the researcher shall submit a report of the research covering the points listed above to the Vice President of Instruction and Student Services. Written permission may be given with or without college endorsement of the project. In such instances where the Vice President of Instruction and Student Services deems appropriate, assistance may be sought from others with related knowledge before permission to proceed is granted or denied.

[Statutory Authority: RCW 28B.50.140. 00-17-015, § 132E-120-130, filed 8/3/00, effective 9/3/00.]

## WAC 132E-120-150 STUDENT AFFAIRS.

### (1) Freedom of association

Students are free to organize and join associations to promote their common interests, provided such organizations or associations do not disrupt or interfere with the mission of the college.

- (a) The membership, policies, and actions of a student organization will be determined by vote of only those persons who hold bona fide membership in the student body as determined by current enrollment in the college.
- (b) Affiliation with an extramural organization shall not of itself disqualify a student organization from institutional recognition.
- (c) An organization is free to nominate its own adviser from the campus faculty and staff. Campus advisers shall advise organizations in the exercise of the rights and responsibilities as an organization, but they will not have authority to control the policies of such organizations.
- (d) Student organizations shall be required to submit a constitution to the office of student activities which includes a statement of purpose, criteria for membership, rules or procedures, and a current list of officers to the student government recognized by the college.
- (e) Campus organizations, including those affiliated with an extramural organization, shall be open to all students.

### (2) Right of assembly.

- (a) Students have the right to conduct or may participate in any assembly on facilities that are generally available to the public provided that such assemblies:
  - (i) Are conducted in an orderly manner;
  - (ii) Do not unreasonably interfere with classes, scheduled meetings or ceremonies, or regular functions of the college;
  - (iii) Do not unreasonably interfere with pedestrian or vehicular travel; or
  - (iv) Do not cause destruction or damage to college property.
- (b) Any student group or student organization/club which wishes to schedule an assembly must reserve the college facilities per the appropriate procedures (see commercial and promotional activities in the student handbook).
- (c) Assemblies which violate these rules and other college policies and rules may be ordered to disperse by the college.
- (d) A nonstudent who violates any provision of the rule will be referred to civilian authorities.

### (3) Student participation in institutional government

As constituents of the educational community, students shall be free, individually and collectively, to express their views on issues of institutional policy and matters of general interest to the student body. The student body shall have a clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs. The role of student government will be made explicit. The actions of the student government within the areas of jurisdiction shall be reviewed by the director of student activities and by the Vice President of Instruction and Student Services or designee through orderly procedures.

#### (4) Right of ownership of works

Employees of the college shall not use students' published or unpublished works for personal gain without written consent of the student.

#### (5) Right to be interviewed.

- (a) Every student has the right to be interviewed on campus by any organization that is legal desiring to recruit at the college.
- (b) Any student, student group, or student organization/club may assemble in protest against any such organization provided that such protest does not interfere with any other student's rights to have such an interview, and provided that such protest is in accordance with subsection (2) of this section.

[Statutory Authority: RCW 28B.50.140. 00-17-015, § 132E-120-150, filed 8/3/00, effective 9/3/00.]

### WAC 132E-120-160

#### DISCLOSURE OF STUDENT INFORMATION.

- (1) Unless the student has provided the office of enrollment services with written notice which specifically requests otherwise, designated officials of the college may routinely respond to requests for the following directory information about a student:
  - (a) Student's name;
  - (b) Major field of study;
  - (c) Extracurricular activities;
  - (d) Height and weight of athletic team members;
  - (e) Quarters of attendance;
  - (f) Degrees and awards received;
  - (g) The most recent previous educational agency or institutions attended;
  - (h) Date of birth.
  - (i) E-mail address
- (2) Recognized College student organizations, such as scholastic and service clubs, may obtain information relating to a student's academic record and status; requests of this nature are handled on an individual basis and only through the organization's appointed advisor. Pursuant to the National Defense Authorization Act for Fiscal Year 1995, the College must release directory information to military recruiters unless the student specifically denies permission. The College shares selected records with organizations with which the College has a contractual agreement for services. The College may also release enrollment data for loan processing, enrollment and degree verification, and records archiving purposes through contractual arrangements, and to another school in which a student seeks or intends to enroll. The College releases Social Security and enrollment data to the Federal Government for Financial Aid and Veterans' eligibility evaluation and for Hope Scholarship/Lifetime Learning tax credit programs. The College may release records following the receipt of a lawfully issued subpoena, attempting to notify the student beforehand. The College does not disclose records to family members without student consent.
- (3) No other information is to be given without the prior consent of the student or parent/guardian as appropriate. The college registrar or his/her designee will be responsible for reviewing unusual requests for information and assisting in the interpretation of the provisions of the Federal Family Education Rights and Privacy Act/Buckley Amendment. See Family Educational Rights and Privacy Act of 1974 in the Student Handbook for more information on confidentiality of student information and records.

[Statutory Authority: RCW 28B.50.140. 00-17-015, amended and recodified as § 132E-120-160, filed 8/3/00, effective 9/3/00. Statutory Authority: Chapter 28B.50 RCW and 34 CFR 99FERPA. 97-24-056, § 132E-121-010, filed 12/1/97, effective 1/1/98. Statutory Authority: Chapter 28B.19 RCW. 88-18-028 (Order 88-8-3, Resolution No. 88-8-1), § 132E-121-010, filed 8/30/88.]

### WAC 132E-120-170

#### EVERETT COMMUNITY COLLEGE DISTRIBUTION OF LITERATURE PROCEDURES.

In order to insure an atmosphere in which the discussion of diverse points of view and ideas may exist, the following policy with regard to the distribution of printed matter will be implemented.

- (1) Printed matter by students and student organizations may be distributed in an orderly and nonforceful manner in only such areas as may be designated by the Vice President of Instruction and Student Services or designee except that:
  - (a) Noninstructional printed matter shall not be distributed in the classroom during regularly scheduled class time unless otherwise approved by the class instructor. Exceptions to this procedure may be made for special educational purposes and/or emergencies by the President, Vice President of Instruction and Student Services or designee. If and when this occurs, the class instructor, appropriate academic dean, and students in the class shall be notified in a timely fashion.

- (b) Printed matter shall not be distributed in college buildings other than in specifically designated areas or in any area where the distribution of printed matter would restrict the physical passage of students or interfere with the instructional program and administrative and student support functions unless otherwise approved on a temporary basis for a specific informational purpose by the Vice President of Instruction and Student Services or designee;

- (c) Printed matter shall not be placed on any vehicle parked on the campus;
- (d) Posters and advertising bulletins must be approved before they may be posted on campus, and they shall be posted only on informational display boards/areas designated for this purpose. In general, students have the right to display posters and advertising bulletins and are expected to do so per the campus posting procedures. Class projects by students to be displayed outside of the classroom must be on designated boards or areas designed for this purpose and approved by the class instructor. Posters and advertising generated for student activity related events and programs must be approved for posting by the office of student activities. Posting rules and guidelines may change periodically and in some cases be specific to a building and/or area of the campus. In general, material concerning off-campus activities will not be approved unless it is determined to be special service to EvCC students;

- (e) In addition, designated points of distribution will be made available on campus.
- (2) As to content of printed matter, the college will be guided by state and federal laws and principles regarding free speech.
- (3) A system of prior censorship is to be avoided if at all possible. Therefore, maximum cooperation of students, faculty and administration will be necessary. Matters of interpretation regarding these procedures and questions as to content of any displayed material will be handled by the Vice President of Instruction and Student Services or designee.

- (4) Printed matter originating with an off-campus individual(s) or organization must be registered with the Director of Student Activities before distribution will be permitted.

[Statutory Authority: RCW 28B.50.140. 00-17-015, amended and recodified as § 132E-120-170, filed 8/3/00, effective 9/3/00; Order 72-1, § 132E-124-020, filed 2/1/73, effective 3/9/73.]

### WAC 132E-120-180

#### EVERETT COMMUNITY COLLEGE -- STUDENT CONDUCT CODE -- STATEMENT OF PURPOSE.

Everett Community College is dedicated not only to learning and the advancement of knowledge but also to the development of ethically sensitive and responsible persons. It seeks to achieve these goals through a sound educational program and policies governing student conduct that encourage independence and maturity.

[Statutory Authority: RCW 28B.50.140. 00-17-015, recodified as § 132E-120-180, filed 8/3/00, effective 9/3/00; Order 72-1, § 132E-120-010, filed 2/1/73, effective 3/9/73.]

### WAC 132E-120-190

#### EVERETT COMMUNITY COLLEGE -- GENERAL POLICIES CONCERNING STUDENT CONDUCT.

- (1) Everett Community College distinguishes its responsibility for student conduct from the control functions of the wider community. When a student has been apprehended for the violation of a local, state or federal law, the college will not request or agree to special consideration for the student because of his/her status as a student. The college will cooperate fully, however, with the law enforcement agencies.
- (2) Everett Community College may apply sanctions or take other appropriate action only when student conduct directly and significantly interferes with the college's:
  - (a) Primary educational responsibility of ensuring the opportunity of all members of the college's community to attain their educational objectives,
  - (b) Subsidiary responsibilities of protecting the health and safety of persons in the college community, maintaining and protecting property, keeping records and other services, and sponsoring nonclassroom activities such as lectures, cultural events, concerts, athletic and other recreational activity events, social functions, and other special activities/events, or
  - (c) When a student commits any of the offenses listed in WAC 132E-120-220.
- (3) Procedural fairness is basic to the proper enforcement of all college rules. In particular, no disciplinary sanction as serious as expulsion, suspension, summary suspension or disciplinary probation, written warning, or restitution shall be imposed unless the student has been notified in writing of the charges against him/her and has had the opportunity:
  - (a) To appear alone or with another to advise and assist him/her as he/she appears before an appropriate college official and/or the student conduct committee. Any person who accompanies the student may provide support or guidance to the student,

but may not speak, represent, or advocate for the student before the college official or student conduct committee. An accommodation of a spokesperson (a person who would address the college official, or assist the person in addressing the college official) may be approved if a person's disability warrants such an accommodation. Other circumstances regarding a request by the student for the use of a spokesperson would be considered by the Vice President of Instruction and Student Services or designee.

