

Green River College PRFR Report Appendix 2.C.2

2.C.2 The institution's policies and procedures related to student rights and responsibilities should include, but not be limited to, provisions related to academic honesty, conduct, appeals, grievances, and accommodations for persons with disabilities.

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Section 1: Documentation of student's rights and responsibilities policies and procedures, which include Academic honesty

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- WAC 132J-126-090 Rule of Student conduct - Student responsibilities
- Student Rights to Know and Student Conduct
- Green River College Student Handbook

2.C.2 EV.#1: Academic honesty / Section 1

WAC 132J-126-090 (student code of conduct –
Student Responsibility)

WAC 132J-126-090 Conduct—Student responsibilities. Any student or student group shall be subject to disciplinary action as provided for in this chapter, who either as a principal actor, aide, abettor, or accomplice as defined in RCW 9A.08.020:

Materially and substantially interferes with the personal rights or privileges of others or the educational process of the college;

Violates any provision of this chapter; or

Commits any prohibited act including, but not limited to, the following:

(1) **Academic dishonesty.** Any act of academic dishonesty including, but not limited to, cheating, plagiarism, and fabrication. In academically honest writing or speaking, the student documents his/her source of information whenever:

Another person's exact words are quoted;

Another person's idea, opinion or theory is used through paraphrase; and

Facts, statistics, or other illustrative materials are borrowed.

In order to complete academically honest work, students should:

Acknowledge all sources according to the method of citation preferred by the instructor;

Write as much as possible from one's own understanding of the materials and in one's own voice;

Ask an authority on the subject, such as the instructor who assigned the work; and

Seek help from academic student services such as the library and/or writing center.

(2) **Tobacco, electronic cigarettes, and related products.** The use of tobacco, electronic cigarettes, and related products are not allowed on college campus. In addition to the main campus, this also includes any building and premises owned, leased or operated by the college outside of the main campus. "Related products" include, but are not limited to, cigarettes, pipes, bidi, clove cigarettes, waterpipes, hookahs, chewing tobacco, and snuff.

(3) **Alcohol.** The use, possession, delivery, sale, or being visibly under the influence of any alcoholic beverage, except as permitted by law and applicable college policies.

(4) **Drugs/substance abuse.**

(a) Any student who, while in any college facility or participating in a college-related program, uses, possesses, consumes, is demonstrably under the influence of, or sells any narcotic drug or controlled substance as defined in RCW 69.50.101, in violation of law or in a manner which significantly disrupts a college activity. For purposes of this section, "sell" includes the statutory meaning in RCW 69.50.410.

(b) **Marijuana.** The use, possession, delivery, sale, or being visibly under the influence of marijuana or the psychoactive compounds found in marijuana and intended for human consumption, regardless of form, is prohibited. While state law permits the recreational use of marijuana, federal law prohibits such use on college premises or in connection with college activities.

(5) **Conduct at college functions.** Any student who significantly disrupts or obstructs any teaching, research, administration, disciplinary proceedings, other college activities, including its public service functions on or off campus, or of other authorized noncollege activities when the conduct occurs on college premises.

Academic Misconduct



ACADEMIC MISCONDUCT

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ACADEMIC MISCONDUCT

Academic Honesty for Students

As you pursue your education here at GRC and elsewhere, you will be exposed to the ideas, theories, and creative works of countless scholars, scientists, journalists, professionals and artists. Whether the project is an essay, a solution to a math problem, or a research paper, it becomes important to consider how to incorporate the ideas of others and how sources will be identified and cited. This means that academic honesty is foundational to all types of critical commentary, scholarly inquiry, and knowledge production expected by instructors at GRC.

The following outlines the procedures for due process if accused of cheating or plagiarism.

[IN-5 Student Complaint Process - Green River College](#)

After considering available information about possible violation of an academic rule:

1. A college instructor, after meeting or attempting to meet with a student and upon written notice, may assign to the student a lower or failing grade for an individual project, test or paper or for the entire course.
2. The student may meet with the division chair, who will work with the instructor and student on potential resolution(s);
3. Followed by the dean of the division who may uphold or modify the instructor's action.
4. The vice-president for instruction (or designee), after consulting with the dean and meeting or attempting to meet with the student, may uphold or modify the instructor's decision. This is the final appeal of the process for a student to address academic dishonesty allegations.

Rules of Student Conduct - [Chapter 132J-126 WAC](#):

Academic Dishonesty or Cheating may also be referred directly to Judicial Affairs.

Written notice of any academic discipline under this rule:

Quick Links

[Submit an Incident Report](#)

[Submit a Hazing Incident Report](#)

[Submit an Academic Concern](#)

[Report Concern for a Student \(formerly Red Flag\)](#)

[Student Conduct Code](#)

[Reporting or filing a Sexual Misconduct complaint](#)

[Hazing](#)

[Student Rights & Responsibilities](#)

[Faculty Resources](#)

[FAQ for Parents](#)

[FAQ for Students](#)

[FERPA](#)

1. shall be either delivered personally or mailed by first class mail to the student's last known address within 30 calendar days after the date of the student misconduct or the date the misconduct was discovered or should have been discovered and
2. shall advise the student of his/her right to due process and appeal (as noted above) under these procedures within twenty-one calendar days.

For more information please see the Academic Honesty Tutorial located here: <https://libguides.greenriver.edu/academic-honesty/academic-honesty-homepage>

Resources

Contact Us

STUDENT SUPPORT

- ctcLink
- Student Email
- My Green River
- Navigate 360
- Financial Aid
- Holman Library
- Center for Transformational Wellness
- Student Remote Access
- Career & Advising Center
- Office of the Registrar
- Disability Support Services
- Counseling Services
- e-Learning
- Placement & Testing Center
- Register to Vote
- MMIWP / WSP

EMPLOYEE RESOURCES

- Human Resources
- Institutional Effectiveness
- ctcLink Sign In
- GatorNet
- Curriculog (formerly CAR/PAR)
- Faculty eLearning
- Canvas
- Gator News
- Employee Password Reset

CAMPUS SAFETY

- Emergency & Safety Alerts
- Just Report It

CONNECT WITH GREEN RIVER

- [Facebook](#)
- [Twitter](#)
- [Youtube](#)
- [LinkedIn](#)
- [Instagram](#)

Academic Honesty & Plagiarism



Academic Honesty & Plagiarism

What Academic Honesty is, why it matters, and how to build your own academic integrity

Academic Honesty/ Plagiarism Guide

PLAGIARISM BASICS

What is
Plagiarism?

Unintentional
Plagiarism

Consequences of
Plagiarising or
Cheating

HOW TO AVOID PLAGIARISM

Create Citations

Synthesize Your
Sources with Good
Paraphrases &
Quotes

Develop Good
Individual and
Group Work Habits

GENERATIVE AI
(artificial intelligence)
and ACADEMIC
HONESTY

OTHER PLAGIARISM
TUTORIALS &
QUIZZES

ACADEMIC HONESTY
FOR FACULTY [↗](#)

Find Help @ GRC

Consequences of plagiarism

Consequences of Plagiarism

What to expect if you are accused of plagiarizing or cheating

The following outlines the procedure for due process if accused of cheating or plagiarism.

After considering available information about possible violation of an academic rule:

- A college instructor, after meeting or attempting to meet with a student and upon written notice, may assign to the student a lower or failing grade for an individual project, test or paper or for the entire course;
- The student may meet with the division chair, who will work with the instructor and student on potential resolution(s);
- Followed by the dean of the division who may uphold or modify the instructor's action within limits.
- The vice-president for instruction (or designee), after consulting with the dean and meeting or attempting to meet with the student, may uphold or modify the instructor's decision. This is the final appeal of the process for a student to address academic dishonesty allegations.

Academic Dishonesty or Cheating may also be referred directly to Judicial Affairs.

Written notice of any academic discipline under this rule:

- shall be either delivered personally or mailed by first class mail to the student's last known address within 30 calendar days after the date of the student misconduct or the date the misconduct was discovered or should have been discovered and
- shall advise the student of his/her right to due process and appeal (as noted above) under these procedures within twenty-one calendar days.

For more information see the link to Judicial Programs at the bottom of the page. You will also find the link to the GRC Rules of Student Conduct (<http://www.greenriver.edu/student-affairs/judicial-programs.htm>)(WAC 132J-126.)

- More Info from the Student Code of Conduct Website (<https://www.greenriver.edu/students/judicial-affairs/student-conduct-code.html>)
- WAC 132J-126: Student Conduct Code (<https://app.leg.wa.gov/WAC/default.aspx?cite=132J-126&full=true>)



2.C.2 EV.#1: Conduct / Section 2

132J-126 WAC Rules of Student Conduct

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Chapter 132J-126 WAC

Last Update: 5/23/23

RULES OF STUDENT CONDUCT

WAC Sections

- 132J-126-010 Purpose.
- 132J-126-020 Statement of jurisdiction.
- 132J-126-030 Definitions.
- 132J-126-040 Student code authority.
- 132J-126-050 Statement of student rights.
- 132J-126-060 Right to sale of personal property.
- 132J-126-070 Denial of access to Green River College.
- 132J-126-080 Rights of ownership of works.
- 132J-126-090 Conduct—Student responsibilities.
- 132J-126-100 Violation of law and college discipline.
- 132J-126-120 Purpose of disciplinary action.
- 132J-126-125 Hazing prohibited—Sanctions.
- 132J-126-130 Disciplinary terms.
- 132J-126-140 Initiation of disciplinary action.
- 132J-126-150 Appeal from disciplinary action.
- 132J-126-160 Brief adjudicative proceedings—Initial hearing.
- 132J-126-170 Brief adjudicative proceedings—Review of an initial decision.
- 132J-126-180 Student conduct committee.
- 132J-126-190 Appeal—Student conduct committee.
- 132J-126-200 Student conduct appeals committee hearings—Presentations of evidence.
- 132J-126-210 Student conduct committee—Initial decision.
- 132J-126-220 Appeal from student conduct committee initial decision.
- 132J-126-230 Summary suspension.
- 132J-126-280 Brief adjudicative proceedings authorized.
- 132J-126-290 Brief adjudicative proceedings—Agency record.
- 132J-126-300 Recordkeeping.

SUPPLEMENTAL TITLE IX STUDENT CONDUCT PROCEDURES

- 132J-126-320 Prohibited conduct under Title IX.
- 132J-126-400 Order of precedence.
- 132J-126-420 Title IX jurisdiction.
- 132J-126-430 Initiation of discipline.
- 132J-126-440 Prehearing procedure.
- 132J-126-450 Rights of parties.
- 132J-126-460 Evidence.
- 132J-126-470 Initial order.
- 132J-126-480 Appeals.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS TITLE

- 132J-126-240 Supplemental procedures for sexual misconduct cases. [Statutory Authority: RCW **28B.50.140**(13) and P.L. 113-4. WSR 14-24-129, § 132J-126-240, filed 12/3/14, effective 1/3/15.] Repealed by WSR 22-08-065, filed 4/4/22, effective 5/5/22. Statutory Authority: Chapter **34.05** RCW and RCW **28B.50.140**.
- 132J-126-250 Supplemental definitions. [Statutory Authority: RCW **28B.50.140**(13) and P.L. 113-4. WSR 14-24-129, § 132J-126-250, filed 12/3/14, effective 1/3/15.] Repealed by WSR 22-08-065, filed 4/4/22, effective 5/5/22. Statutory Authority: Chapter **34.05** RCW and RCW **28B.50.140**.
- 132J-126-260 Supplemental complaint process. [Statutory Authority: RCW **28B.50.140**(13) and P.L. 113-4. WSR 14-24-129, § 132J-126-260, filed 12/3/14, effective 1/3/15.] Repealed by WSR 22-08-065, filed 4/4/22, effective 5/5/22. Statutory Authority: Chapter **34.05** RCW and RCW **28B.50.140**.
- 132J-126-270 Supplemental appeal rights. [Statutory Authority: RCW **28B.50.140**(13) and P.L. 113-4. WSR 14-24-129, § 132J-126-270, filed 12/3/14, effective 1/3/15.] Repealed by WSR 22-08-065, filed 4/4/22, effective 5/5/22. Statutory Authority: Chapter **34.05** RCW and RCW **28B.50.140**.

132J-126-010

Purpose.

(1) Green River College, an agency of the state of Washington, provides a variety of educational opportunities for students; namely the opportunities to examine the academic, vocational, technical, cultural, social, and recreational aspects of society. Green River College as an institution of society must maintain conditions conducive to the effective performance of its functions. Consequently, Green River College has special expectations regarding the conduct of students. Student conduct that detracts from, or interferes with, the accomplishment of college purposes is not acceptable.

(2) The student is a member of the community at large, and as such has the rights and responsibilities of any citizen. In addition, admission to Green River College carries with it the presumption that students will conduct themselves as responsible members of the college community.

This includes an expectation that students will obey the law, will comply with rules and regulations of the college, will maintain a high standard of integrity and honesty, and will respect the rights, privileges, and property of other members of the college community.

(3) The following rules regarding the conduct of students are adopted in order to provide students a full understanding of the rules that will enable the college to maintain conditions conducive to the effective performance of the college's functions. Sanctions for violations of the rules of student conduct will be administered by the college in the manner provided by said rules. When violation(s) of laws of the state of Washington and/or the United States are also involved, the college may refer such matters to the appropriate authorities. In cases of minors, this conduct may also be referred to parents or legal guardians.

(4) The office of judicial programs, under the leadership of the vice president of student affairs, maintains and administers the student code of conduct for Green River College. The office of judicial programs and Green River College strive to engage our students to become civic minded citizens who positively contribute to society and achieve their educational goals. The office of judicial programs seeks to educate students as to their rights, responsibilities, and expectations as members of Green River College while providing a fair and educational process through which alleged violations of the code of conduct are adjudicated.

[Statutory Authority: RCW **28B.50.140** and **34.02.353** [34.05.353]. WSR 15-15-071, § 132J-126-010, filed 7/13/15, effective 8/13/15. Statutory Authority: RCW **28B.50.140**(13) and P.L. 113-4. WSR 14-24-129, § 132J-126-010, filed 12/3/14, effective 1/3/15.]

132J-126-020

Statement of jurisdiction.

The student conduct code shall apply to student conduct that occurs on college premises, to conduct that occurs at or in connection with college sponsored activities, or to off-campus conduct that, in the judgment of the college, adversely affects the college community or the pursuit of its objectives. Jurisdiction extends to, but is not limited to, locations in which students are engaged in official college activities including, but not limited to, foreign or domestic travel, activities funded by the associated students, athletic events, training internships, cooperative and distance education, online education, practicums, supervised work experiences or any other college-sanctioned social or club activities. Students are responsible for their conduct from the time of application for admission through the actual receipt of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. These standards shall apply to a student's conduct even if the student withdraws from college while a disciplinary matter is pending. Inappropriate conduct by students who have completed classes and are awaiting graduation ceremony are covered by this student conduct code.

[Statutory Authority: RCW **28B.50.140**(13) and P.L. 113-4. WSR 14-24-129, § 132J-126-020, filed 12/3/14, effective 1/3/15.]

132J-126-030

Definitions.

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

"Assembly" is any overt activity engaged in by two or more persons, the object of which is to gain publicity, advocate a view, petition for a cause or disseminate information to any person, persons, or groups of persons.

"Business day" means a weekday, excluding weekends and college holidays.

"Cheating" is defined as intentional deception in producing or creating academic work. Cheating includes, but is not limited to:

- (a) Intentional plagiarism;
- (b) Selling or giving your own completed work to others who intend to turn it in as their own;
- (c) Purchasing or accepting the work of others with the intent of turning it in as your own;
- (d) Acquiring and/or using teachers' editions of textbooks, without the permission of the specific instructor, in order to complete your course assignments;
- (e) Obtaining or attempting to obtain an examination prior to its administration;
- (f) Referring to devices, materials or sources not authorized by the instructor;
- (g) Receiving assistance from another person when not authorized by the instructor;
- (h) Providing assistance to another person when not authorized by the instructor;
- (i) Taking an examination for another person;
- (j) Obtaining or attempting to obtain another person to take one's own examination;
- (k) Falsifying laboratory results or copying another person's laboratory results; and
- (l) Falsifying or attempting to falsify the record of one's grades or evaluation.

"College" means Green River College.

"College facilities" includes all buildings, structures, grounds, office space, and parking lots.

"College groups" shall mean individuals or groups who are currently enrolled students or current employees of the college, or guests of the college who are sponsored by a recognized student organization, employee organization, or the administration of the college.

"College official" includes any person employed by the college, performing assigned administrative or professional responsibilities.

"College premises" shall include all campuses of the college, wherever located, and includes all land, buildings, facilities, vehicles, equipment, and other property owned, used, or controlled by the college.

"Complainant" means any person who submits a charge alleging that a student violated the student code. When a student believes that she/he has been a victim of another student's misconduct, the student who believes she/he has been a victim will have the same rights under this student code as are provided to the complainant, even if another member of the college community submitted the charge himself or herself.

"Conduct review officer" is the vice president of student affairs or other college administrator designated by the president to be responsible for receiving and for reviewing or referring appeals of student disciplinary actions in accordance with the procedures of this code. The president is authorized to reassign any and all of the conduct review officer's duties or responsibilities as set forth in this chapter as may be reasonably necessary.

"Disciplinary action" is the process by which the student conduct officer imposes discipline against a student for a violation of the student conduct code.

"Disciplinary appeal" is the process by which an aggrieved student can appeal the discipline imposed by the student conduct officer. Disciplinary appeals from a suspension in excess of 10 instructional days or a dismissal are heard by the student conduct appeals board. Appeals of all other appealable disciplinary action shall be reviewed through brief adjudicative proceedings.

"Expressive activity" includes, but is not necessarily limited to, informational picketing, petition circulation, the distribution of informational leaflets or pamphlets, speech making, demonstrations, rallies, appearances of speakers in outdoor areas, protests, meetings to display group feelings or sentiments and/or other types of assemblies to share information, perspectives or viewpoints.

"Fabrication" is defined as intentional misrepresentation of an activity done by a student for an academic project or practicum. Fabrication includes, but is not limited to:

- (a) Counterfeiting data, research results, information, or procedures with inadequate foundation in fact;

- (b) Counterfeiting a record of internship or practicum experiences;
- (c) Submitting a false excuse for absence or tardiness; and
- (d) Unauthorized multiple submission of the same work; sabotage of others' work.

"Faculty member" means any person hired by the college to conduct classroom, counseling, or teaching activities or who is otherwise considered by the college to be a member of its faculty.

"Filing" is the process by which a document is officially delivered to a college official responsible for facilitating a disciplinary review. Unless otherwise provided, filing shall be accomplished by:

- (a) Hand delivery of the document to the specified college official or college official's assistant; or
- (b) By sending the document by email and first class mail to the specified college official's office and college email address.

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

"May" is used in the permissive sense.

"Member of the college community" includes any person who is a student, faculty member, college official or any other person employed by the college. A person's status in a particular situation shall be determined by the vice president of student affairs or designee.

"Noncollege groups" shall mean individuals, or combinations of individuals, who are not currently enrolled students or current employees of the college and who are not officially affiliated or associated with, or invited guests of a recognized student organization, recognized employee group, or the administration of the college.

"Organization" means number of persons who have complied with the formal requirements for college recognition/registration.

"Plagiarism" is defined as using others' original ideas in your written or spoken work without giving proper credit.

(a) Ideas include, but are not limited to:

- (i) Facts;
- (ii) Opinions;
- (iii) Images;
- (iv) Statistics;
- (v) Equations;
- (vi) Hypotheses;
- (vii) Theories.

(b) Plagiarism can occur in two ways: Intentional and unintentional.

(c) Ways that intentional plagiarism occur include, but are not limited to:

- (i) Turning in someone else's work as your own;
- (ii) Copying words or ideas from someone else without giving credit;
- (iii) Failing to put a quotation in quotation marks;
- (iv) Giving incorrect information about the source of a quotation;
- (v) Changing words but copying the sentence structure of a source without giving credit;
- (vi) Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not.

(d) Unintentional plagiarism may occur when a student has tried in good faith to document their academic work but fails to do so accurately and/or thoroughly. Unintentional plagiarism may also occur when a student has not had course work covering plagiarism and documentation and is therefore unprepared for college academic writing or speaking.

"Policy" means the written regulations of the college as found in, but not limited to, the student code, the college web page and computer use policy, and catalogs.

"Respondent" is the student against whom disciplinary action is initiated.

"Service" is the process by which a document is officially delivered to a party. Unless otherwise provided, service upon a party shall be accomplished by:

- (a) Hand delivery of the document to the party; or
- (b) By sending the document by email and by certified mail or first class mail to the party's last known address.

Service is deemed complete upon hand delivery of the document or upon the date the document is emailed and deposited in the mail.

"Shall" is used in the imperative sense.

"Student" includes all persons taking courses at or through the college, whether on a full-time or part-time basis, and whether such courses are credit courses, noncredit courses, online courses, or otherwise. Persons who withdraw after allegedly violating the code, who are not officially enrolled for a particular term but who have a continuing relationship with the college, or who have been notified of their acceptance for admission are considered students.

"Student conduct officer" is a college administrator designated by the president or vice president of student affairs to be responsible for implementing and enforcing the student conduct code. The president or vice president of student affairs is authorized to reassign any and all of the student conduct officer's duties or responsibilities as set forth in this chapter as may be reasonably necessary.

"Student group" for purposes of this code, is a student organization, athletic team, or living group including, but not limited to, student clubs and organizations, members of a class or student cohort, student performance groups, and student living groups within student housing.

"The president" is the president of the college. The president is authorized to delegate any and all of his or her responsibilities as set forth in this chapter as may be reasonably necessary.

"Vice president of student affairs" means the college administrator who reports to the college president, who serves as the college's student judicial affairs administrator, and who is responsible for administering the student rights and responsibilities code. The vice president of student affairs may designate a student conduct officer to fulfill this responsibility.

[Statutory Authority: RCW **28B.50.140**(13) and 2022 c 209. WSR 23-06-050, § 132J-126-030, filed 2/27/23, effective 3/30/23. Statutory Authority: RCW **28B.50.140** and **34.02.353** [34.05.353]. WSR 15-15-071, § 132J-126-030, filed 7/13/15, effective 8/13/15. Statutory Authority: RCW **28B.50.140**(13) and P.L. 113-4. WSR 14-24-129, § 132J-126-030, filed 12/3/14, effective 1/3/15.]

132J-126-040

Student code authority.

(1) The vice president of student affairs or designee shall develop policies for the administration of the student conduct system and procedural rules for the conduct of student conduct hearings that are not inconsistent with provisions of the student code.

(2) The vice president of student affairs or designee shall determine the composition of the student conduct committee in accordance with WAC **132J-126-180**.

(3) Decisions made by a student conduct officer shall be final, pending the normal appeal process.

[Statutory Authority: RCW **28B.50.140**(13) and P.L. 113-4. WSR 14-24-129, § 132J-126-040, filed 12/3/14, effective 1/3/15.]

132J-126-050

Statement of student rights.

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

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

(1) Academic freedom.

(a) Students are guaranteed the rights of free inquiry, expression, and assembly upon and within college facilities that are generally open and available to the public.

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

(c) Students shall be protected from academic evaluation which is arbitrary, prejudiced, or capricious, but are responsible for meeting the standards of academic performance established by each of their instructors.

(d) Students have the right to a learning environment which is free from unlawful discrimination, inappropriate and disrespectful conduct, and any and all harassment, including sexual harassment.

(2) Due process.

(a) The rights of students to be secure in their persons, quarters, papers, and effects against unreasonable searches and seizures is guaranteed.

(b) No disciplinary sanction may be imposed on any student without notice to the accused of the nature of the charges.

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

[Statutory Authority: RCW **28B.50.140**(13) and P.L. 113-4. WSR 14-24-129, § 132J-126-050, filed 12/3/14, effective 1/3/15.]

132J-126-060

Right to sale of personal property.

(1) Students have the right to engage in legal, incidental sales of personal property in private transactions.

(2) All other sales shall take place in Lindbloom Student Center subject to the approval and requirements of the vice president of student affairs or designee.

[Statutory Authority: RCW **28B.50.140**(13) and P.L. 113-4. WSR 14-24-129, § 132J-126-060, filed 12/3/14, effective 1/3/15.]

132J-126-070

Denial of access to Green River College.

(1) The vice president of student affairs may deny admission to a prospective student, or continued attendance to an enrolled student, if it reasonably appears that the student would not be competent to profit from the curriculum offerings of the college, or would, by the student's presence or conduct, create a disruptive atmosphere within the college or a substantial risk of actual harm to self or other members of the campus community.

(2) Denial of access decisions may be appealed, as or like disciplinary actions, to the student conduct committee.

[Statutory Authority: RCW **28B.50.140** and **34.02.353** [34.05.353]. WSR 15-15-071, § 132J-126-070, filed 7/13/15, effective 8/13/15. Statutory Authority: RCW **28B.50.140**(13) and P.L. 113-4. WSR 14-24-129, § 132J-126-070, filed 12/3/14, effective 1/3/15.]