- (b) To know the nature and source of the evidence against him/her and to present evidence in his/her behalf, and
- (c) To have his/her case reviewed by the student conduct committee.
- (4) Students shall have an opportunity to participate fully in the formulation of all policies and rules pertaining to student conduct.
- (5) Rules and sanctions affecting the conduct of students shall be based on principles of equal treatment, including like penalties for like violations.
- (6) The general policies, violations and sanctions shall be printed and made available to students of the college.

[Statutory Authority: RCW 28B.50.140.00-17-015, amended and recodified as § 132E-120-190, filed 8/3/00, effective 9/3/00; Order 72-1, § 132E-120-020, filed 2/1/73, effective 3/9/73.]

#### **WAC 132E-120-200 AUTHORITY TO REQUEST IDENTIFICATION.**

In situations of suspected misconduct or suspected unauthorized presence in a college facility, it may be necessary for properly identified college personnel to ask a person to produce evidence of being a currently enrolled student at the college. Failure to comply with a legitimate request for identification from a properly identified college personnel is a violation of this chapter and may result in disciplinary action if the person is found to be a student. In emergency situations or in cases of serious misconduct where there is a substantial danger to the college community or college property, failure to produce identification by a student may result in the assumption by college personnel that the person questioned is not a student and may result in direct civil or criminal action.

[Statutory Authority: RCW 28B.50.140.00-17-015, § 132E-120-200, filed 8/3/00, effective 9/3/00.]

#### **WAC 132E-120-210 EVERETT COMMUNITY COLLEGE STUDENT CONDUCT -- AUTHORITY AND RESPONSIBILITY.**

- (1) The Board of Trustees acting in accordance with RCW 28B.050.140(14) does by written order delegate to the President of the college authority to administer disciplinary action.
- (2) The Vice President of Instruction and Student Services is directed by the President to represent the college with regard to student affairs including discipline. He/she is responsible for assembling facts regarding incidents referred to his/her office, making provisions for suitable hearings, convening the designated student conduct committee when requested, notifying students and others concerned, determining and imposing appropriate disciplinary action, keeping confidential files and reports regarding incidents following each disciplinary case until it is closed, and destroying out-of-date files related to student disciplinary cases as may be permitted under state law.
- (3) The instructor is responsible for the management of student conduct in the classroom. Instructors may remove a student from class on a daily basis if the student is being disruptive to the learning environment for students and/or the teaching environment for the instructor and fails to abide by the instructor's behavioral expectations. The Vice President of Instruction and Student Services or designee may, through the appropriate disciplinary proceedings as set forth in this chapter, permanently remove a student from a class for disruptive behavior.
- (4) Any college administrator or security personnel member may remove a disruptive student from the college facilities. If the safety of the student or others is jeopardized, the student can be summarily suspended by the Vice President of Instruction and Student Services or his/her designee until disciplinary proceedings can be completed. The Vice President of Instruction and Student Services or designee may through the appropriate disciplinary proceedings as set forth in this chapter permanently remove a student from the college campus for disruptive behavior.

The student has the right to appeal any disciplinary action taken against him/her by the Vice President of Instruction and Student Services or designee in accordance with the procedures set forth in this chapter.

[Statutory Authority: RCW 28B.50.140.00-17-015, § 132E-120-210, filed 8/3/00, effective 9/3/00.]

#### **WAC 132E-120-220 STUDENT CONDUCT CODE -- VIOLATIONS.**

- (1) As members of Everett Community College, students are expected to abide by all college

rules and regulations. Students shall be subject to disciplinary action as provided for by this code who, either as a principal actor, aider, abettor, or accomplice interferes with the personal rights or privileges of others or the educational process of the college; violates the provisions as set forth in this chapter; or commits any of the offenses as defined in this section.

- (2) No sanction or other disciplinary action shall be imposed on a student by or in the name of the college except in accordance with this chapter.
- (3) Disciplinary actions and/or sanctions may be imposed on a student for the commission of any of the following offenses:
  - (a) Academic cheating or plagiarism.
  - (b) Furnishing false information to the college with the intent to deceive including but not limited to the filing of a formal complaint that falsely accuses another student of violating the student conduct code or a college employee with violating college rules/procedures.
  - (c) Forgery, alteration, or misuse of college documents, records or identification cards.
  - (d) Verbal abuse, physical abuse, sexual misconduct, sexual harassment, sexual assault, reckless endangerment, intimidation, or interference of another person in the college community on college owned or controlled property or at functions sponsored or supervised by the college or its student organizations/clubs.
  - (e) Unlawful discrimination including hate crimes and/or bias incidents. A hate crime includes but is not limited to a criminal offense committed against a person who is motivated, in whole or in part, by the offender's bias against a race, religion, disability, age, status, ethnicity, national origin, sex, or sexual orientation. A bias incident includes but is not limited to an act of conduct, speech, or expression to which a bias motive is evident as a contributing factor, such as racist leaflets or offensive printed materials that exhibit a bias against a race, religion, disability, age, status, ethnicity, national origin, sex, or sexual orientation; verbal, written, cyber/electronic, or physical contact resulting or intending to result in intimidation, harassment, fear, personal assault and/or other violence.
  - (f) Vandalism of college property, theft or conversion of another's property on college owned or controlled property or at functions sponsored or supervised by the college or its student organizations or clubs.
  - (g) Lewd or indecent conduct occurring on college owned or controlled property or at functions sponsored or supervised by the college or its student organizations or clubs.
  - (h) Possession or consuming any form of liquor or alcoholic beverage on college property or at off-campus college events is prohibited except as a participant of legal age at a college sponsored program which has the special written permission of the College President.
  - (i) Illegal possession, illegal consumption, selling, or distributing, or being demonstrably under the influence of any narcotic or controlled substance as defined by RCW 69.50.101 as now or hereafter amended on property owned or controlled by the college or at functions sponsored or supervised by the college except when the use or possession of a drug is specifically prescribed as medication by an authorized doctor or dentist. For the purpose of this rule, "sale" shall include the statutory meaning defined in RCW 69.50.410 as now or hereafter amended.
  - (j) Disorderly or abusive conduct, including conduct resulting from being under the influence of drugs or alcohol on college owned or controlled property or at functions sponsored or supervised by the college. Disorderly or abusive conduct also includes interfering with the right of others or obstructing or disrupting teaching, research, or administrative functions including failure to abide by the directive(s) of a member of the college faculty, or exempt, administrative, or classified staff who is acting in their capacity as an agent of the college.
  - (k) Gambling on property owned or controlled by the college or at functions sponsored or supervised by the college or its student organizations/clubs.
  - (l) Violation of any condition imposed by the Vice President of Instruction and Student Services or designee or recommended by the student conduct committee for an infraction of which sanctions may be imposed under this code.
  - (m) Refusal to provide positive identification (e.g., valid driver's license or state identification card) in appropriate circumstances to any college employee in the lawful discharge of said employee's duties.
  - (n) Entering any administrative or other employee office that is normally not accessible to the public or any locked or otherwise closed college facility in any manner, at any time, without permission of the college employee or agent in charge thereof.
  - (o) Smoking in or on any college facility except those areas which have been identified as designated smoking areas.

- (p) Failure to comply with the following rules governing firearms and weapons on campus or at college sponsored events in facilities leased or rented by the college:
- (i) Carrying, exhibiting, displaying, or drawing any weapon, such as a slung shot, sling shot, club, metal knuckles, dagger, sword, or swing blade knife, or any knife of which is automatically released by a spring mechanism or other mechanical device, or any knife having a blade which opens, or falls, or is ejected into position by force of gravity, or by outward, downward, or centrifugal thrust or movement, or any other cutting or stabbing instrument or club or any other weapon apparently capable of inflicting bodily harm and/or property damage is prohibited.
  - (ii) Explosives, incendiary devices, or any weapon facsimile are prohibited.
  - (iii) Carrying firearms is prohibited.
  - (iv) The regulations in (p)(i) through (iii) of this subsection shall not apply to equipment or material owned or maintained by the college nor will they apply to law enforcement officers.