132J-126-080

Rights of ownership of works.

It shall be the policy of Green River College that employees of the college shall not use students' published or unpublished works for personal gain without written consent of the student.

[Statutory Authority: RCW **28B.50.140** and **34.02.353** [34.05.353]. WSR 15-15-071, § 132J-126-080, filed 7/13/15, effective 8/13/15. Statutory Authority: RCW **28B.50.140**(13) and P.L. 113-4. WSR 14-24-129, § 132J-126-080, filed 12/3/14, effective 1/3/15.]

132J-126-090

Conduct—Student responsibilities.

Any student or student group shall be subject to disciplinary action as provided for in this chapter, who either as a principal actor, aide, abettor, or accomplice as defined in RCW **9A.08.020**:

Materially and substantially interferes with the personal rights or privileges of others or the educational process of the college;

Violates any provision of this chapter; or

Commits any prohibited act including, but not limited to, the following:

(1) **Academic dishonesty.** Any act of academic dishonesty including, but not limited to, cheating, plagiarism, and fabrication. In academically honest writing or speaking, the student documents his/her source of information whenever:

Another person's exact words are quoted;

Another person's idea, opinion or theory is used through paraphrase; and

Facts, statistics, or other illustrative materials are borrowed.

In order to complete academically honest work, students should:

Acknowledge all sources according to the method of citation preferred by the instructor;

Write as much as possible from one's own understanding of the materials and in one's own voice;

Ask an authority on the subject, such as the instructor who assigned the work; and

Seek help from academic student services such as the library and/or writing center.

(2) **Tobacco, electronic cigarettes, and related products.** The use of tobacco, electronic cigarettes, and related products are not allowed on college campus. In addition to the main campus, this also includes any building and premises owned, leased or operated by the college outside of the main campus. "Related products" include, but are not limited to, cigarettes, pipes, bidi, clove cigarettes, waterpipes, hookahs, chewing tobacco, and snuff.

(3) **Alcohol.** The use, possession, delivery, sale, or being visibly under the influence of any alcoholic beverage, except as permitted by law and applicable college policies.

(4) **Drugs/substance abuse.**

(a) Any student who, while in any college facility or participating in a college-related program, uses, possesses, consumes, is demonstrably under the influence of, or sells any narcotic drug or controlled substance as defined in RCW 69.50.101, in violation of law or in a manner which significantly disrupts a college activity. For purposes of this section, "sell" includes the statutory meaning in RCW 69.50.410.

(b) **Marijuana.** The use, possession, delivery, sale, or being visibly under the influence of marijuana or the psychoactive compounds found in marijuana and intended for human consumption, regardless of form, is prohibited. While state law permits the recreational use of marijuana, federal law prohibits such use on college premises or in connection with college activities.

(5) **Conduct at college functions.** Any student who significantly disrupts or obstructs any teaching, research, administration, disciplinary proceedings, other college activities, including its public service functions on or off campus, or of other authorized noncollege activities when the conduct occurs on college premises.

(6) **Theft; stolen property; robbery.** Any student who, while in any college facility or participating in a college-related program, commits or attempts to commit theft as defined in RCW 9A.56.020, or possesses stolen property as defined in RCW 9A.56.140, or commits or attempts to commit robbery as defined in RCW 9A.56.190.

(7) **Damaging property.**

(a) Any student who causes or attempts to cause physical damage to property owned, controlled or operated by the college, or to property owned, controlled or operated by another person while said property is located on college facilities.

(b) Any student who in this or any other manner is guilty of malicious mischief in violation of RCW 9A.48.070 through 9A.48.100.

(8) **Abuse; intimidation.** Physical abuse, verbal abuse, threats, intimidation, coercion, and/or other conduct which threatens or endangers the health or safety of any person.

(9) **Hazing.**

(a) Hazing is any act committed as part of:

(i) A person's recruitment, initiation, pledging, admission into, or affiliation with a student group;

(ii) Any pastime or amusement engaged in with respect to such a student group; or

(iii) That causes, or is likely to cause, bodily danger or physical harm, or serious psychological or emotional harm, to any student.

(b) Examples of hazing include, but are not limited to:

(i) Causing, directing, coercing, or forcing a person to consume any food, liquid, alcohol, drug, or other substance which subjects the person to risk of such harm;

(ii) Humiliation by ritual act;

(iii) Striking another person with an object or body part;

(iv) Causing someone to experience excessive fatigue, or physical and/or psychological shock; or

(v) Causing someone to engage in degrading or humiliating games or activities that create a risk of serious psychological, emotional, and/or physical harm.

(c) "Hazing" does not include customary athletic events or other similar contests or competitions.

(d) Consent is not a valid defense against hazing.

(10) **Failure to comply.** Failure to comply with directions of college officials, campus safety officers, or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

(11) **Possession of keys.** Unauthorized possession, duplication or use of keys to any college premises or unauthorized entry to or use of college premises.

(12) **Policy violation.** Violation of any college policy, rule, or regulation published in hard copy or available electronically on the college website.

(13) **Violation of laws.** Violation of any federal, state, or local law.

(14) **False alarms.** Falsely setting off or otherwise tampering with any emergency safety equipment, alarm, or other device established for the safety of individuals and/or college facilities.

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

(16) **Sexual misconduct.**

(a) Sexual misconduct is any sexual activity with another that is unwanted and nonconsensual. Sexual misconduct includes physical contact as well as voyeurism.

(b) Consent to sexual activity requires that, at the time of the act, there are actual words or conduct demonstrating freely given agreement to sexual activity, silence or passivity is not consent. Even if words or conduct alone seem to imply consent, sexual activity is nonconsensual when:

(i) Force or blackmail is threatened or used to procure compliance with the sexual activity; or

(ii) The person is unconscious or physically unable to communicate his or her unwillingness to engage in sexual activity; or

(iii) The person lacks the mental capacity at the time of the sexual activity to be able to understand the nature or consequences of the act, whether that incapacity is produced by illness, defect, the influence of alcohol or another substance, or some other cause.

(c) A person commits voyeurism if, for the purpose of arousing or gratifying the sexual desire of any person, he or she knowingly views, photographs, or films another person, without that person's knowledge and consent, while the person being viewed, photographed, or filmed is in a place where he or she has a reasonable expectation of privacy.

(d) The term "sexual harassment" means unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature that is sufficiently serious as to deny or limit, and that does deny or limit, based on sex, the ability of a student to participate in or benefit from the college's educational program or that creates an intimidating, hostile, or offensive environment for other campus community members.

(e) The term "sexual intimidation" incorporates the definition of "sexual harassment" and means threatening or emotionally distressing conduct based on sex including, but not limited to, nonconsensual recording of sexual activity or the distribution of such recording.

(17) **Sexual violence.** The term "sexual violence" incorporates the definition of "sexual harassment" and means a physical sexual act perpetrated without clear, knowing, and voluntary consent, such as committing a sexual act against a person's will, exceeding the scope of consent, or where the person is incapable of giving consent, including rape, sexual assault, sexual battery, sexual coercion, sexual exploitation,

gender- or sex-based stalking. The term further includes acts of dating or domestic violence. A person may be incapable of giving consent by reason of age, threat or intimidation, lack of opportunity to object, disability, drug or alcohol consumption, or other cause.

(18) **Weapons and fireworks.** Possession or use of fireworks anywhere on campus; possession, holding, wearing, transporting, storage or presence of any firearm, dagger, sword, knife, or any other cutting or stabbing instrument, or club, or incendiary device, or explosive, or any facsimile weapons, or any other weapon apparently capable of producing bodily harm and/or property damage is prohibited on the college campus, subject to the following exceptions:

(a) Commissioned law enforcement personnel, legally authorized military personnel, or bank-related security personnel required by their office to carry such weapons or devices.

(b) Possession or use of disabling chemical sprays when used for self-defense.

(c) The president may authorize possession of a weapon on campus upon a showing that the weapon is reasonably related to a legitimate pedagogical purpose. Such permission shall be in writing and shall be subject to such terms or conditions incorporated in the written permission.

(19) **Demonstrations.** Participating in an on-campus or off-campus demonstration, riot, or activity that disrupts the normal operations of the college and/or infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

(20) **Disorderly conduct.** Conduct that is disorderly, lewd, indecent, or obscene; breach of peace; or aiding, abetting, or procuring another person to breach the peace on college premises or at functions sponsored by, or participated in by, the college or members of the college community. Disorderly conduct includes, but is not limited to, any unauthorized use of electronic or other devices to make an audio or video record of any person while on college premises without his/her prior knowledge, or without his/her effective consent when such a recording is in a place or situation where he or she has a reasonable expectation of privacy. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.

(21) **Discriminatory conduct.** Discriminatory conduct which harms or adversely affects any member of the college community because of his/her race; color; national origin; sensory, mental or physical disability; use of a service animal; gender, including pregnancy; marital status; age (40+); religion; creed; genetic information; sexual orientation; gender identity; veteran's status; or any other legally protected classification.

(22) **Stalking.** Stalking, defined as intentionally and repeatedly harassing or following a person and intentionally or unintentionally placing the person being followed or harassed in fear of physical harm to one's self or property or physical harm to another person or another's property.

(23) **Improper use of technology.** Theft or other abuse of computer facilities and resources including, but not limited to:

(a) Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.

(b) Unauthorized transfer of a file.

(c) Use of another individual's identification and/or password.

(d) Use of computing facilities and resources to interfere with the work of another student, faculty member, or college official.

(e) Use of computing facilities and resources to view or send obscene or abusive messages.

(f) Use of computing facilities and resources to interfere with normal operation of the college computing system.

(g) Use of computing facilities and resources in violation of copyright laws.

(h) Any violation of the Student Affairs Policy SA-24 - Student Acceptable Computer Use.

(24) **Forgery or alteration of records.** Any student who, while in any college facility or participating in a college-related program, engages in forgery, as defined in RCW [9A.60.020](#).

(25) **Disruption of conduct process.** Abuse of the student conduct system including, but not limited to:

(a) Falsification, distortion, or misrepresentation of information before a student conduct officer.

(b) Disruption or interference with the orderly conduct of a student conduct hearing proceeding.

(c) Institution of a student conduct code proceeding in bad faith.

(d) Attempting to discourage an individual's proper participation in, or use of, the student conduct system.

(e) Attempting to influence the impartiality of a member of a student conduct officer prior to, and/or during the course of, the student conduct hearing proceeding.

(f) Harassment (verbal or physical) and/or intimidation of a member of a student conduct officer prior to, during, and/or after a student conduct hearing proceeding.

(g) Failure to comply with the sanction(s) imposed under the student code.

(h) Influencing or attempting to influence another person to commit an abuse of the student conduct code system.

(26) **False complaint.** Filing a formal complaint falsely accusing another student or college employee with violating a provision of this chapter.

(27) **Classroom conduct.** Any student who significantly disrupts any college class and makes it unreasonably difficult to conduct the class in an orderly manner shall be subject to disciplinary action. An instructor/faculty member may impose any of the following actions for classroom conduct:

(a) Warning: An oral or written notice to a student that college and/or classroom expectations about conduct have not been met.

(b) Reprimand: A written notice which censures a student for improper conduct and includes a warning that continuation or repetition of improper conduct shall result in further disciplinary action.

(c) Summary suspension for a maximum of two days: As defined in WAC [132J-126-230](#).

At any time, severe misconduct or continued misconduct shall be just cause for the matter to be forwarded immediately to the vice president of student affairs or designee for further action.

(28) **Retaliation.** Harming, threatening, intimidating, coercing, or taking adverse action of any kind against a person because such person reported an alleged violation of this code or college policy, provided information about an alleged violation, or participated as a witness or in any other capacity in a college investigation or disciplinary proceeding.

[Statutory Authority: RCW [28B.50.140](#)(13) and 2022 c 209. WSR 23-06-050, § 132J-126-090, filed 2/27/23, effective 3/30/23. Statutory Authority: RCW [28B.50.140](#)(13) and P.L. 113-4. WSR 14-24-129, § 132J-126-090, filed 12/3/14, effective 1/3/15.]

132J-126-100

Violation of law and college discipline.

(1) College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this student code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this student code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the vice president of student affairs or designee. Determinations made or sanctions imposed under this student code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of college rules were dismissed, reduced, or resolved in favor of, or against the criminal law defendant.

(2) When a student is charged by federal, state, or local authorities with a violation of law, the college will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the student code, the college may advise off-campus authorities of the existence of the student code and of how such matters are typically handled within the college community. The college will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or

sanctions). Individual students and other members of the college community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

[Statutory Authority: RCW **28B.50.140**(13) and P.L. 113-4. WSR 14-24-129, § 132J-126-100, filed 12/3/14, effective 1/3/15.]

132J-126-120

Purpose of disciplinary action.

The college may apply sanctions or take other appropriate action for violations of the student code of conduct. Disciplinary proceedings shall determine whether and under what conditions the violator may continue as a student of the college.

[Statutory Authority: RCW **28B.50.140**(13) and P.L. 113-4. WSR 14-24-129, § 132J-126-120, filed 12/3/14, effective 1/3/15.]

132J-126-125

Hazing prohibited—Sanctions.

(1) Hazing by a student or a student group is prohibited pursuant to WAC **132-126-090**(9).

(2) No student may conspire to engage in hazing or participate in hazing of another. State law provides that hazing is a criminal offense, punishable as a misdemeanor.

(3) Washington state law provides that:

(a) Any student group that knowingly permits hazing is strictly liable for harm caused to persons or property resulting from hazing. If the organization, association, or student living group is a corporation whether for profit or nonprofit, the individual directors of the corporation may be held individually liable for damages.

(b) Any person who participates in the hazing of another shall forfeit any entitlement to state-funded grants, scholarships, or awards for a period of time determined by the college.

(c) Student groups that knowingly permits hazing to be conducted by its members or by others subject to its direction or control shall be deprived of any official recognition or approval granted by the college.

(d) Student groups found responsible for violating the code of student conduct, college antihazing policies, or state or federal laws relating to hazing or offenses related to alcohol, drugs, sexual assault, or physical assault will be disclosed in a public report issued by the college setting forth the name of the student group, the date the investigation began, the date the investigation ended, a finding of responsibility, a description of the incident(s) giving rise to the finding, and the details of the sanction(s) imposed.

[Statutory Authority: RCW **28B.50.140**(13) and 2022 c 209. WSR 23-06-050, § 132J-126-125, filed 2/27/23, effective 3/30/23.]

132J-126-130

Disciplinary terms.

The following definitions of disciplinary terms have been established to provide consistency in the application of penalties:

(1) **Warning** - A notice in writing to the student that the student is violating or has violated institutional regulations.

(2) **Probation** - A written reprimand for violation of specified regulations. Probation is indefinite or for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.

(3) **Loss of privileges** - Denial of specified college privileges for a designated period of time.

(4) **Fines** - Previously established and published monetary charges.

(5) **Restitution** - Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

(6) **Discretionary sanctions** - These may include, but are not limited to, work assignments, essays, service to the college, or other related discretionary assignments.

(7) **College suspension** - Separation of the student from the college for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

(8) **College dismissal** - Permanent separation of the student from the college.

(9) **Revocation of admission and/or degree** - Admission to or a degree awarded from the college may be revoked for fraud, misrepresentation, or other violation of college standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

(10) **Registration hold** - Students may have their registration privileges blocked pending the completion of specified sanctions/conditions. Holds may be placed and removed only by the vice president of student affairs or designee.

(11) **Revocation of club status and loss of college recognition** - Applies to clubs and organizations.

[Statutory Authority: RCW **28B.50.140**(13) and P.L. 113-4. WSR 14-24-129, § 132J-126-130, filed 12/3/14, effective 1/3/15.]

132J-126-140

Initiation of disciplinary action.

(1) All disciplinary actions will be initiated by the student conduct officer. If that officer is the subject of a complaint initiated by the respondent, the president shall, upon request and when feasible, designate another person to fulfill any such disciplinary responsibilities relative to the complainant.

(2) The student conduct officer shall initiate disciplinary action by serving the respondent with written notice directing him or her to attend a disciplinary meeting. The notice shall briefly describe the factual allegations, the provision(s) of the conduct code the respondent is alleged to have violated, the range of possible sanctions for the alleged violation(s), and specify the time and location of the meeting. At the meeting, the student conduct officer will present the allegations to the respondent and the respondent shall be afforded an opportunity to explain what took place. If the respondent fails to attend the meeting the student conduct officer may take disciplinary action based upon the available information.

(3) Within ten days of the initial disciplinary meeting, and after considering the evidence in the case, including any facts or argument presented by the respondent, the student conduct officer shall serve the respondent with a written decision setting forth the facts and conclusions supporting his or her decision, the specific student conduct code provisions found to have been violated, the discipline imposed, if any, and a notice of any appeal rights with an explanation of the consequences of failing to file a timely appeal.

(4) The student conduct officer may take any of the following disciplinary actions:

(a) Exonerate the respondent and terminate the proceedings;

(b) Impose a disciplinary sanction(s), as described in WAC **132J-126-130**;

(c) Refer the matter directly to the student conduct committee for such disciplinary action as the committee deems appropriate. Such referral shall be in writing, to the attention of the chair of the student conduct committee, with a copy served on the respondent.

[Statutory Authority: RCW **28B.50.140**(13) and P.L. 113-4. WSR 14-24-129, § 132J-126-140, filed 12/3/14, effective 1/3/15.]

132J-126-150

Appeal from disciplinary action.

The respondent may appeal a disciplinary action by filing a written notice of appeal with the conduct review officer within twenty-one calendar days of service of the student conduct officer's decision. Failure to timely file a notice of appeal constitutes a waiver of the right to appeal and the student conduct officer's decision shall be deemed final.

(1) The notice of appeal must include a brief statement explaining why the respondent is seeking review.

(2) The parties to an appeal shall be the respondent and the conduct review officer.

(3) A respondent, who timely appeals a disciplinary action or whose case is referred to the student conduct committee, has a right to a prompt, fair, and impartial hearing as provided for in these procedures.

(4) On appeal, the college bears the burden of establishing the evidentiary facts underlying the imposition of a disciplinary sanction by a preponderance of the evidence.

(5) Imposition of disciplinary action for violation of the student conduct code shall be stayed pending appeal, unless respondent has been summarily suspended.

(6) The student conduct committee shall hear appeals from:

(a) The imposition of disciplinary suspensions in excess of ten instructional days;

(b) Dismissals; and

(c) Discipline cases referred to the committee by the student conduct officer, the conduct review officer, or the president.

(7) Student conduct appeals from the imposition of the following disciplinary sanctions shall be reviewed through a brief adjudicative proceeding:

(a) Suspensions of ten instructional days or less;

(b) Disciplinary probation;

(c) Written reprimands; and

(d) Any conditions or terms imposed in conjunction with one of the foregoing disciplinary actions.

(8) Except as provided elsewhere in these rules, disciplinary warnings and dismissals of disciplinary actions are final action and are not subject to appeal.

[Statutory Authority: RCW **28B.50.140**(13) and P.L. 113-4. WSR 14-24-129, § 132J-126-150, filed 12/3/14, effective 1/3/15.]

132J-126-160

Brief adjudicative proceedings—Initial hearing.

(1) Brief adjudicative proceedings shall be conducted by a conduct review officer designated by the president. The conduct review officer shall not participate in any case in which he or she is a complainant or witness, or in which they have direct or personal interest, prejudice, or bias, or in which they have acted previously in an advisory capacity.

(2) Before taking action, the conduct review officer shall conduct an informal hearing and provide each party (a) an opportunity to be informed of the agency's view of the matter; and (b) an opportunity to explain the party's view of the matter.

(3) The conduct review officer shall serve an initial decision upon both the parties within ten days of consideration of the appeal. The initial decision shall contain a brief written statement of the reasons for the decision and information about how to seek administrative review of the initial decision. If no request for review is filed within twenty-one days of service of the initial decision, the initial decision shall be deemed the final decision.

(4) If the conduct review officer upon review determines that the respondent's conduct may warrant imposition of a disciplinary suspension of more than ten instructional days or dismissal, the matter shall be referred to the student conduct committee for a disciplinary hearing.

[Statutory Authority: RCW **28B.50.140**(13) and P.L. 113-4. WSR 14-24-129, § 132J-126-160, filed 12/3/14, effective 1/3/15.]

132J-126-170

Brief adjudicative proceedings—Review of an initial decision.

(1) An initial decision is subject to review by the president, provided the respondent files a written request for review with the conduct review officer within twenty-one days of service of the initial decision.

(2) The president shall not participate in any case in which he or she is a complainant or witness, or in which they have direct or personal interest, prejudice, or bias, or in which they have acted previously in an advisory capacity.

(3) During the review, the president shall give each party an opportunity to file written responses explaining their view of the matter and shall make any inquiries necessary to ascertain whether the sanctions should be modified or whether the proceedings should be referred to the student conduct committee for a formal adjudicative hearing.

(4) The decision on review must be in writing and must include a brief statement of the reasons for the decision and must be served on the parties within twenty days of the initial decision or of the request for review, whichever is later. The decision on review will contain a notice that judicial review may be available. A request for review may be deemed to have been denied if the president does not make a disposition of the matter within twenty days after the request is submitted.

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

[Statutory Authority: RCW **28B.50.140**(13) and P.L. 113-4, WSR 14-24-129, § 132J-126-170, filed 12/3/14, effective 1/3/15.]

132J-126-180

Student conduct committee.

(1) The student conduct committee shall consist of five members:

(a) Two full-time students appointed by the student government;

(b) Two faculty members appointed by the president;

(c) One administrative staff member (other than an administrator serving as a student conduct or conduct review officer) appointed by the president at the beginning of the academic year.

(2) The administrative staff member shall serve as the chair of the committee and may take action on preliminary hearing matters prior to convening the committee. The chair shall receive annual training on protecting victims and promoting accountability in cases involving allegations of sexual misconduct.

(3) Hearings may be heard by a quorum of three members of the committee so long as one faculty member and one student are included on the hearing panel. Committee action may be taken upon a majority vote of all committee members attending the hearing.

(4) Members of the student conduct committee shall not participate in any case in which they are a party, complainant, or witness, in which they have direct or personal interest, prejudice, or bias, or in which they have acted previously in an advisory capacity. Any party may petition for disqualification of a committee member pursuant to RCW **34.05.425**(4).

[Statutory Authority: RCW **28B.50.140**(13) and P.L. 113-4, WSR 14-24-129, § 132J-126-180, filed 12/3/14, effective 1/3/15.]

132J-126-190

Appeal—Student conduct committee.

(1) Proceedings of the student conduct committee shall be governed by the Administrative Procedure Act, chapter **34.05** RCW, and by the Model Rules of Procedure, chapter **10-08** WAC. To the extent there is a conflict between these rules and chapter **10-08** WAC, these rules shall control.

(2) The student conduct committee chair shall serve all parties with written notice of the hearing not less than seven days in advance of the hearing date, as further specified in RCW **34.05.434** and WAC **10-08-040** and **10-08-045**. The chair may shorten this notice period if both parties agree, and also may continue the hearing to a later time for good cause shown.

(3) The committee chair is authorized to conduct prehearing conferences and/or to make prehearing decisions concerning the extent and form of any discovery, issuance of protective decisions, and similar procedural matters.

(4) Upon request filed at least five days before the hearing by any party or at the direction of the committee chair, the parties shall exchange, no later than the third day prior to the hearing, lists of potential witnesses and copies of potential exhibits that they reasonably expect to present to the committee. Failure to participate in good faith in such a requested exchange may be cause for exclusion from the hearing of any witness or exhibit not disclosed, absent a showing of good cause for such failure.

(5) The committee chair may provide to the committee members in advance of the hearing copies of the conduct officer's notification of imposition of discipline (or referral to the committee) and the notice of appeal (or any response to referral) by the respondent. If doing so, however, the chair should remind the members that these "pleadings" are not evidence of any facts they may allege.

(6) The parties may agree before the hearing to designate specific exhibits as admissible without objection and, if they do so, whether the committee chair may provide copies of these admissible exhibits to the committee members before the hearing.

(7) The student conduct officer, upon request, shall provide reasonable assistance to the respondent in obtaining relevant and admissible evidence that is within the college's control.

(8) Communications between committee members and other hearing participants regarding any issue in the proceeding, other than procedural communications that are necessary to maintain an orderly process, are generally prohibited without notice and opportunity for all parties to participate, and any improper "ex parte" communication shall be placed on the record, as further provided in RCW **34.05.455**.

(9) Each party may be accompanied at the hearing by a nonattorney assistant of his/her choice. A respondent may elect to be represented by an attorney at his or her own cost, but will be deemed to have waived that right unless, at least four business days before the hearing, written notice of the attorney's identity and participation is filed with the committee chair with a copy to the student conduct officer. The committee will ordinarily be advised by an assistant attorney general. If the respondent is represented by an attorney, the student conduct officer may also be represented by a second, appropriately screened assistant attorney general.

[Statutory Authority: RCW **28B.50.140**(13) and P.L. 113-4, WSR 14-24-129, § 132J-126-190, filed 12/3/14, effective 1/3/15.]

132J-126-200

Student conduct appeals committee hearings—Presentations of evidence.