*[Statutory Authority: RCW 28B.50.140. 00-17-015, amended and recodified as § 132E-120-220, filed 8/3/00, effective 9/3/00; Order 76-11-1, § 132E-120-030, filed 12/17/76; Order 72-1, § 132E-120-030, filed 2/1/73, effective 3/9/73.]*

**WAC 132E-120-230  
EVERETT COMMUNITY COLLEGE -- STUDENT CONDUCT  
CODE -- SANCTIONS FOR VIOLATIONS.**

Sanctions which may be imposed for the commission of college offenses shall include the following:

- (1) Expulsion or disciplinary dismissal from the college: Termination of student status for an indefinite period of time. Disciplinary Dismissal may be placed on the student's transcript indefinitely at the discretion of the Vice President of Instruction and Student Services. Conditions, if any, of restitution readmission, and/or removal of Disciplinary Dismissal from the student's transcript shall be stated in the order of expulsion.
- (2) Suspension from the college: Suspension from student status for a definite period of time.
- (3) Summary suspension: Exclusion from classes or other privileges, services or activities.
- (4) Disciplinary probation with or without loss of designated privileges for a definite period of time. The violation of the terms of disciplinary probation or the infraction of any college rule during the period of disciplinary probation may be grounds for suspension or expulsion from the college.
- (5) Restitution: Reimbursement for damage to or misappropriation of property. The restitution may be in the form of appropriate service or monetary compensation.
- (6) Warning: Notice in writing that continuation or repetition of conduct deemed wrongful, within a period of time stated in the warning, may be cause for more severe disciplinary action.
- (7) Admonition: An oral admonition shall not be considered a formal disciplinary action, and shall not be subject to appeal to the student conduct code.
- (8) The parents of any student under 18 years of age who is placed on disciplinary probation, suspension, or expulsion may be notified at the discretion of the Vice President of Instruction and Student Services or designee pursuant to FERPA guidelines.

*[Statutory Authority: RCW 28B.50.140. 00-17-015, amended and recodified as § 132E-120-230, filed 8/3/00, effective 9/3/00; Order 72-1, § 132E-120-040, filed 2/1/73, effective 3/9/73.]*

**WAC 132E-120-240  
STUDENT CONDUCT--INITIAL DISCIPLINARY PROCEDURES.**

Allegations of misconduct shall be filed in the Vice President of Instruction and Student Services or designee's office in writing. Upon investigation, the Vice President of Instruction and Student Services or designee shall initiate action as described below.

- (1) Students alleged to have committed an act of misconduct shall be notified to meet with the Vice President of Instruction and Student Services or designee for possible disciplinary action. The notice must be given at least one school day prior to the scheduled appointment. The notice will be delivered to the student on-campus and/or by first class mail to the student's last known address. The notice shall identify the provision or provisions of the student conduct code that he/she is alleged to have violated, and the range of penalties, if any, which might result from the disciplinary proceedings.
- (2) After a careful review of the circumstances surrounding the alleged misconduct and after interviewing the accused student, if he/she appears at the initial meeting, the Vice President of Instruction and Student Services or designee may take one of the following actions:
  - (a) Take no further action and terminate the proceeding, exonerating the student or students;
  - (b) Provide whatever counseling and/or advice may be appropriate;

- (c) Impose verbal admonition to the student directly which is not subject to the student's right of appeal as provided in this chapter; or
  - (d) Impose appropriate disciplinary action, subject to the student's right of appeal as described in this chapter. The student shall be notified in writing of such an action.
- (3) The student may be placed on summary suspension pending the commencement of disciplinary action, pursuant to the conditions set forth in WAC 132E-120-250.  
*[Statutory Authority: RCW 28B.50.140. 00-17-015, § 132E-120-240, filed 8/3/00, effective 9/3/00.]*

**WAC 132E-120-250  
SUMMARY SUSPENSION--PURPOSE AND PROCEEDINGS.**

- (1) As defined in WAC 132E-120-230, summary suspension is exclusion from classes or other privileges, services and activities. A student shall be summarily suspended if the Vice President of Instruction and Student Services or designee has cause to believe that the student:
  - (a) Has violated any provision of this chapter; and/or
  - (b) Presents an imminent danger either to himself or herself, other persons on the campus, or to the educational process.
- (2) Summary suspension is appropriate only where subsection (1)(b) of this section can be shown, either alone or in conjunction with subsection (1)(a) of this section. The Vice President of Instruction and Student Services or designee shall enter an order as provided by law if the student is to be suspended. Written notice shall be served by certified and regular mail at the student's last known address, or shall be personally served on the student.
- (3) The procedures for a summary suspension hearing shall be considered an emergency adjudicative proceeding and shall be conducted as soon as possible and, if feasible, within 5 working days. The Vice President of Instruction and Student Services or designee may, upon the request of the student, schedule the hearing at a time later than 5 working days. The Vice President of Instruction and Student Services or designee shall preside over the meeting. The student may appear alone or with another to advise and assist him/her as he/she appears before the appropriate college official(s). Any person who accompanies the student may provide support or guidance to the student, but may not speak, represent, or advocate for the student before the college official. An accommodation of a spokesperson {a person who would address the college official(s)} may be approved if a person's disability warrants such an accommodation. Other circumstances regarding a request by the student for the use of a spokesperson would be considered by the Vice President of Instruction and Student Services or designee. The Vice President of Instruction and Student Services or designee shall, at the summary suspension proceeding, determine whether there is probable cause to believe that continued suspension is necessary and/or whether other disciplinary action is appropriate.
- (4) The Vice President of Instruction and Student Services or designee may continue to enforce the suspension of the student from the college and/or may impose other disciplinary action if, after the summary suspension hearing, the Vice President of Instruction and Student Services or designee finds that the student against whom the specific violations are alleged has in fact committed one or more of said violations and:
  - (a) Summary suspension is necessary for the safety of the student, other campus community members, or to restore order to the campus; and
  - (b) The violation(s) by the student are grounds for disciplinary action per WAC 132E-120-020 and 132E-120-040.

*[Statutory Authority: RCW 28B.50.140. 00-17-015, § 132E-120-250, filed 8/3/00, effective 9/3/00.]*

**WAC 132E-120-260  
NOTICE OF SUMMARY SUSPENSION.**

- (1) If, after the summary suspension hearing a student's summary suspension is upheld or if the student is disciplined in another way, the Vice President of Instruction and Student Services or designee will provide to the student written findings of fact and conclusions which lead the Vice President of Instruction and Student Services or designee to conclude that the summary suspension of the student should be affirmed.
- (2) The student shall be served a copy, if applicable, of the findings and conclusions by certified and regular mail to the student's last known address or by personal services within three working days following the summary suspension hearing. The notice shall state the terms for which the student is suspended and any conditions imposed on the student's return.

*[Statutory Authority: RCW 28B.50.140. 00-17-015, § 132E-120-260, filed 8/3/00, effective 9/3/00.]*

**WAC 132E-120-270  
SUMMARY SUSPENSION FOR FAILURE TO APPEAR.**

The Vice President of Instruction and Student Services or designee has the authority to enforce

the suspension of a student if the student fails to appear at the time designated for the summary suspension hearing.

*[Statutory Authority: RCW 28B.50.140. 00-17-015, § 132E-120-270, filed 8/3/00, effective 9/3/00.]*

#### **WAC 132E-120-280 APPEALS FROM SUMMARY SUSPENSION HEARING.**

- (1) A student has the right to appeal a summary suspension to the student conduct committee and may do so if:
  - (a) The student has been officially notified in writing of the outcome of the summary suspension hearing;
  - (b) Summary suspension or other disciplinary action has been upheld; and
  - (c) The student's appeal conforms to the procedures prescribed in this chapter.
- (2) The student conduct committee shall conduct a formal hearing as expeditiously as possible and appropriate.

*[Statutory Authority: RCW 28B.50.140. 00-17-015, § 132E-120-280, filed 8/3/00, effective 9/3/00.]*

#### **WAC 132E-120-290 STUDENT CONDUCT COMMITTEE.**

- (1) The college's student conduct committee will hear and make recommendations on all disciplinary cases referred to it by the Vice President of Instruction and Student Services or designee or appealed to it by students who have been disciplined by the Vice President of Instruction and Student Services or designee.
- (2) The student conduct committee will be comprised of the following members:
  - (a) A chair designated by the President of the college for a period of one year. The chair will be a nonvoting member, except in the case of a tie vote by committee members, and will normally be a faculty member. It shall be his/her responsibility to ensure that all procedures prescribed in this chapter are followed. The chair will also take appropriate action to ensure that the hearing is conducted in a safe and orderly manner, advise the committee members of the precedents and guidelines concerning the case, and inform the student in writing of the action taken/recommended by the committee following the hearing.
  - (b) Three faculty members appointed by the President. Three alternates shall also be appointed by the President in the event an appointee(s) is unable to complete his/her term or unable to serve on a particular case.
  - (c) Three full-time (at least ten credits) student representatives shall be recommended by the associated students' executive council to the President of the college. Three alternates will also be appointed to serve in the event that a member(s) is unable to complete his/her term or is unable to serve on a particular case.
  - (d) A quorum shall consist of at least two of the above named faculty, and two of the above named students and the chair.
  - (e) Committee members will be appointed to serve for one year but are eligible to serve as many as three consecutive terms.