(1) Upon the failure of any party to attend or participate in a hearing, the student conduct committee may either (a) proceed with the hearing and issuance of its decision; or (b) serve a decision of default in accordance with RCW **34.05.440**.

(2) The hearing will ordinarily be closed to the public. However, if all parties agree on the record that some or all of the proceedings be open, the chair shall determine any extent to which the hearing will be open. If any person disrupts the proceedings, the chair may exclude that person from the hearing room.

(3) The chair shall cause the hearing to be recorded by a method that he/she selects, in accordance with RCW **34.05.449**. That recording, or a copy, shall be made available to any party upon request. The chair shall assure maintenance of the record of the proceeding that is required by RCW **34.05.476**, which shall also be available upon request for inspection and copying by any party. Other recordings shall also be permitted, in accordance with WAC **10-08-190**.

(4) The chair shall preside at the hearing and decide procedural questions that arise during the hearing, except as overridden by majority vote of the committee.

(5) The student conduct officer (unless represented by an assistant attorney general) shall present the case for imposing disciplinary sanctions.

(6) All testimony shall be given under oath or affirmation. Evidence shall be admitted or excluded in accordance with RCW **34.05.452**.

[Statutory Authority: RCW **28B.50.140**(13) and P.L. 113-4, WSR 14-24-129, § 132J-126-200, filed 12/3/14, effective 1/3/15.]

132J-126-210**Student conduct committee—Initial decision.**

(1) At the conclusion of the hearing, the student conduct committee shall permit the parties to make closing arguments in whatever form it wishes to receive them. The committee also may permit each party to propose findings, conclusions, and/or a proposed decision for its consideration.

(2) Within twenty days following the later of the conclusion of the hearing or the committee's receipt of closing arguments, the committee shall issue an initial decision in accordance with RCW **34.05.461** and WAC **10-08-210**. The initial decision shall include findings on all material issues of fact and conclusions on all material issues of law including which, if any, provisions of the student conduct code were violated. Any findings based substantially on the credibility of evidence or the demeanor of witnesses shall be so identified.

(3) The committee's initial order shall also include a determination on appropriate discipline, if any. If the matter was referred to the committee by the student conduct officer, the committee shall identify and impose disciplinary sanction(s) or conditions, if any, as authorized in the student code. If the matter is an appeal by the respondent, the committee may affirm, reverse, or modify the disciplinary sanction and/or conditions imposed by the student conduct officer and/or impose additional disciplinary sanction(s) or conditions as authorized herein.

(4) The committee chair shall cause copies of the initial decision to be served on the parties and their legal counsel of record. The committee chair shall also promptly transmit a copy of the decision and the record of the committee's proceedings to the president.

[Statutory Authority: RCW **28B.50.140**(13) and P.L. 113-4. WSR 14-24-129, § 132J-126-210, filed 12/3/14, effective 1/3/15.]

132J-126-220**Appeal from student conduct committee initial decision.**

(1) A respondent who is aggrieved by the findings or conclusions issued by the student conduct committee may appeal the committee's initial decision to the president by filing a notice of appeal with the president's office within twenty-one days of service of the committee's initial decision. Failure to file a timely appeal constitutes a waiver of the right and the initial decision shall be deemed final.

(2) The notice of appeal must identify the specific findings of fact and/or conclusions of law in the initial decision that are challenged and must contain argument why the appeal should be granted. The president's review shall be restricted to the hearing record made before the student conduct committee and will normally be limited to a review of those issues and arguments raised in the notice of appeal.

(3) The president shall provide a written decision to all parties within forty-five days after receipt of the notice of appeal. The president's decision shall be final and shall include a notice of any rights to request reconsideration and/or judicial review.

(4) The president may, at his or her discretion, suspend any disciplinary action pending review of the merits of the findings, conclusions, and disciplinary actions imposed.

(5) The president shall not engage in an ex parte communication with any of the parties regarding an appeal.

[Statutory Authority: RCW **28B.50.140**(13) and P.L. 113-4. WSR 14-24-129, § 132J-126-220, filed 12/3/14, effective 1/3/15.]

132J-126-230**Summary suspension.**

(1) Summary suspension is a temporary exclusion from specified college premises or denial of access to all activities or privileges for which a respondent might otherwise be eligible, while an investigation and/or formal disciplinary procedures are pending.

(2) The student conduct officer may impose a summary suspension if there is probable cause to believe that the respondent:

- (a) Has violated any provision of the code of conduct; and
- (b) Presents an immediate danger to the health, safety, or welfare of members of the college community; or
- (c) Poses an ongoing threat of disruption of, or interference with, the operations of the college.

(3) Notice. Any respondent who has been summarily suspended shall be served with oral or written notice of the summary suspension. If oral notice is given, a written notification shall be served on the respondent within two business days of the oral notice.

(4) The written notification shall be entitled "Notice of Summary Suspension" and shall include:

(a) The reasons for imposing the summary suspension, including a description of the conduct giving rise to the summary suspension and reference to the provisions of the student conduct code or the law allegedly violated;

(b) The date, time, and location when the respondent must appear before the conduct review officer for a hearing on the summary suspension; and

(c) The conditions, if any, under which the respondent may physically access the campus or communicate with members of the campus community. If the respondent has been trespassed from the campus, a notice against trespass shall be included that warns the student that his or her privilege to enter into or remain on college premises has been withdrawn, that the respondent shall be considered trespassing and subject to arrest for criminal trespass if the respondent enters the college campus other than to meet with the student conduct officer or conduct review officer, or to attend a disciplinary hearing.

(5) An officer designated by the president, who shall be someone other than the student conduct officer, shall conduct a hearing on the summary suspension as soon as practicable after imposition of the summary suspension. The hearing will be conducted as a brief adjudicative proceeding.

(a) During the summary suspension hearing, the issue before the reviewing officer is whether there is probable cause to believe that the summary suspension should be continued pending the conclusion of disciplinary proceedings and/or whether the summary suspension should be less restrictive in scope.

(b) The respondent shall be afforded an opportunity to explain why summary suspension should not be continued while disciplinary proceedings are pending or why the summary suspension should be less restrictive in scope.

(c) If the student fails to appear at the designated hearing time, the conduct review officer may order that the summary suspension remain in place pending the conclusion of the disciplinary proceedings.

(d) As soon as practicable following the hearing, the conduct review officer shall issue a written decision which shall include a brief explanation for any decision continuing and/or modifying the summary suspension and notice of any right to appeal.

(e) To the extent permissible under applicable law, the conduct review officer shall provide a copy of the decision to all persons or offices who may be bound or protected by it.

[Statutory Authority: RCW **34.05.353**. WSR 23-11-129, § 132J-126-230, filed 5/23/23, effective 6/23/23. Statutory Authority: RCW **28B.50.140**(13) and P.L. 113-4. WSR 14-24-129, § 132J-126-230, filed 12/3/14, effective 1/3/15.]

132J-126-280**Brief adjudicative proceedings authorized.**

This rule is adopted in accordance with RCW **34.05.482** through **34.05.494**. Brief adjudicative proceedings shall be used, unless provided otherwise by another rule or determined otherwise in a particular case by the president, or a designee, in regard to:

- (1) Student conduct appeals involving the following disciplinary actions:
 - (a) Suspensions of ten instructional days or less;
 - (b) Disciplinary probation;
 - (c) Written reprimands;
 - (d) Any conditions or terms imposed in conjunction with one of the foregoing disciplinary actions; and
 - (e) Appeals by a complainant in student disciplinary proceedings involving allegations of sexual misconduct in which the student conduct officer:
 - (i) Dismisses disciplinary proceedings based upon a finding that the allegations of sexual misconduct have no merit; or
 - (ii) Issues a verbal warning to respondent.
- (2) Brief adjudicative proceedings are informal hearings and shall be conducted in a manner which will bring about a prompt fair resolution of the matter.

[Statutory Authority: RCW **28B.50.140**(13) and P.L. 113-4. WSR 14-24-129, § 132J-126-280, filed 12/3/14, effective 1/3/15.]

132J-126-290**Brief adjudicative proceedings—Agency record.**

The agency record for brief adjudicative proceedings shall consist of any documents regarding the matters that were considered or prepared by the presiding officer for the brief adjudicative proceeding or by the reviewing officer for any review. These records shall be maintained as the official record of the proceedings.

[Statutory Authority: RCW **28B.50.140**(13) and P.L. 113-4. WSR 14-24-129, § 132J-126-290, filed 12/3/14, effective 1/3/15.]

132J-126-300**Recordkeeping.**

- (1) The vice president of student affairs shall maintain for at least six years the following records of student grievance and disciplinary actions and proceedings:
 - (a) Initial and final orders in cases where a student's grievance has been sustained or a disciplinary action against a student has been reversed and the student fully exonerated;
 - (b) The complete records in all cases where adjudication has been requested; and
 - (c) A list or other summary of all disciplinary actions reported or known to the vice president and not appealed.
- (2) Final disciplinary actions shall be entered on student judicial records, provided that the vice president of student affairs shall have discretion to remove some or all of that information from a student's judicial record upon the student's request and showing of good cause.

[Statutory Authority: RCW **28B.50.140**(13) and P.L. 113-4. WSR 14-24-129, § 132J-126-300, filed 12/3/14, effective 1/3/15.]

SUPPLEMENTAL TITLE IX STUDENT CONDUCT PROCEDURES**132J-126-320****Prohibited conduct under Title IX.**

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

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

- (1) **Quid pro quo harassment.** A college employee conditioning the provision of an aid, benefit, or service of the college on an individual's participation in unwelcome sexual conduct.
- (2) **Hostile environment.** Unwelcome conduct that a reasonable person would find to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the college's educational programs or activities, or employment.
- (3) **Sexual assault.** Sexual assault includes the following conduct:
 - (a) Nonconsensual sexual intercourse. Any actual or attempted sexual intercourse (anal, oral, or vaginal), however slight, with any object or body part, by a person upon another person, that is without consent and/or by force. Sexual intercourse includes anal or vaginal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.
 - (b) Nonconsensual sexual contact. Any actual or attempted sexual touching, however slight, with any body part or object, by a person upon another person that is without consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.
 - (c) Incest. Sexual intercourse or sexual contact with a person known to be related to them, either legitimately or illegitimately, as an ancestor, descendant, brother, or sister of either wholly or half related. Descendant includes stepchildren and adopted children under the age of 18.
 - (d) Statutory rape. Consensual sexual intercourse between someone who is 18 years of age or older and someone who is under the age of 16.
 - (4) **Domestic violence.** Physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the state of Washington, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the state of Washington, RCW **26.50.010**.

(5) **Dating violence.** Physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed by a person:

- (a) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- (b) Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - (i) The length of the relationship;
 - (ii) The type of relationship; and
 - (iii) The frequency of interaction between the persons involved in the relationship.

(6) **Stalking.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or suffer substantial emotional distress.

[Statutory Authority: Chapter **34.05** RCW and RCW **28B.50.140**. WSR 22-08-065, § 132J-126-320, filed 4/4/22, effective 5/5/22.]

132J-126-400

Order of precedence.

This supplemental procedure applies to allegations of sexual harassment subject to Title IX jurisdiction pursuant to regulations promulgated by the United States Department of Education. See 34 C.F.R. Sec. 106. To the extent these supplemental hearing procedures conflict with the college's standard disciplinary procedures, WAC **132J-126-010** through **132J-126-300**, these supplemental procedures shall take precedence. Green River College may, at its discretion, contract with an administrative law judge or other person to act as presiding officer and assign such presiding officer to exercise any or all of the duties in lieu of the student conduct committee and committee chair.

[Statutory Authority: Chapter **34.05** RCW and RCW **28B.50.140**. WSR 22-08-065, § 132J-126-400, filed 4/4/22, effective 5/5/22.]

132J-126-420

Title IX jurisdiction.

(1) This supplemental procedure applies only if the alleged misconduct:

- (a) Occurred in the United States;
- (b) Occurred during a college educational program or activity; and
- (c) Meets the definition of sexual harassment as that term is defined in this supplemental procedure.

(2) For purposes of this supplemental procedure, an "educational program or activity" is defined as locations, events, or circumstances over which the college exercised substantial control over both the respondent and the context in which the alleged sexual harassment occurred. This definition includes any building owned or controlled by a student organization that is officially recognized by the college.

(3) Proceedings under this supplemental procedure must be dismissed if the decision maker determines that one or all of the requirements of subsection (1)(a) through (c) of this section have not been met. Dismissal under this supplemental procedure does not prohibit the college from pursuing other disciplinary action based on allegations that the respondent violated other provisions of the college's student conduct code, WAC **132J-126-090**.

(4) If the Title IX coordinator determines the facts in the investigation report are not sufficient to support Title IX jurisdiction and/or pursuit of a Title IX violation, the Title IX coordinator will issue a notice of dismissal in whole or part to both parties explaining why some or all of the Title IX claims have been dismissed.

[Statutory Authority: Chapter **34.05** RCW and RCW **28B.50.140**. WSR 22-08-065, § 132J-126-420, filed 4/4/22, effective 5/5/22.]

132J-126-430

Initiation of discipline.

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

(2) If the judicial officer determines that there are sufficient grounds to proceed under these supplemental procedures, the judicial officer will initiate a Title IX disciplinary proceeding by filing a written disciplinary notice with the chair of the student conduct committee and serving the notice on the respondent and the complainant, and their respective advisors. The notice must:

- (a) Set forth the basis for Title IX jurisdiction;
 - (b) Identify the alleged Title IX violation(s);
 - (c) Set forth the facts underlying the allegation(s);
 - (d) Identify the range of possible sanctions that may be imposed if the respondent is found responsible for the alleged violation(s); and
 - (e) Explain that the parties are entitled to be accompanied by their chosen advisors during the hearing and that:
 - (i) The advisors will be responsible for questioning all witnesses on the party's behalf;
 - (ii) An advisor may be an attorney; and
 - (iii) The college will appoint the party an advisor of the college's choosing at no cost to the party, if the party fails to do so.
- (3) Explain that if a party fails to appear at the hearing, a decision of responsibility may be made in their absence.

[Statutory Authority: Chapter **34.05** RCW and RCW **28B.50.140**. WSR 22-08-065, § 132J-126-430, filed 4/4/22, effective 5/5/22.]

132J-126-440

Prehearing procedure.

(1) Upon filing and serving the written disciplinary notice, the chair of the student conduct committee will send a hearing notice to all parties, in compliance with WAC **132J-126-190**. In no event will the hearing date be set less than 10 days after the Title IX coordinator provided the final investigation report to the parties.

(2) A party may choose to have an attorney serve as their advisor at the party's own expense. This right will be waived unless, at least five days before the hearing, the attorney files a notice of appearance with the committee chair with copies to all parties and the student conduct

officer.

(3) In preparation for the hearing, the parties will have equal access to all evidence gathered by the investigator during the investigation, regardless of whether the college intends to offer the evidence at the hearing.

[Statutory Authority: Chapter **34.05** RCW and RCW **28B.50.140**. WSR 22-08-065, § 132J-126-440, filed 4/4/22, effective 5/5/22.]

132J-126-450

Rights of parties.

(1) The college's student conduct procedures, chapter **132J-126** WAC and this supplemental procedure shall apply equally to all parties.

(2) The college bears the burden of offering and presenting sufficient testimony and evidence to establish that the respondent is responsible for a Title IX violation by a preponderance of the evidence.

(3) The respondent will be presumed not responsible until such time as the disciplinary process has been finally resolved.

(4) During the hearing, each party shall be represented by an advisor. The parties are entitled to an advisor of their own choosing and the advisor may be an attorney. If a party does not choose an advisor, then the Title IX coordinator or chair of the student conduct committee will appoint an advisor of the college's choosing on the party's behalf at no expense to the party.

[Statutory Authority: Chapter **34.05** RCW and RCW **28B.50.140**. WSR 22-08-065, § 132J-126-450, filed 4/4/22, effective 5/5/22.]

132J-126-460

Evidence.

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

(1) Relevance: The committee chair shall review all questions for relevance and shall explain on the record their reasons for excluding any question based on lack of relevance.

(2) Relevance means that information elicited by the question makes facts in dispute more or less likely to be true.

(3) Questions or evidence about a complainant's sexual predisposition or prior sexual behavior are not relevant and must be excluded, unless such question or evidence:

(a) Is asked or offered to prove someone other than the respondent committed the alleged misconduct; or

(b) Concerns specific incidents of prior sexual behavior between the complainant and the respondent, which are asked or offered on the issue of consent.

(4) No negative inference: The committee may not make an inference regarding responsibility solely on a witness's or party's absence from the hearing or refusal to answer questions.

(5) Privileged evidence: The committee shall not consider legally privileged information unless the holder has effectively waived the privilege. Privileged information includes, but is not limited to, information protected by the following:

(a) Spousal/domestic partner privilege;

(b) Attorney-client and attorney work product privileges;

(c) Privileges applicable to members of the clergy and priests;

(d) Privileges applicable to medical providers, mental health therapists, and counselors;

(e) Privileges applicable to sexual assault and domestic violence advocates; and

(f) Other legal privileges identified in RCW **5.60.060**.

[Statutory Authority: Chapter **34.05** RCW and RCW **28B.50.140**. WSR 22-08-065, § 132J-126-460, filed 4/4/22, effective 5/5/22.]

132J-126-470

Initial order.

(1) In addition to complying with WAC **132J-126-210**, the student conduct committee will be responsible for conferring and drafting an initial order that:

(a) Identifies the allegations of sexual harassment;

(b) Describes the grievance and disciplinary procedures, starting with filing of the formal complaint through the determination of responsibility, including notices to parties, interviews with witnesses and parties, site visits, methods used to gather evidence, and hearings held;

(c) Makes findings of fact supporting the determination of responsibility;

(d) Reaches conclusions as to whether the facts establish whether the respondent is responsible for engaging in sexual harassment in violation of Title IX;

(e) Contains a statement of, and rationale for, the student conduct committee determination of responsibility for each allegation;

(f) Describes any disciplinary sanction or conditions imposed against the respondent, if any;

(g) Describes to what extent, if any, complainant is entitled to remedies designed to restore or preserve complainant's equal access to the college's education programs or activities; and

(h) Describes the process for appealing the initial order to the college president.

(2) The chair of the student conduct committee will serve the initial order on the parties simultaneously.

[Statutory Authority: Chapter **34.05** RCW and RCW **28B.50.140**. WSR 22-08-065, § 132J-126-470, filed 4/4/22, effective 5/5/22.]

132J-126-480

Appeals.

(1) All parties, including the student conduct officer in their capacity as a representative of the college, have the right to appeal from the determination of responsibility and/or from a dismissal, in whole or part, of a formal complaint during the investigative or hearing process. Appeals must be in writing and filed with the president's office within 21 days of service of the initial order or notice of dismissal. Appeals must identify the specific findings of fact and/or conclusions of law in the initial order or dismissal that the appealing party is challenging and must contain argument

as to why the appeal should be granted. Failure to file a timely appeal constitutes a waiver of the right to appeal and the initial order or dismissal shall be deemed final.

(2) Upon receiving a timely appeal, the president's office will serve a copy of the appeal on all parties, who will have 10 days from the date of service to submit written responses to the president's office addressing issues raised in the appeal. Failure to file a timely response constitutes a waiver of the right to participate in the appeal. Upon receipt of written responses, the president's office shall serve copies of the responses to the other parties.

(3) Parties receiving a copy of the responses shall have five days in which to submit a written reply addressing issues raised in the responses to the president's office.

(4) The president or their delegate, based on their review of parties' submissions and the hearing or investigative record, will determine whether the grounds for appeal have merit, provide the rationale for this conclusion, and state whether a dismissal is affirmed or denied, or if the disciplinary sanctions and conditions imposed in the initial order are affirmed, vacated, or amended, and, if amended, set forth the new disciplinary sanctions and conditions.

(5) The president's office shall serve the final decision on the parties simultaneously.

(6) All administrative decisions reached through this process are and may be judicially appealed pursuant to applicable provisions of chapter **34.05** RCW including, but not limited to, the timelines set forth in RCW **34.05.542**. No decisions or recommendations arising from this disciplinary procedure will be subject to grievance pursuant to any collective bargaining agreement.

[Statutory Authority: Chapter **34.05** RCW and RCW **28B.50.140**. WSR 22-08-065, § 132J-126-480, filed 4/4/22, effective 5/5/22.]

Student Rights to Know and Student Conduct

STUDENT RIGHTS TO KNOW AND STUDENT CONDUCT



Introduction

Green River College is committed to your educational success. This booklet details a number of college policies and procedures to assist you while attending Green River. Green River is a community that values each individual, fosters inclusion and cares about the well-being, health and safety of each member. Should you not find the information you are looking for here please contact Student Affairs at 253-288-2400 or visit us at Student Affairs and Success Center (SA) 206.

AIDS Awareness and Education

Green River College is also committed to providing a safe and healthy educational environment which includes providing education and information about the transmission and prevention of chronic, communicable diseases such as Acquired Immune Deficiency Syndrome (AIDS). Consistent with existing law and in the interest of all concerned, the college takes appropriate measures to ensure a safe environment through educational services. AIDS education information is available in the Health Services Office located in the LC building.

Alcohol and Other Drugs Prevention Program and Policies

Green River College views substance abuse as detracting from the health and productivity of the individual and the college community. The college views alcohol and other drug abuse as a treatable illness. As with other illnesses, we can support the efforts of those seeking assistance and improve our environment in a way that sets an example for others.

Green River will assist the education of its students and employees on the use and effects of alcohol and other drugs as part of its prevention program.

The college values early intervention for students and employees who are affected by substance use. Furthermore, the college is committed to assisting students and employees to seek appropriate avenues of assessment and treatment for substance abuse. Both Green River's Counseling office along with the Health Services Office provide education, early intervention and treatment referral services.

The Green River College policies apply to all students taking one or more classes and all employees, including faculty, staff and administrators. This information will be distributed annually in writing and, in line with the Drug Free Schools and Communities Act and Drug Free Workplace Act, will include the following:

1. Standards of conduct that prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by employees and students on its property or as a part of any of its activities.
2. A description of the applicable legal sanctions under the law for the unlawful possession or distribution of illicit drugs and alcohol.
3. A description of the health risks associated with the use and abuse of all drugs and alcohol.
4. A description of counseling, treatment, rehabilitation or re-entry programs that is available to students.
5. A statement and description of disciplinary sanctions that will be imposed upon students consistent with all laws.

Green River College Alcohol and Other Drug Education & Prevention

Health Services utilizes an individualized educational process for the education about alcohol and other drugs with the goal of prevention of abuse. Health Services also provides periodic group programs which have been designed to respond to the needs and empower the wellness of all members of the college community. The program includes a continuum of services.

1. Prevention/Education—increase awareness, knowledge, skills and practice of healthier alcohol and other drug choices.
2. Policy and Procedures—review and revise college policies and procedures regarding alcohol and other drug (AOD) use and abuse, to ensure fair and consistent implementation supportive of the mission of the college as well as federal, state and local guidelines.
3. Resources
 - A. Consultation—provides all members of the Green River community with the opportunity for a free and confidential consultation about their use/abuse of alcohol or other drugs.
 - B. Referral to Counseling/Treatment—where indicated following a consultation, students will be assisted in finding appropriate services which are designed to help a person stop abusing alcohol or other drugs.
 - C. Referral to Self-Help and Support Groups—to support ongoing progress of individuals working on their recovery program, linkages with 12-step groups will be maintained to facilitate quick entry into a group.

Should you have any questions or would like more information about the Health Services focus about alcohol and other drugs, please contact the [Health Services office](#), extension 2430.

Health Risks of Alcohol and Other Drug Abuse

The following is a brief summary of information regarding the health risks associated with the abuse of alcohol and the use of illicit drugs. There are several sources of additional information on campus, including Counseling and Health Services. Educational programs are offered throughout the year. The library and Instructional Media Center have additional educational material and resources.

Alcohol—beer, wine, liquor.

- Dependence Potential: yes.
- Possible Effects: muscle relaxation, impaired motor control, memory and judgment, depression, intoxication.
- Common Complications: severe impairment of all physical and mental functions, risk of choking or injury from falls or accidents, loss of consciousness, respiratory failure, coma, death due to anesthesia of brain centers controlling breathing and heart rate.

Cannabis—marijuana, hashish, hashish oil.

- Dependence Potential: yes.
- Possible Effects: altered sense of time and visual perception, euphoria, memory, depression interference, reduced coordination and reflex response capacity.
- Common Complications: fatigue, reactions ranging from mild anxiety to panic and paranoia, confusion, disorientation, hallucinations and distortion of sense perceptions.

Sedatives—barbiturates, tranquilizers, methaqualone, other depressants.

- Dependence Potential: yes.
- Possible Effects: drowsiness, slurred speech, disorientation, impaired motor coordination.

- Common Complications: shallow respiration, weak and rapid pulse, coma, possible death from depression of central nervous system functions.

Hallucinogens—LSD—acid, psilocybin, peyote, mescaline, many other natural and synthetic hallucinogens.