*[Statutory Authority: RCW 28B.50.140. 00-17-015, § 132E-120-290, filed 8/3/00, effective 9/3/00.]*

#### **WAC 132E-120-300 APPEALS OF DISCIPLINARY ACTION--GENERAL.**

- (1) Disciplinary action imposed by the Vice President of Instruction and Student Services or designee may be appealed to the student conduct committee.
- (2) An appeal by a student of disciplinary action must meet the following conditions:
  - (a) The appeal must be in writing and must clearly state the student's position and errors in fact, if any, and compelling reasons which support the appeal; and
  - (b) The appeal must be filed in the President's office within twenty-one working days from the date that the student was served notice that disciplinary action had been taken or recommended against him/her.
- (3) All recommendation(s) from the student conduct committee shall include the signature of the chair. Copies of the committee's recommendation(s) shall be sent to the student, Vice President of Instruction and Student Services or designee, and President.
- (4) Recommendations made by the student conduct committee may be appealed by the student to the President of the college. The President shall review the report of the proceedings which give rise to the appeal and the disciplinary action taken by the Vice President of Instruction and Student Services or designee and the recommendation(s) of the student conduct committee. The President's decision shall be final.

*[Statutory Authority: RCW 28B.50.140. 00-17-015, § 132E-120-300, filed 8/3/00, effective 9/3/00.]*

#### **WAC 132E-120-310 STUDENT CONDUCT COMMITTEE HEARING PROCEDURES.**

- (1) The student conduct committee shall conduct a hearing within fourteen working days after disciplinary action has been referred to it. Proceedings shall be governed by chapter 34.05 RCW.
- (2) Proceedings before the student conduct committee shall be conducted in a manner that will bring about a prompt and fair resolution.
- (3) The student has a right to a fair and impartial hearing before the student conduct committee on any allegation of violating the student conduct code and shall be provided notice of the hearing at least seven days in advance. If the student fails to attend the hearing held by the student conduct committee, the committee may proceed with the findings of fact, conclusions and recommendations.
- (4) The student may appear with another to advise and assist him/her as he/she appears before the student conduct committee. Any person who accompanies the student may provide support or guidance to the student, but may not speak, represent, or advocate for the student before the college official or student conduct committee. An accommodation of a spokesperson (a person who would address the college official, or assist the person in addressing the college official) may be approved if a person's disability warrants such an accommodation. Other circumstances regarding a request by the student for the use of a spokesperson would be considered by the Vice President of Instruction and Student Services or designee.
- (5) The student may have a duly licensed attorney, admitted to practice in the state of Washington, present at the hearing to advise the student in the presentation of his/her appeal. The attorney may not address the student conduct committee unless he/she is called as a material witness in the case. An accommodation of the student's attorney addressing the college official, or assisting the person in addressing the college official may be approved if the student's disability warrants such an accommodation. Other circumstances regarding a request by the student for the use of a spokesperson will be considered by the Vice President of Instruction and Student Services or designee. If the student chooses to have an attorney present to advise him/her, the student shall notify the chair at least five days prior to the hearing.
- (6) The Vice President of Instruction and Student Services or designated representative(s) shall make the first presentation. Each witness may be cross-examined by the student; and after cross-examination is completed, any committee member who wishes may ask questions of the witness but only after both direct examination and cross-examination of the witness have been completed. Upon completion of the presentation by the student, both sides shall then be permitted to make any closing arguments after which the committee may ask questions.
- (7) The hearing will then be closed and the committee will retire to executive session for deliberation. At the conclusion of the executive session, the proceeding will be adjourned and the student conduct committee shall, within seven working days, make findings of facts, conclusions, and recommend disciplinary action/sanctions as appropriate, if any.
- (8) The record in a formal hearing shall consist of all documents as required by law and as specified in RCW 34.05.476.
- (9) All records of disciplinary proceedings shall be maintained in the appropriate administrative office and shall be available only during the course of the disciplinary proceedings to the student conduct committee, the student, and his/her attorney, and any other college official designated by the President.
- (10) Following the conclusion of the disciplinary proceedings, access to records of the case and the hearing files will be limited to the student and to those designated by the College President.
- (11) The time of the hearing may be advanced by the student conduct committee at the request of the student or continued for good cause.
- (12) If at any time during the hearing a visitor disrupts the proceedings, the chair of the student conduct committee may exclude that person from the hearing room.
- (13) A recorder shall be present at the hearing to record the proceedings.

*[Statutory Authority: RCW 28B.50.140. 00-17-015, § 132E-120-310, filed 8/3/00, effective 9/3/00.]*

#### **WAC 132E-120-320 EVIDENCE ADMISSIBLE IN HEARINGS.**

- (1) The student shall be entitled to hear and examine the evidence against him/her and be informed of the identity of its sources. The student shall have all authority as may be conferred by law to obtain information or to request the presence of witnesses or the production of other evidence relevant to the issues of the hearing.
- (2) Only those matters presented at the hearing will be considered in determining whether the student is guilty of the misconduct charged. The student's past history of college

conduct, if relevant to the case at hand as determined by the chair of the student conduct committee, may be taken into account in formulating the committee's recommendation for disciplinary action.

- (3) The chair of the student conduct committee shall give effect to the rules of privilege recognized by law and rule on the competency, relevancy, and materiality of testimony, and any other evidence. Technical rules of evidence shall not apply.
- (4) Extenuating or mitigating evidence on behalf of the student will not be permitted until all substantive evidence or testimony is presented.

[Statutory Authority: RCW 28B.50.140. 00-17-015, § 132E-120-330, filed 8/3/00, effective 9/3/00.]

#### WAC 132E-120-330

##### DECISION BY STUDENT CONDUCT COMMITTEE.

- (1) At the conclusion of the hearing, the student conduct committee shall, within seven working days, make findings of facts, conclusions, and recommend disciplinary action/sanctions as appropriate, if any. In deciding upon its recommendation, the committee shall consider the following:
  - (a) Does the alleged act or acts constitute misconduct?
  - (b) Did the student involved commit the acts with which he/she was charged?
  - (c) Were there any extenuating or mitigating circumstances?
- (2) The committee's recommendation(s) shall be written and the student will be provided a copy of the committee's findings of fact and conclusions. The copy shall be dated and signed by the committee chair and contain a statement advising the student of his/her right to appeal the committee's recommendation(s) to the President of the college.

[Statutory Authority: RCW 28B.50.140. 00-17-015, § 132E-120-330, filed 8/3/00, effective 9/3/00.]

#### WAC 132E-120-340

##### FINAL APPEAL.

- (1) Any student who disagrees with the findings, conclusions and recommendation(s) of an appeal to the student conduct committee may appeal the same in writing to the President of the college within twenty-one working days of being served notice of the recommendation(s) made by the committee. The President may, at his/her discretion, suspend any disciplinary action pending determination of the merits of the findings, conclusions and any disciplinary action imposed. In consideration of such an appeal, the President shall base his/her findings and decision only on the official written record of the case.
- (2) If no appeal is requested within twenty-one (21) working days of service on the student, the findings, conclusions and recommendations of the student conduct committee shall become final, and shall not be subject to further review or appeal.

[Statutory Authority: RCW 28B.50.140. 00-17-015, § 132E-120-340, filed 8/3/00, effective 9/3/00.]

#### WAC 132E-120-350

##### READMISSION AFTER DISMISSAL.

Any student expelled from the college may submit a written petition to the Vice President of Instruction and Student Services or his/her designee requesting readmission. Such petition must include how any conditions imposed by the Vice President of Instruction and Student Services, his or her designee, or the student conduct committee have been met. Decisions by the Vice President of Instruction and Student Services of his/her designee regarding a petition for readmission shall be reviewed by the President.

If the Vice President of Instruction and Student Services or designee suspends or expels a student from a college program that has a readmission policy and procedure, the program's readmission policy and procedures will be followed and the readmission committee will review, as part of their deliberations, the Vice President of Instruction and Student Services' or designee's recommendation/conditions of readmission concerning the student's readmission to the program.

[Statutory Authority: RCW 28B.50.140. 00-17-015, § 132E-120-350, filed 8/3/00, effective 9/3/00.]

#### WAC 132E-120-360

##### ACADEMIC GRIEVANCE PROCEDURE.

###### (1) Definition of an academic grievance

If a student has evidence that he/she has been: unfairly treated in matters related to grading, course policies or expectation; falsely accused of cheating; or inappropriately penalized for alleged cheating, he/she may be said to have an academic grievance. Students who feel that such unfair treatment has transpired should feel free to raise the question of how such a grievance may be resolved with the Office of the Vice President of Instruction and Student Services or designee which will provide information (without judgment) regarding the procedure for filing an academic grievance. Students should also feel free to contact any member of the campus community who they trust who may assist the student and/or

refer the student to the appropriate resource. In addition to the Office of the Vice President of Instruction and Student Services, the offices/centers that can generally be of the most assistance in terms of advice, support, and referral regarding these matters are the offices of the academic deans, the Office of the Vice President of Administrative Services, Outreach, Diversity and Equity Center, Counseling and Career Services, Center for Disability Services, Rainier Learning Center, Student Activities Office, and Campus Safety and Security.

###### (2) Informal procedure resolution

Informal complaints should be made to the appropriate division dean or other supervising administrator. Upon receipt of a student complaint by the division dean, the following steps may be taken:

- (a) The student will be encouraged to discuss the alleged problem with the involved instructor; or if the complaint involves a program, the student will be encouraged to speak to the director/dean of the involved program.
- (b) If the student is not satisfied as a result of such discussion, he/she should then meet with the director/dean or supervising administrator to resolve the complaint.
- (c) If the complaint is not resolved at this level, the student, the instructor and the director/dean should meet with the Vice President of Instruction and Student Services or designee to attempt resolution.
- (d) If the complaint is not resolved at this level the student may institute formal grievance procedures.
- (e) During any meetings that occur in (a) – (c) above, the student may invite another person or two to be with them in the meeting. The other person(s) are present to assist and advise the student although an accommodation of a spokesperson (a person who would address the college official, or assist the person in addressing the college official) may be approved if a person's disability warrants such an accommodation. Other circumstances regarding a request by the student for the use of a spokesperson would be considered by the director/dean or supervising administrator facilitating the meeting.

###### (3) Formal grievance procedure

To assure an atmosphere free from unfair treatment in academic matters, the following procedures are established to respond to an unresolved academic complaint registered by a student. It is understood, however, that this procedure should be employed only after efforts have been made by the student to resolve the issue through the previously described informal procedure. A student who feels an academic grievance has not been resolved through the informal resolution process may file a formal grievance with the Vice President of Instruction and Student Services prior to the tenth (10th) day of the quarter following the alleged grievance. Within ten working days of the receipt of the signed written grievance, the Vice President of Instruction and Student Services or designee will appoint a grievance committee for the purpose of reviewing the complaint and recommending a resolution.

###### (4) The grievance committee will be composed of seven voting members including:

- (a) An administrator who will serve as the chair but will only vote in the event of a tie vote.
- (b) Three faculty members, including one from the division of the involved faculty member.
- (c) Three students to be selected as provided for in the Associated Students Constitution and by-laws. All matters shall be discussed in closed meetings and shall be treated with strict confidence by committee members.
- (d) A quorum of the grievance shall be four members.

###### (5) Formal resolution.

- (a) Parties affected by the grievance will provide the grievance committee with all requested information in order to bring about full understanding and a speedy resolution to the grievance.
- (b) In order to ensure due process, the aggrieved student shall have:
  - (i) The right to respond to the grievance, submitting appropriate evidence to support such response;
  - (ii) The opportunity to call as a witness any member of the college community who can provide information relevant to the allegation and interview the aggrieved student or any witness presented by the student(s) involved.
- (c) The instructor against whom the grievance is filed shall have:
  - (i) The right to respond to the grievance, submitting appropriate evidence to support such response;
  - (ii) The opportunity to call as a witness any members of the college community who can provide information relevant to the allegation and interview the aggrieved student or any witness presented by the student(s) involved.
- (d) Once the aggrieved student and the faculty member have had sufficient opportunity to present their points of view, the grievance committee will deliberate and reach a decision by a simple majority vote. The committee will provide the Vice President of

Instruction and Student Services or designee its written recommendation within ten working days of its organizational meeting. The Vice President or designee will notify the parties in the grievance of his/her decision, and the resolution within forty-eight hours of having received the committee recommendation.

- (e) If the grievance committee establishes that an aggrieved student has been treated unfairly, the committee will recommend corrective steps to the Vice President of Instruction and Student Services or designee.
- (f) Either party shall have the right to present a written appeal of the decision of the Vice President of Instruction and Student Services or designee to the President of the college. Within one week of having received the appeal, the President shall review the case and render a decision which will be transmitted to both parties.
- (g) An accommodation of a spokesperson (a person who would address the grievance committee, or assist the person in addressing the grievance committee) may be approved if a person's disability warrants such an accommodation. Other circumstances regarding a request by the student for the use of a spokesperson would be considered by the administrator chairing the committee.

[Statutory Authority: RCW 28B.50.140. 00-17-015, § 132E-120-360, filed 8/3/00, effective 9/3/00.]

## WAC 132E-120-370

### STUDENT AFFAIRS GRIEVANCE PROCEDURE.

#### (1) Definition of a student affairs grievance

If a student has evidence that he/she has been: unfairly treated in matters related to student services/student auxiliary services, policies, procedures, or expectations, he/she may be said to have a student affairs grievance. Students who feel that such unfair treatment has transpired should feel free to raise the question of how such a grievance may be resolved with the Associated Student Executive Council which will provide information (without judgment) regarding the procedure for filing a grievance. Students should also feel free to contact any member of the campus community who they trust that may assist the student and/or refer the student to the appropriate resource. In addition to the Office of the Vice President of Instruction and Student Services, the offices/centers that can generally be of the most assistance in terms of advice, support, and referral regarding these matters are the offices of the academic deans, the Office of the Vice President for Administrative Services, Outreach, Diversity and Equity Center, Counseling and Career Services, Center for Disability Services, Rainier Learning Center, Student Activities Office, and Campus Safety and Security.

#### (2) Informal procedure for resolution

Informal complaints should be made to the appropriate administrator. Upon receipt of a student complaint by the administrator, the following steps will be taken:

- (a) The student will be encouraged to discuss the alleged problem with the party concerned; or if the complaint involves a program, the student will be encouraged to speak to the appropriate supervisor.
- (b) If the student is not satisfied as a result of such discussion, he/she should then meet with the immediate administrator to resolve the complaint.
- (c) If the complaint is not resolved at this level, the student, the respondent and the administrator should meet with the Vice President of Instruction and Student Services and Student Services or his/her designee or the Vice President under which the program/service is administratively aligned to attempt resolution.
- (d) If the complaint is not resolved at this level, the student may institute formal grievance procedures.

#### (3) Formal grievance procedure

To assure an atmosphere free from unfair treatment, the following procedures are established to respond to an unresolved complaint registered by a student. It is understood, however, that this procedure should be employed only after efforts have been made by the student to resolve the issue through the previously described informal procedure. A student who feels a grievance has not been resolved through the informal resolution process may file a formal grievance with the appropriate Vice President or designee prior to the tenth (10th) instructional day of the quarter following the alleged grievance. Within ten working days of the receipt of the signed written grievance, the appropriate Vice President or designee will appoint a grievance committee for the purpose of reviewing the complaint and recommending a resolution.

#### (4) The grievance committee will be composed of seven voting members including:

- (a) An administrator (other than the appropriate Vice President) who shall serve as chair and vote only in the case of a tie;
- (b) One faculty and two from classified staff;
- (c) Three students to be selected randomly and not active members of student activities, or the involved program. All matters shall be discussed in closed meetings and shall be treated with strict confidence by committee members.

- (d) A quorum consists of four members of the grievance committee.

#### (5) Formal resolution.

- (a) Parties affected by the grievance will provide the grievance committee with all requested information in order to bring about full understanding and a speedy resolution to the grievance.
- (b) In order to ensure due process, the aggrieved student shall have:
  - (i) The right to respond to the grievance, submitting appropriate evidence to support such response.
  - (ii) The opportunity to call as a witness any member of the college community who can provide information relevant to the allegation and interview the aggrieved student or any witness presented by the student(s) involved.
- (c) The party against whom the grievance is filed shall have:
  - (i) The right to respond to the grievance, submitting appropriate evidence to support such response;
  - (ii) The opportunity to call as a witness any member of the college community who can provide information relevant to the allegation and interview the aggrieved student or any witness presented by the student(s) involved.
- (d) Once the aggrieved student and the respondent have had sufficient opportunity to present their points of view, the grievance committee will deliberate and reach a decision by a simple majority vote. The committee will provide the appropriate Vice President or designee its written recommendation within ten working days of its organizational meeting.
- (e) The appropriate Vice President or designee will notify the parties in the grievance of the resolution within two school days of having received the committee recommendation. If the grievance committee establishes that aggrieved student has been treated unfairly, the committee will recommend corrective steps to the appropriate Vice President or designee.
- (f) Either party shall have the right to present a written appeal of the decision to the President of the college. Within one week of having received the appeal, the President shall review the case and render a decision which will be transmitted to both parties.
- (g) During any meetings that occur in (a) – (f) above, the student may invite another person or two to be with them in the meeting. The other person(s) are present to assist and advise the student although an accommodation of a spokesperson (a person who would address the college official, or assist the person in addressing the college official) may be approved if a person's disability warrants such an accommodation. Other circumstances regarding a request by the student for the use of a spokesperson would be considered by the director/dean or supervising administrator facilitating the meeting.

[Statutory Authority: RCW 28B.50.140. 00-17-015, § 132E-120-370, filed 8/3/00, effective 9/3/00.]

## WAC 132E-120-380

### ILLEGAL DISCRIMINATION AND SEXUAL HARASSMENT POLICY STATEMENT

Everett Community College affirms its commitment to equal educational opportunity for all its students, and its commitment to assure that there is no discrimination against any student, or those who apply for student status, on the basis of race, religion, creed, color, national origin, age, sex, sexual orientation, marital status, the presence of any physical, sensory or mental disability, or status as a disabled or Vietnam era veteran in accordance with state and federal laws. Everett Community College is also committed to maintaining an educational environment that is free of sexual harassment and all forms of sexual intimidation and exploitation. Sexual harassment is a form of illegal sex discrimination and as such will not be tolerated. All staff, faculty and students should be aware that the College is prepared to take action to prevent and correct such behavior, and individuals who engage in such behavior are subject to disciplinary action. The determination of what constitutes sexual harassment, sexual intimidation, and sexual exploitation will vary with the particular circumstances, but it may be described generally as repeated and unwanted/uninvited sexual behavior, such as physical contact, cyber/electronic communication, and verbal comments or suggestions, which adversely affects the learning environment.