- Dependence Potential: yes.
- Possible Effects: altered sense of time, space and visual perception, disorientation, hallucinations, nausea, dilated pupils, cross sensory perceptions, dizziness, increased temperature, blood pressure and heart rate, sweating and chills.
- Common Complications: impaired judgment leading to impulsive actions, paranoia, rapid mood swings, “bad trip”—fear, anxiety, paranoia, panic and hallucinations to match, exhaustion after use, depression, fears—often of death, of their mind not working right or of flashbacks.

Narcotics—heroin, codeine, opium, morphine, Percodan, Percocet, Fentanyl, Oxycodone

- Dependence Potential: yes.
- Possible Effects: euphoria, drowsiness, nausea, respiratory depression.
- Common Complications: shallow and slow breathing, dizziness, vomiting, sweating, convulsions, coma, and possible death.

Steroids—anabolic steroids.

- Dependence Potential: yes.
- Possible Effects: acne, aggressive behavior, anger management problems, cholesterol imbalance, impotence, psychosis.
- Common Complications: aggressive behavior, psychosis, reduced fertility, stroke, liver damage, increased cancer risk.

Stimulants—cocaine, crack, speed, amphetamines, and methamphetamines

- Dependence Potential: yes.
- Possible Effects: increased alertness, increased pulse and blood pressure, euphoria, pupil dilation, insomnia, loss of appetite.
- Common Complications: agitation, irritability, dizziness, confusion, fatigue, depression, seizure, convulsions, tactile or visual hallucinations, possible death.

Nicotine—cigarette, cigar, pipe smoking, vaping (e-cigarettes) chewing tobacco

- Dependence Potential: yes.
- Possible Effects: increased heart rate and blood pressure, irritation of the eyes, nose and respiratory tract, shortness of breath, decreased sensitivity of taste buds, depression.
- Common Complications: increased risk of: heart attack, cardiovascular disease, mouth, throat and lung cancer, and other pulmonary disease.

Information About Moderate Drinking

If you are making a choice to drink alcoholic beverages, there are some strategies to consider adopting that will lessen the chance of a negative consequence occurring. You are encouraged to:

- Plan ahead, and set a limit before you start drinking
- Consider how you will get home, plans for next day
- Be aware of your health and mood
- 1 drink means 12 oz. of beer, 4 oz. of wine, or 1 oz. of spirits

- Pour your own drinks, and measure them
- Keep track of how much you drink
- Eat some food before you drink (something that isn't salty!)
- Sip, instead of gulp, your drink (make it last awhile!)
- Substitute or alternate nonalcoholic drinks
- Do NOT mix energy drinks with alcohol
- Space your drinks (i.e., No more than 1 per hour)
- Try to resist pressure to keep up with your friends, or join in drinking games
- Be aware of cues that can influence you to drink more: (i.e., people, places, emotions, thirst, and stress)

Standards of Conduct/Proscribed Student Conduct (See specific WACs <http://app.leg.wa.gov/WAC/default.aspx?cite=132J-126&full=true>)

A student will be subject to disciplinary action or sanction upon violation of any of the following conduct violations:

- 1) Possession, use, or distribution on campus of any controlled substance as defined by the laws of the United States or the state of Washington, except as permitted by law;
- 2) Violation of the college policy on alcoholic beverages, which states: "Any student who, while in any college facility or participating in a college-related program, uses, possesses, consumes, is demonstrably under the influence of, or sells any liquor as defined in RCW 66.04.010, in violation of law or in a manner which significantly disrupts a college activity, shall be subject to discipline."

Student Disciplinary Sanctions

Official college action will be taken when violation of state law or college policy regarding alcohol and other illicit drugs occurs. Initiation and types of non- academic discipline are described below.

- **Disciplinary Action** WAC 132J-126-120
 - The College may apply sanctions or take other appropriate action for violations of the student code of conduct. Disciplinary proceedings shall determine whether and under what conditions the violator may continue as a student at the college.
- **Disciplinary Terms** WAC 132J-126-130
 - **Warning** – a written notice that a student is violating or has violated institutional regulations
 - **Probation** – a written reprimand for violation of specific regulations
 - **Loss of privileges** – a denial of specified college privileges for a designated period of time
 - **Fines** – previously established and published monetary charges
 - **Restitution** – compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement
 - **Discretionary sanctions** – may include, but are not limited to, work assignments, essays, service to the college, or related discretionary assignments
 - **College suspension** – separation of the student from the college for a definite period of time, after which time the student is eligible to return. Conditions for readmission may be specified.
 - **College dismissal** – permanent separation of the student from the college
 - **Revocation of admission and/or degree** – Admission to or a degree awarded from the college may be revoked for fraud, misrepresentation, or other violation of college

standards in obtaining the degree, or for other serious violations committed by a student prior to graduation

- **Registration hold** – Student may have registration privileges blocked pending the completion of specified sanctions/conditions. Holds may be placed and removed only by the vice-president of student affairs or designee

Applicable Legal Sanctions

Descriptions of the applicable legal sanctions for the unlawful possession or distribution of illicit drugs and alcohol can be found below.

Washington State Drug Laws

RCW 46.61.502 & RCW 46.61.504

- Prohibits operating motor vehicle while under the influence of an intoxicating liquor or any drug. Discusses penalties and Alcohol Information School.

RCW 46.61.517 & RCW 46.20.308: Refusal of person to Take Alcohol Test or drug concentration.

- Refusal of person to Take Alcohol Test or drug concentration in the person's blood or breath is admissible in a court of law.

RCW 66.24.481 Public Place or Club

- No public place may keep liquor or permit its consumption unless authorized by a state banquet permit.

RCW 66.44.100 Opening or Consuming Liquor in Public Place

- Prohibits consuming liquor in a public place.

RCW 66.44.200 Sales to Persons Apparently Under the Influence of Liquor

- Prohibits the sale of any alcohol to a person apparently under the influence of liquor.

RCW 66.44.270 Furnishing Liquor to Minors— Possession, Use

- Prohibits the sale or supply of liquor to a minor, and prohibits anyone from permitting a minor to consume liquor on premises under that person's control.
- Prohibits minors from possessing, consuming, or otherwise acquiring any liquor. (At the college, it is also contrary to the alcohol policy to furnish or permit alcohol to be served to persons who are intoxicated.)

RCW 66.44.290 Minors Purchasing

- Prohibits anyone under age 21 from purchasing or attempting to purchase alcohol.

RCW 66.44.310 Misrepresenting Age

- Prohibits using a false identification card or misrepresenting your age.

RCW 66.44.325 & RCW 66.44.328 False Identification

- Prohibits the use and manufacture of false ID cards.

RCW 66.44.370 Resisting Arrest

- Prohibits anyone from resisting arrest by a law enforcement official.

RCW 69.41.340 Steroid Use by Student Athletes

- Prohibits the use of steroids by student athletes.
- Announces loss of eligibility for use.

RCW 69.41.350 Penalties of possessing

- Penalties of possessing under 200 tablets or eight 2 cc bottles of steroid without a valid prescription (gross misdemeanor) or over 200 tablets or eight 2 cc bottles of steroid without a valid prescription (Class C Felony)

RCW 69.50.401 Prohibited Acts: A - Penalties

- Prohibits the manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance. Any person in violation with respect to: (i) a Schedule I or II narcotic is guilty of a crime and upon conviction may be imprisoned for up to 10 years. If the crime involved less than two kilograms of the drug, fined up to \$25,000; or if the crime involved two or more kilograms of the drug, then fined up to \$100,000 for the first two kilograms and up to \$50 for each additional gram.
- The sentence may include both imprisonment and fine, (ii) any other Schedule I, II, III substance is guilty of a crime and may be imprisoned for up to five years, fined up to \$10,000 or both. Nor may anyone be in possession of a controlled substance unless it was obtained through a valid prescription of a practitioner. Any person found guilty of possession of 40 grams or less of marijuana shall be guilty of a misdemeanor.

RCW 69.50.406 Distribution to Persons Under Age 18

- Anyone 18 years of age or over who distributes a controlled substance that is a narcotic drug to a person under 18 is punishable by the fine and/or imprisonment of up to twice that authorized by RCW 69.50.401 (a) (1) (i)

RCW 69.50.408 Second or Subsequent Offenses

- Second or subsequent offenses are punishable by twice the imprisonment and/or fine that is otherwise authorized.

RCW 69.50.410 Prohibited Acts: D - Penalties

- Prohibits the sale for profit any controlled substance or counterfeit substance classified in Schedule I, RCW 69.50.204 except leaves and flowering tops of marijuana
- Any person convicted of this subsection shall receive a sentence of up to five years in prison for the first offense, or a mandatory sentence of five years in prison for a subsequent offense and no judge may suspend or defer the second sentence.
- Violation of this subsection by selling heroin is punishable by a mandatory sentence of two years in prison and no judge of any court shall suspend or defer the sentence. Any person convicted on a second or subsequent sale of heroin shall receive a mandatory sentence of 10 years in prison and no judge shall suspend or defer the second sentence.
- In addition to the sentences provided, any person convicted of a violation of this subsection shall be fined in an amount calculated to at least elimination and all proceeds of profits gained by such person as a result of sales of controlled substances, up to the amount of \$500,000 on each count.

RCW 69.50.412 Prohibited Acts: E - Penalties

- Prohibits the use of drug paraphernalia to plant grow, harvest, manufacture, produce, prepare, test, store, or introduce into the human body a controlled substance: is guilty of a misdemeanor. Prohibits the delivery, possession with intent to deliver, or manufacture with intent to deliver drug paraphernalia to a person less than 18 years of age who is at least three years of age his junior is guilty of a gross misdemeanor. Any person 18 years of age or over who violates this subsection by delivering drug paraphernalia to a person less than 18 years of age who is at least three years of age his junior is guilty of a gross misdemeanor.

RCW 69.50.412 Prohibited Acts: E -- Penalties (as amended by 2013 c 3)

- It is unlawful for any person to use drug paraphernalia to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain, conceal, inject, ingest, inhale, or otherwise introduce into the human body a controlled substance other than marijuana. Any person who violates this subsection is guilty of a misdemeanor.

RCW 69.50.420 Violations—Juvenile Driving Privileges

- If a juvenile between 13 and 21 is convicted of a violation of this chapter, the court shall notify the Department of Licensing within 24 hours after the entry of the judgment.

RCW 69.50.430 Additional Fine for Certain Felony Violations

- Every person convicted of possessing, delivering, manufacturing, or selling a controlled substance shall, for a first offense, be fined \$1,000 in addition to any other fine or penalty imposed. Persons found guilty of a second or subsequent offense shall receive a mandatory \$2,000 fine. Unless the court finds the person to be indigent, this additional fine shall not be suspended or deferred by the court.

RCW 69.52.030 Imitation Substances

- Prohibits the sale or misrepresentation of a substance as an illicit drug and any person who violates this shall, upon conviction, be guilty of a class C felony.

Federal Drug Laws

Sanctions for possession and trafficking of controlled substances under Title 21 United States Code (USC) Controlled Substances Act:

21 U.S.C. 844 (a)

Any individual who knowingly possesses a controlled substance that is listed in section 841(b)(1)(A) of this title in violation of section 844 of this title in an amount that, as specified by regulation of the Attorney General, is a personal use amount shall be liable to the United States for a civil penalty in an amount not to exceed \$10,000 for each such violation.

21 U.S.C. 853 (A) (2) and 21 U.S.C. 881 (a) (4) and 21 U.S.C. 881 (a) (7)

Forfeiture and property used to possess a controlled substance if the offense is punishable by more than one year imprisonment Forfeiture of vehicles, boats, or aircraft used to transport or conceal a controlled substance. Civil fine of up to \$10,000.

21 U.S.C. 853a and 18 U.S.C. 922 (g) and prosecutions under 18 U.S.C. 922 (g)(8)

Denial of Federal benefits, such as student loans, grants, contracts, and licenses, up to 1 year for first offense, up to 5 years for subsequent offenses. Revocation of Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are within the authority of some Federal agencies. Ineligible to receive or purchase a firearm.

Washington Legal Sanctions Relating to Manufacturing, Selling, or Delivering a Controlled Substance.

Schedule I or II Narcotic (i.e., cocaine, heroin, opium) Quantity: Less than two kilograms.

- First Offense: Imprisonment of not more than 10 years, or fine of not more than \$25,000, or both.
- Second Offense: up to twice the prison term and fine.

Schedule I or II Narcotic (i.e., cocaine, heroin, opium) Quantity: Two or more kilograms.

- First Offense: Imprisonment of not more than 10 years, or fine of not more than \$10,000 for first two kilograms and not more than \$50 for each additional gram, or both (fine and imprisonment).
- Second Offense: up to twice the prison term and fine.