## WAC 132E-120-385

### ILLEGAL DISCRIMINATION AND SEXUAL HARASSMENT COMPLAINT PROCEDURES

#### A. Informal Complaints

Discrimination and/or sexual harassment may take many forms and the perpetrator may not understand that his/her behavior is being perceived as discriminatory or that it constitutes sexual harassment. Therefore, any student who feels that she/he is being subjected to discriminatory behavior and/or sexual harassment is encouraged to discuss



the offensive behavior directly with the person involved. If direct communication is either impractical or feels too intimidating to the complainant, there are others on campus who can either intercede or assist with this conversation. Students may contact any member of the campus community who they trust that may assist the student and/or refer the student to the appropriate resource. Generally, the offices/centers that can be of the most assistance in terms of advice, support, and referral regarding these matters are the Office of the Vice President of Instruction and Student Services, the Office of the Vice President of Administrative Services, and the offices of the academic deans, Outreach, Diversity and Equity Center, Counseling and Career Services, Center for Disability Services, Rainier Learning Center, Student Activities Office, and Campus Safety and Security.

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

#### **B. Formal Internal Complaints**

- (1) Without feeling constrained by specific definitions of discrimination, or by reporting relationships, written complaints concerning allegations of discrimination may be directed to the Vice President of Instruction and Student Services or designee or the Vice President of Administrative Services or designee. The two Vice Presidents or their designees will confer and determine who will act as the investigator on the complaint.
- (2) Complaints will be held in confidence to the extent possible, however, discrimination is an illegal activity requiring an active response from the College. Parties to the complaint will become directly involved, and any subsequent legal actions may result in discovery or public disclosure requests. Complainants have the right to bring an advocate to all subsequent meetings with College officials.
- (3) The investigator shall assure that both the person making a formal complaint, and the accused, have been provided copies of the Sexual Harassment and/or the Equal Opportunity/Anti-Discrimination policies and this procedure.
- (4) The investigator will determine the extent of the investigation. Since discrimination represents an illegal activity, the College may elect to investigate even those cases where the complainant has withdrawn the complaint, or otherwise refuses to cooperate in the investigation.
- (5) A draft or preliminary report shall be produced at the end of the investigation and copies provided to the accused, and to the complainant. The two parties shall each have ten calendar days to prepare a response to the report before any action is taken. Once responses have been received, the investigator shall, within five days, produce a final report. Copies will be distributed to the complainant, the accused, and the College President.
- (6) The investigator shall make a recommendation for action based on the final report to the President within ten days of its completion.
- (7) If the complainant, the accused, and the investigator agree, informal meetings may be held in lieu of an investigation. Any such informal meetings shall occur with the investigator present, who will subsequently make a written recommendation for action on the complaint to the President within ten days following the last meeting regarding the complaint.
- (8) The decision regarding what action to take on the complaint, including appropriate corrective or discipline measures, shall be made by the President in conjunction with the Vice President of Administrative Services, and the Vice President of Instruction and Student Services.
- (9) If any disciplinary action is imposed, the disciplined student may appeal the action through established grievance or appeal channels.

#### **C. External Complaints**

Inquires or appeals beyond the institutional level may be filed with the following agencies, or any other agency with the jurisdiction to hear such complaints:

Equal Employment Opportunity Commission (a federal agency)  
909 First Avenue, Seattle, WA 98104  
(800)669-4000

Human Rights Commission (a state agency)  
1511 Third Avenue, Seattle, WA 98101  
(206)464-6500

Department of Education (a federal agency)  
Office for Civil Rights  
915 – 2nd Ave, Room 3310, Seattle, WA 98174  
(206)220-7900

[Statutory Authority: RCW 28B.50.140. 00-17-015, § 132E-120-380, filed 8/3/00, effective 9/3/00.]

#### **WAC 132E-120-390 ANTIHAZING POLICY.**

- (1) Hazing is prohibited on Everett Community College (EvCC) property and at all EvCC functions, including club and organization activities, whether on EvCC property or not.
- (2) Hazing is defined as any method of initiation into a student organization, club or association, or any pastime or amusement engaged in with respect to such an organization, club or association that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm, to any student or other person. Excluded from this definition are customary athletic events or other similar contests or competitions.
- (3) Any allegations of hazing shall be submitted to the Vice President of Instruction and Student Services or designee and action shall be taken as appropriate per Article IV (Disciplinary Procedures) of the Statement of Student Rights and Responsibilities with the following additional disciplinary provisions:
  - (a) Any EvCC student organization, club or association that knowingly permits hazing shall be denied recognition by EvCC as an official organization, club or association. Any group so disbanded may apply to be reinstated as an official organization, club or association after waiting a period of one quarter and providing a written statement of their intent to follow hazing policies as set forth herein. Repeat offenses by student organizations/clubs will be submitted to the Vice President of Instruction and Student Services or designee for possible further action under the guidelines for disciplinary procedures.
  - (b) A person who participates in the hazing of another shall forfeit any entitlement to state funded grants, scholarships or awards for one full quarter for a first-time offense, and for a period to be determined via the processes for disciplinary procedures for repeat violations. Additional sanctions which may include expulsion from the college may be recommended by the Vice President of Instruction and Student Services or designee per the guidelines for disciplinary procedures.
  - (c) Hazing violations are misdemeanors punishable under state criminal law (RCW 28B.10.901 and 9A.20.021).

[Statutory Authority: RCW 28B.50.140. 00-17-015, § 132E-120-390, filed 8/3/00, effective 9/3/00.]

#### **WAC 132E-120-400 DRUG-FREE CAMPUS POLICY.**

Everett Community College's Board of Trustees have adopted a policy for the maintenance of a drug-free campus. The provisions of this policy as it relates to students are as follows:

- (1) Students who report to class or work must do so unimpaired due to the use of alcohol or other drugs.
- (2) Unlawful use, possession, delivery, dispensation, distribution, manufacture or sale of drugs on college property, in state vehicles or on official business is strictly prohibited. Documented evidence of illegal drug involvement will be given to law enforcement agencies.
- (3) Possession or consuming any form of liquor or alcoholic beverage on college property or at off-campus college events is prohibited except as a participant of legal age at a college sponsored program which has the special written permission of the College President.
- (4) Students found in violation of this policy will be subject to formal disciplinary action, which could include completion of an appropriate rehabilitation program up to and/or including dismissal/expulsion.
- (5) Students needing assistance with problems related to alcohol or drug abuse are encouraged to seek referral from a counselor in Counseling and Career Services and/or appropriate off campus substance abuse agencies.
- (6) Students must report any criminal drug statute conviction to the Vice President of Instruction and Student Services within five school days after such conviction.
- (7) The college will report the conviction to the appropriate federal or state agency within ten working days after having received notice that a student employed under a federally funded grant or contract or receiving grant funds has any drug statute conviction occurring on campus.
- (8) All students, regardless of status, shall comply with this policy regarding a drug-free campus.

[Statutory Authority: RCW 28B.50.140. 00-17-015, § 132E-120-400, filed 8/3/00, effective 9/3/00.]

#### **WAC 132E-120-410 TOBACCO USE POLICY.**

The college's board of trustees has adopted the following tobacco use policy:

- (1) Use of tobacco in any form shall not be allowed in college buildings, enclosures or state-owned vehicles and will not be sold or distributed on campus grounds.

- (2) The President shall sponsor and/or assist in the establishment of tobacco cessation programs.
  - (3) Students who willfully violate this policy will be subject to disciplinary procedures.
  - (4) The success of this policy depends upon the thoughtfulness, consideration, and cooperation of both smokers and nonsmokers. All college community members and visitors share in the responsibility for adhering to and enforcing the policy. Any problems should be brought to the attention of a college administrator, program supervisor, or campus security and handled through the normal chain of authority.
  - (5) The college has designated specific areas outside on college grounds as smoking areas. These are the only areas on campus where smoking is permitted.
- [Statutory Authority: RCW 28B.50.140, 00-17-015, § 132E-120-410, filed 8/3/00, effective 9/3/00.]

#### **WAC 132E-400-010 GROUNDS FOR INELIGIBILITY.**

Any student found by the college to have violated chapter 69.41 RCW by virtue of a criminal conviction or otherwise insofar as it prohibits the possession, use or sale of legend drugs, including anabolic steroids, will be disqualified from participation in any school-sponsored athletic event or activity.

[Statutory Authority: Chapter 69.41 RCW, 1989 amendment. 90-09-005, § 132E-400-010, filed 4/5/90, effective 5/6/90.]

#### **WAC 132E-400-020 SUSPENSION PROCEDURE -- RIGHT TO INFORMAL HEARING.**

Any student notified of a claimed violation of WAC 132E-400-010 shall have the right to a brief adjudicative hearing if a written request for such a hearing is received by the Vice President of Instruction and Student Services or designee within three days of receipt of a declaration of further athletic ineligibility. If no written request is received within three days after receipt of the declaration of athletic ineligibility, the student will be deemed to have waived any right to a brief adjudicative hearing and will be declared ineligible from further participation in school-sponsored athletic events for the remainder of the school year.

[Statutory Authority: RCW 28B.50.140 and 34.05.356, 01-02-043, § 132E-400-020, filed 12/28/00, effective 1/28/01. Statutory Authority: Chapter 69.41 RCW, 1989 amendment. 90-09-005, § 132E-400-020, filed 4/5/90, effective 5/6/90.]

#### **WAC 132E-400-030 HEARING.**

If a timely written request for a hearing is made, the Vice President of Instruction and Student Services or designee shall designate a hearing officer who shall be a college officer who is not involved with the athletic program to conduct the brief adjudicative hearing. The hearing officer shall promptly conduct the hearing and permit affected parties to explain both the college's view of the matter and the student's view of the matter. The brief adjudicative proceeding shall be conducted in accordance with the Administrative Procedure Act, RCW 34.05.482 through 34.05.494.

[Statutory Authority: RCW 28B.50.140 and 34.05.356, 01-02-043, § 132E-400-030, filed 12/28/00, effective 1/28/01. Statutory Authority: Chapter 69.41 RCW, 1989 amendment. 90-09-005, § 132E-400-030, filed 4/5/90, effective 5/6/90.]

#### **WAC 132E-400-040 DECISION.**

The college official who acts as hearing officer shall issue a written decision which shall include a brief statement of the reasons for the decision and a notice that judicial review may be available. All documents presented, considered, or prepared by the hearing officer shall be maintained as the official record of the brief administrative proceeding. A decision must be promptly rendered after the conclusion of the brief adjudicative hearing and in no event later than twenty days after the request for hearing is received by the Vice President of Instruction and Student Services.

[Statutory Authority: RCW 28B.50.140 and 34.05.356, 01-02-043, § 132E-400-040, filed 12/28/00, effective 1/28/01. Statutory Authority: Chapter 69.41 RCW, 1989 amendment. 90-09-005, § 132E-400-040, filed 4/5/90, effective 5/6/90.]

### **STUDENT CODE OF CONDUCT VIOLATIONS-- DEFINITIONS**

#### **DISRUPTIVE BEHAVIOR**

As members of Everett Community College, students are expected to act in a civil manner and abide by classroom behavioral expectations and all college rules and regulations.

Disruptive behavior is behavior that interferes with the learning and teaching environment and/or administrative or student services functions of the College.

Examples:

- Verbally intimidating, threatening or abusing any person or persons.
- Physically intimidating, threatening, abusing, or assaulting, others.
- Theft or damage to college property.
- Use, possession, or distribution of illegal or controlled substances on college grounds.
- Disorderly or abusive behavior that interferes with the rights of others or obstructs or disrupts the learning environment and/or teaching environment.
- Making inappropriate demands for time and attention from faculty, staff and/or students.

Faculty and staff members should submit an Incident Report to the Behavioral Intervention Team to report disruptive student behavior and notify their Dean and/or Director.

#### **REMOVAL OF A DISRUPTIVE STUDENT FROM THE CLASSROOM OR COLLEGE FACILITIES/POSSIBLE DISCIPLINARY ACTION**

An instructor may remove a disruptive student from the classroom on a daily basis by saying to the student that a specified behavior is inappropriate and then requesting the student to leave (if help is needed, the instructor may call Security). The student is free to return to class the next day, however, if the disruptive behavior continues, the student may be removed from class. Legally, unless there is imminent physical danger to the student or others, the student cannot be dropped from the class without due process. Due process occurs through the Office of the Vice President of Instruction and Student Services or his/her designee.

Any college administrator or security personnel member may remove a disruptive student from college facilities.

If the safety of the student or others is jeopardized, the student can be summarily suspended by the Vice President of Instruction and Student Services or his/her designee until disciplinary proceedings can be completed. During this time period, the Vice President of Instruction and Student Services or his/her designee will investigate the situation and determine an appropriate course of action regarding whether or not the student can return to class and/or impose other disciplinary action.

For additional information regarding disruptive behavior, you may contact the Office of the Vice President of Instruction and Student Services at (425) 388-9588.

#### **DISCRIMINATION, BIAS AND HATE ACTIVITY**

College is committed to providing a learning environment free from unlawful discrimination including bias and hate activities. Bias motivated hate activity includes, but is not limited to, a crime committed solely because of a person's race, religious beliefs, disability, gender, nationality, or sexual orientation; racist leaflets and/or offensive printed materials; verbal, written or physical contact resulting or intending to result in intimidation, fear, personal assault and/or other violence. Students, staff, prospective students and visitors should be aware that the College will take appropriate measures necessary to eliminate such actions. Those who so act are subject to the college discipline and applicable legal action under Washington State and federal law. Report any act of discrimination including bias and hate activities to Campus Safety and Security, your instructor, an EvCC counselor, your college supervisor, the Vice President of Administrative Services and/or the Vice President of Instruction and Student Services.

#### **SEXUAL ASSAULT**

Per the federal Campus Security Act, the College has campus sexual assault programs established to prevent sex offenses. Sexual assault (including rape) is defined as attempted or unwanted sexual activity. Rape is defined as sexual penetration without mutual consent.

In addition to possible civil and criminal charges, any student of the College who is found guilty of sexual assault will be subject to disciplinary procedures per WAC 132E-120-240 (page 17 of the Student Handbook). College employees guilty of a sexual assault are subject to employee disciplinary procedures.

#### **SEXUAL MISCONDUCT**

Sexual misconduct is a violation of the Student Code of Conduct, as well as a violation of state and federal laws. Sexual misconduct includes, but is not limited to: unwanted verbal contact (including telephonic and voice mail), written communication (including electronic mail [e-mail] and/or text messages), and pictorial or physical contact of a sexual nature which a reasonable person would consider intimidating, hostile, offensive, and/or which adversely affects the learning environment on campus.

Campus Safety and Security should be notified as soon as practical of any incident of sexual assault or sexual misconduct that occurs on campus. The well being of the victim is the primary concern of the College and an active victim's referral program is available. Campus Safety and Security will offer guidance to assist in evidence preservation and will also notify the appropriate law enforcement authorities.

Sexual misconduct on the part of a college employee can result in counseling, suspension and/or termination of employment.

## PLAGIARISM

Plagiarism is accidental or willful use of someone else's words, ideas, or evidence without attribution. It can result in a failing grade on the paper, a failing grade in the course, and/or referral to the Vice President of Instruction and Student Services for possible disciplinary action. Maintaining ownership of your work is often a challenge when you are doing research and writing papers using multiple sources. Intentional plagiarism is academic dishonesty. Plagiarism occurs when you accidentally or purposefully do any of the following:

- Use someone else's words either verbatim or paraphrased without attribution;
- Use someone else's evidence, line of thinking, and/or idea, without attribution;
- Turn in someone else's work as your own, as in copying a peer's paper or purchasing a ready-made paper;
- Turn in previously submitted work as new work without your instructor's approval.

Make sure you understand what plagiarism is; some writers say "two words in conjunction from the original" without attribution is academically dishonest.

Penalties for plagiarism may be any of the following, depending on the seriousness of the offense:

- Required revision of the assignment,
- A failing grade on the assignment with no make-up opportunity,
- A failing grade in the course,
- Notification of the Dean of the Division and/or Vice President of Instruction and Student Services for possible disciplinary action,
- Expulsion from the College

## LIBRARY RIGHTS AND RESPONSIBILITIES

- (1) The rights of an Everett Community College student to use the college library for study also entails a responsibility and a duty on the part of each student using the library and its resources. They are as follows:
  - (a) The right to study in the library area automatically carries with it the responsibility of each student to help maintain an atmosphere conducive to study; therefore, it shall be the responsibility of each student to help maintain the study atmosphere.
  - (b) The right to use the reading matter in the Everett Community College library also carries with it the responsibility to protect books, periodicals and printed matter from mutilation or theft.
- (2) Books, periodicals, and other reading matter shall be selected for values of interest, information and enlightenment of all members of Everett Community College. In no case shall any book be excluded because of the race, nationality, or religious views of the writer. Reading matter shall not be excluded for partisan, political, or doctrinal reasons.
- (3) There shall be no censorship of books by volunteer arbiters of politics, society, or morality. Such attempts at censorship shall be considered attempts to limit student information and enlightenment.

## THE CANON OF JOURNALISM

(American Society of Newspaper Editors, "The Canons of Journalism," in George L. Bird. Et al, *The Press and Society* (New York; Prentice-Hall, Inc.) pp. 108-110)

The primary function of newspapers is to communicate to the human race what its members do, feel and think. Journalism, therefore, demands of its practitioners the widest range of intelligence of knowledge and of experience, as well as natural and trained powers of observation and reasoning. To its opportunities as a chronicle are indissolubly linked its obligations as teacher and interpreter. To the end of finding some means of codifying sound practice and just aspirations of American journalism, these canons are set forth:

### (1) Responsibility

The right of a newspaper to attract and hold readers is restricted by nothing but considerations of public welfare. The uses newspaper makes of the share of public attention it gains services to determine its sense of responsibility, which it shares with every member of its staff. A journalist who uses his power for any selfish or otherwise unworthy purpose is faithless to a high trust.

### (2) Freedom of the Press

Freedom of the press is to be guarded as a vital right of mankind. It is the unquestionable right to discuss whatever is not explicitly forbidden by law, including the wisdom of any restrictive statute.

### (3) Independence

Freedom from all obligations except that of fidelity to the public interest is vital.

- (a) Promotion of any private interest contrary to the general welfare, for whatever reason, is not compatible with honest journalism. So called news communications from private sources should not be published without public notice of their source or

also substantiation of their claims to value as news, both in form and substance.

- (b) Partisanship, in editorial comment, which knowingly departs from the truth, does violence to the best spirit of American journalism; in the news column it is subversive of a fundamental principle of the profession.

## RESOLUTION SUPPORTING EDITORIAL INDEPENDENCE OF STUDENT PUBLICATIONS

The Board of Trustees for Everett Community College recognizes and affirms the editorial independence and press freedom of all student-edited campus media. The *Clipper* student newspaper and other student-produced media are therefore designated as public forums. Student editors have the authority to make all content decisions and consequently bear the responsibility for decisions they make.

**Passed and Approved this 14th day of November 2007**

## STUDENT RECORD'S PRIVACY

All questions about the privacy of student records should be directed to Enrollment Services, 425-388-9210 or 425-388-9222

## STUDENT IDENTIFICATION NUMBERS

EvCC assigns a neutral nine-digit number as the primary student identification (SID number). To comply with the Tax Payer Relief Act of 1997, EvCC must obtain your correct social security number (SSN) to file returns with the Internal Revenue Service (IRS) and to furnish an annual statement to you that contains information about tuition and fees that may qualify for Hope Scholarship or Lifetime Learning tax credit. The Privacy Act of 1974, section 6109 of the Internal Revenue Code, requires that you give your correct SSN to agencies which must file information returns to the IRS. For more information, please refer to Internal Revenue Code Section 6050S. EvCC also uses your SSN to support verification of your enrollment, degree(s) and transcripts, administer financial aid, collect student debt, and conduct research. When conducting studies or using agencies to support records transactions, EvCC will only use your SSN in a manner that does not permit personal identification of you by other than authorized representatives. By providing your SSN you are consenting to the uses described above. However, you are not required to consent to the use of your SSN for research; if you chose not to do so you will not be denied access to EvCC. You may revoke your consent at any time by writing to the Enrollment Services Office.

## ACCESS TO RECORDS

Students may gain access to their own transcript through the College's website, using the student kiosk function. Access requires use of your student identification number (SID) and personal identification number (PIN). We encourage you to select a private PIN; instructions for doing so are available through the In-Touch telephone registration system, or the website.

## DISCLOSURE OF STUDENT INFORMATION

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- 1) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Enrollment Services Office written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- 2) The right to request the amendment of the student's text-based education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. Students should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. Please note: separate policies apply for requests for a grade change.
- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a

person or company with whom the College has contracted (such as an attorney, auditor, collection agent, or verification agency); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College may disclose education records without consent to officials of another school in which a student seeks or intends to enroll, and to military recruitment services pursuant to the Solomon Amendment. The College is also required to provide information to the Federal Government regarding students who may be eligible for the Hope Scholarship and Lifetime Learning tax credit programs. The College does not disclose education records to family members without student consent.

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures of this College to comply with the requirements of FERPA.

Everett Community College is authorized under FERPA to release only directory information, which includes the student's names, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, quarters of attendance, degrees and awards received, date of birth, and the most recent previous educational agency or institution attended by the student. This information may be released by the College at any time unless the College has received prior written notice from the student, filed in the Enrollment Services Office, requesting non-release of information. All other information may be released only upon the written consent of the student unless described in section (3), above.

Exceptions: The college may determine that it is necessary to disclose personal information to appropriate parties in emergency situations, if knowledge of that information is necessary to protect the health and safety of a student or other individual(s).



## EXAM SCHEDULE FOR 2011-12

<b>FALL, 2011</b>	MONDAY, DECEMBER 5	TUESDAY, DECEMBER 6	WEDNESDAY, DECEMBER 7	THURSDAY, DECEMBER 8
8:00 - 9:50	All classes that start between 8:50am and 9am	Classes that start between 7:40am and 8am, and meet two days/week on T/Th	Classes that start between 7:40am and 8am daily, four days/week, or three days/week	Classes that start between 7:40am and 8am, and meet two days/week on M/W
10:00 - 11:50	Classes that start at 10am and meet two days/week on M/W	All classes that start at 11:10am	Classes that start at 10am and meet two days/week on T/Th	Classes that start at 10am daily, four days/week, or three days/week
12:00 - 1:50	All classes that start at 1:30pm	Classes that start at 12:20 pm daily, four days/week, or three days/week	Classes that start at 12:20pm and meet two days/week on M/W	Classes that start at 12:20pm and meet two days/week on T/Th
2:00 - 3:50	Note: Hybrid classes will hold their exams at the time specified for a course that meets all of its hours in a classroom	All classes that start between 3:50pm and 4pm	Classes that start at 2:40pm daily, four days/week, three days/week, or 2 days/week on T/Th	Classes that start at 2:40pm and meet two days/week on M/W
5:00 - 6:50	Note: Hybrid classes will hold their exams at the time specified for a course that meets all of its hours in a classroom	Classes that start at 5pm and meet two days/week on M/W	All classes that start at 6:10pm	Classes that start at 5pm daily, four days/week, three days/week or 2 days/week on T/Th
7- 8:50	Note: Hybrid classes will hold their exams at the time specified for a course that meets all of its hours in a classroom	Classes that start at 7:20pm daily, four days/week, three days/week or 2 days/week on T/Th	Classes that start at 7:20pm and meet two days/week on M/W	All classes that start at 8:30pm
<b>WINTER, 2012</b>				
	TUESDAY, MARCH 20	WEDNESDAY, MARCH 21	THURSDAY, MARCH 22	FRIDAY, MARCH 23
8:00 - 9:50	Classes that start between 7:40am and 8am daily, four days/week, or three days/week	Classes that start between 7:40am and 8am, and meet two days/week on M/W	Classes that start between 7:40am and 8am, and meet two days/week on T/Th	All classes that start between 8:50am and 9am
10:00 - 11:50	Classes that start at 10am and meet two days/week on T/Th	Classes that start at 10am daily, four days/week, or three days/week	All classes that start at 11:10am	Classes that start at 10am and meet two days/week on M/W
12:00 - 1:50	Classes that start at 12:20pm and meet two days/week on M/W	Classes that start at 12:20pm and meet two days/week on T/Th	Classes that start at 12:20 pm daily, four days/week, or three days/week	All classes that start at 1:30pm
2:00 - 3:50	Classes that start at 2:40pm daily, four days/week, three days/week, or 2 days/week on T/Th	Classes that start at 2:40pm and meet two days/week on M/W	All classes that start between 3:50pm and 4pm	Note: Hybrid classes will hold their exams at the time specified for a course that meets all of its hours in a classroom.
5:00 - 6:50	All classes that start at 6:10pm	Classes that start at 5pm daily, four days/week, three days/week or 2 days/week on T/Th	lasses that start at 5pm and meet two days/week on M/W	Note: Hybrid classes will hold their exams at the time specified for a course that meets all of its hours in a classroom.
7:00 - 8:50	Classes that start at 7:20pm and meet two days/week on M/W	All classes that start at 8:30pm	lasses that start at 7:20pm daily, four days/week, three days/week or 2 days/week on T/Th	Note: Hybrid classes will hold their exams at the time specified for a course that meets all of its hours in a classroom
<b>SPRING, 2012</b>				
	TUESDAY, JUNE 11	WEDNESDAY, JUNE 12	THURSDAY, JUNE 13	FRIDAY, JUNE 14
8:00 - 9:50	Classes that start between 7:40am and 8am, and meet two days/week on T/Th	All classes that start between 8:50am and 9am	Classes that start between 7:40am and 8am, and meet two days/week on M/W	Classes that start between 7:40am and 8am daily, four days/week, or three days/week
10:00 - 11:50	All classes that start at 11:10am	Classes that start at 10am and meet two days/week on M/W	Classes that start at 10am daily, four days/week, or three days/week	Classes that start at 10am and meet two days/week on T/Th
12:00 - 1:50	Classes that start at 12:20 pm daily, four days/week, or three days/week	All classes that start at 1:30pm	Classes that start at 12:20pm and meet two days/week on T/Th	Classes that start at 12:20pm and meet two days/week on M/W
2:00 - 3:50	All classes that start between 3:50pm and 4pm	Note: Hybrid classes will hold their exams at the time specified for a course that meets all of its hours in a classroom.	Classes that start at 2:40pm and meet two days/week on M/W	Classes that start at 2:40pm daily, four days/week, three days/week, or 2 days/week on T/Th
5:00 - 6:50	Classes that start at 5pm and meet two days/week on M/W	Note: Hybrid classes will hold their exams at the time specified for a course that meets all of its hours in a classroom.	Classes that start at 5pm daily, four days/week, three days/week or 2 days/week on T/Th	All classes that start at 6:10pm
7:00 - 8:50	Classes that start at 7:20pm daily, four days/week, three days/week or 2 days/week on T/Th	Note: Hybrid classes will hold their exams at the time specified for a course that meets all of its hours in a classroom	All classes that start at 8:30pm	Classes that start at 7:20pm and meet two days/week on



Everett Community College does not discriminate on the basis of race, religion, creed, color, national origin, age, sex, sexual orientation, marital status, the presence of any physical, sensory or mental disability, genetic information or status as a disabled or Vietnam era veteran in its program and activities, or employment.

The Vice President of Instruction and Student Services has been designated to handle inquiries regarding student-related non-discrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, or by phone at (425)388-9216.

The Vice President of Administrative Services/Human Resources has been designated to handle employment-related inquiries regarding the non-discrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, or by phone at (425)388-9232.

Produced by  
Student Activities  
[www.everettcc.edu/StudentHandbook](http://www.everettcc.edu/StudentHandbook)