Any other controlled substance classified in Schedule I, II, III, IV, or V. Quantity: Any.

- First Offense: Imprisonment of not more than five years, or fine of not more than \$10,000, or both.
- Second Offense: up to twice the prison term and fine.

Sale for profit of any controlled substance classified in Schedule I. Quantify: Any.

- First Offense: Imprisonment of not more than five years, or fine of up to \$500,000.
- Second Offense: mandatory sentence of five years.

Sale of heroin Quantity: Any.

- First Offense: Mandatory two-year imprisonment, or fine of up to \$500,000.
- Second Offense: mandatory sentence of five years.

Use of drug paraphernalia to plant, grow, store, inject, or otherwise insert into the human body a controlled substance Quantity: Any.

- First Offense: Imprisonment not less than 24 hours, or fine of not less than \$250.
- Second Offense: fine of not less than \$500.

Legal Sanctions Relating To Violations of Washington Alcohol Beverage Control Act

Sale or supply of liquor to any person under the age of 21.

- First Offense: fine of not more than \$500, or imprisonment of not more than two months, or both.
- Second Offense: imprisonment of not more than six months. Third or Subsequent Offense, imprisonment of not more than one year.

Possession, consumption, or acquisition of liquor by any person under the age of 21 (Minor in Possession/ MIP).

- First Offense: Fine of not more than \$500, or imprisonment of not more than two months, or both.
- Second Offense: imprisonment of not more than six months. Third or Subsequent Offense, imprisonment of not more than one year.

Purchase or attempted purchase of liquor by any person under the age of 21*.

- First Offense: Fine of not more than \$500, or imprisonment for not more than two months, or both.
- Second Offense: imprisonment of not more than six months.
- Third or Subsequent Offense: imprisonment of not more than one year.

*For those between the ages of 18 and 21: Fine of not less than \$250 and not fewer than 25 hours of community service.

Counseling, Treatment, Rehabilitation or Re-entry Resources

The following campus and community resources are available to and students

Campus and Related Resources On-Campus

Green River Counseling Services (253) 833-9111, ext. 2460: Provides short-term personal counseling services to students. Short-term counseling is defined as typically five to seven 50-minute sessions and a referral to off- campus resources as appropriate. Counseling services are free and confidential within the confines of the law.

Green River Health Services Office (253) 833-9111, ext. 2430

Health education programs, resources and referral information on a wide range of health-related topics.

Related Resources Off Campus

Residence IX (a non-profit women's alcohol and drug rehabilitation center in Kirkland, WA)

12029 113th Avenue NE

Kirkland, WA 98034

425-823-8844

<http://www.residencexii.org/>

Thunderbird Treatment Center (Operated by the Seattle Indian Health Board)

9236 Renton Avenue South

Seattle, WA 98118

206-324-9360

<http://www.sihb.org/>

Valley Cities Counseling and Consultation

33301 1st Way S. # C115

Federal Way, WA 98003

(253) 833-7444

Valley Cities Counseling and Consultation

2704 I St NE, Auburn, WA 98002

253) 833-7444

Call 253.939.4055 to access services, or come in to one of six office locations.
<http://www.valleycities.org/>

Alcohol and Drug Helpline

24/7 treatment, referral line 206-722-3700

<http://www.adhl.org/>

Alcoholics anonymous

<http://drug-alcoholhelpline.com/>

1-855-435-5596 (24/7)

Narcotics Anonymous (Seattle area)

Contact: Seattle Area 24-Hour Helpline: (206) 790-8888

The website below has all locations for both AA and NA.

<http://www.usrecovery.info/index.htm>

Crimes and Public Safety Report

Crime statistics are available through the current Clery Report on the Green River web under Campus Safety

[Annual Safety and Fire Report](#)

[Clery Geography - Main Campus](#)

[Clery Geography - Satellite Campuses](#)

Disabilities under the Americans With Disabilities Act

No student shall, on the basis of his or her disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any college program or activity. Green River College is committed to providing qualified students with a disability an equal opportunity to access the benefits, rights, and privileges of college services, programs and activities, in the most integrated setting appropriate to the student's needs, in compliance with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and RCW 28B, 10.910-.914. The ADA emerged from a series of workplace anti-discrimination laws and court rulings that trace their origin to the Civil Rights Act of 1964.

Green River College is committed to providing reasonable accommodations, including core services plus protection from discrimination, to qualified students with disabilities. The purpose of this policy is to identify the rights and responsibilities of students under the ADA and to establish clear guidelines for seeking and receiving reasonable accommodations.

To receive reasonable accommodations in an appropriate and timely manner, students are responsible for documenting the nature and extent of their disability and requesting accommodations in a timely manner. This policy establishes the scope of and the procedures for requesting those accommodations. Students are encouraged to resolve concerns of disability discrimination by first contacting Disability Support Services in LC-271 (ext. 2631) to discuss your issues. It is in everyone's best interest that disputes over reasonable accommodations for students with disabilities be settled as quickly and informally as possible. However, anyone who believes that there has been an act of discrimination by the college on the basis of disability, against any person or group, may file a complaint with the following:

U.S. Department of Education,
Office of Civil Rights 206- 607-1600 (Voice)
Fax: 206-607-1601
Email: OCR.Seattle@ed.gov
<http://www2.ed.gov/about/contacts/gen/regions.html>

Washington State Human Rights Commission (Seattle Office): (Due to state budget reductions the Seattle Office is no longer available for walk-in appointments.) To schedule an appointment or to speak with an investigator, please contact the Olympia Office.

360-753-6770 (Voice)
Toll Free: 1-800-233-3247
FAX: 360-586-2282
TTY: 1-800-300-7525
<http://www.hum.wa.gov/>

Visit the Green River Disability Support Services website to obtain more information about accommodations.

Discrimination and Sexual Harassment -

The purpose of these policies (HR 22 Nondiscrimination Policies & Discrimination Complaint Procedures and SA 19 Sexual Assault) is to set forth Green River's commitment to maintaining a college environment free from all forms of discrimination, including sexual harassment. This commitment applies to all levels and areas of college operations and programs, to students, faculty, staff, and all other personnel. The College is cognizant of its ethical and legal obligations to ensure that all students are provided equitable opportunities to realize their goals and function effectively within the College environment.

Discrimination is Prohibited

- The kinds of discrimination prohibited by Green River policy HR 22 are those that occur based on race, sex, religion, age, color, creed, national or ethnic origin, physical, mental, or sensory disability, marital status, sexual orientation, and status as a Vietnam-era or disabled veteran.
- This policy prohibits discrimination on these bases.

Sexual Harassment and/or Sexual Assault is prohibited

- Sexual Harassment and/or Sexual Assault is prohibited by Green River policy SA-19. Any student who, while in any college facility or participating in a college-related program, knowingly engages in unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, where such behavior offends the recipient, causes discomfort or humiliation, or interferes with job or academic performance, shall be subject to disciplinary action.
- Sexual Harassment and/or Sexual Assault is also prohibited under state and federal laws. All incidents will be fully investigated according to college procedures. Both accused and accuser will be notified of their due process rights. The College is cognizant of its ethical and legal obligations to ensure that all students are provided equitable treatment.

Further information about student safety can be found through the Personal Safety Against Violence Committee (which was formed in early 2014) to provide a coordinated and transparent effort to address and respond to sexual assault.

Gender Equity

RCW 28B.110.010, Article XXI, section 1, Amendment 61 of the Washington Constitution requires equal treatment of all citizens, regardless of gender. Recognizing the benefit to our state and nation of equal educational opportunities for all students, discrimination on the basis of gender against any student in the institutions of higher education of Washington is prohibited. This includes but is not limited to access to academic programs, student employment, counseling and guidance services, financial aid, student life and recreational activities (including clubs and club sports), and intercollegiate athletics. To report incidents of discrimination, contact the Title IX Coordinator for students (Vice President of Student Affairs) or contact Green River's Human Resources Office for the Title IX Coordinator for employees (Vice President of Human Resources).

Recourse

If you feel you have been harassed or have witnessed harassment, contact:

- For students: Title IX Coordinator is Vice President of Student Affairs (ext. 3328)
- For employees: Title IX Coordinator is Vice President of Human Resources (ext. 3320)

Green River College does not discriminate on the basis of race, creed, color, national origin, sex, sexual orientation, age, marital status, religion, disability, genetic information or on any other unlawful basis. The college is committed to preventing and stopping discrimination, including harassment of any kind and any associated retaliatory behavior.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President of Human Resources, 12401 SE 320th Street, Auburn, WA 98092-3622, (253) 288-3320. To receive this information in an alternate format, please contact Disability Support Services at (253) 833-9111, ext. 2631; TTY (253) 288-3359.

Ethical Principles and Code of Conduct-- Financial Aid



ETHICAL PRINCIPLES AND CODE OF CONDUCT

Section Menu ▼

[Home](#) / [Students](#) / [pay-for-college](#) / [financial-aid](#) / Ethical Principles and Code of Conduct

Green River College Mission Statement for Financial Aid

The mission of the Green River College's Financial Aid Office is to provide resources for students to access higher education, maximize student success and support the retention of students in order to allow them to attain their educational goals.

Program Objectives

- Fairly and equitably award funding from all sources.
- Maintain a high level of fiduciary responsibility and confidentiality.
- Maintain a student-centered environment and treat students with dignity and respect.
- Provide information and outreach services to the local community.
- Assist students with information and the application process.
- Coordinate scholarship processing by advertising, disbursing and maintaining scholarship records from private donors and the Green River College Foundation.
- Serve as the students' advocate in coordinating agency-funded programs.
- Assist students in seeking work-study employment.
- Provide timely and accurate payroll processing for students.

Ethical Principles Based Upon Mission Statement

- Be committed to removing financial barriers for those wanting to pursue postsecondary learning.
- Make every effort to assist students with financial need.
- Be aware of issues affecting students and advocate for their interests.
- Support efforts to encourage students as early as the elementary grades to aspire to plan for education beyond

Announcements

How can I check on the status of my aid?

Check your email along with the Tasks, Message Center, and Financial Aid tiles in your student homepage in [ctcLink](#) for updates on your financial aid.

2025-2026 FAFSA and WASFA now available!

Renew your FAFSA or WASFA for the 2025-26 award year. This includes Summer 2025, Fall 2025, Winter 2026, Spring 2026. Students who are enrolled for the next upcoming quarter will receive processing priority. Otherwise, we work through files in the order they were submitted.

high school.

- Educate students and families through quality consumer information.
- Respect the dignity and protect the privacy of students, and ensure the confidentiality of student records and personal circumstances.
- Ensure equity by applying all need analysis formulas consistently across the student population.
- Provide services that do not discriminate on the basis of race, gender, ethnicity, sexual orientation, religion, disability, age, or economic status.
- Recognize the need for professional development and continuing education opportunities.
- Promote the free expression of ideas and opinions, and foster respect for diverse viewpoints within the profession.
- Commit to the highest level of ethical behavior and refrain from conflict of interest or the perception thereof.
- Maintain the highest level of professionalism, reflecting a commitment to the goals of financial aid administrators.

(Statement taken from NASFAA's Ethical Principles.)

Code of Conduct for Institutional Financial Aid Professionals

An institutional financial aid professional is expected to always maintain exemplary standards of professional conduct in all aspects of carrying out his or her responsibilities, specifically including all dealings with any entities involved in any manner in student financial aid, regardless of whether such entities are involved in a government sponsored, subsidized, or regulated activity. In doing so, a financial aid professional should:

Refrain from taking any action for personal benefit or that of a family member such as cash, stocks, club memberships, gifts, entertainment, trips, payments or other forms of inappropriate remuneration from any entity involved with financial aid. A conflict of interest arises when one acts for personal gain.

Refrain from taking any action believed to be contrary to law, regulation, or the best interests of students and parents.

Ensure that the information provided is accurate, unbiased, and does not reflect any preference arising from actual or potential personal gain. Information should be transparent so that students and parents can fully understand their rights, obligations and alternatives (such as not using a preferred lender list).

Be objective in making decisions and advising the institution regarding relationships with any entity involved in any aspect of student financial aid such as lenders or other business entities.

Refrain from soliciting or accepting anything of other than nominal value (under \$10) from any entity (other than an institution of higher education or a government entity such as the U. S. Department of Education) involved in the making, holding, consolidating or processing of any student loans, including anything of value (including reimbursement of expenses) for serving on an advisory body or as a part of a training activity of or sponsored by any such entity. Avoid any appearance of conflict of interest.

Federal School Code

Our Federal School Code is 003780

Fall Hours of Operation

Phone Hours

- Monday - Thursday: 10 am - 2 pm

In-Person Hours - SA 231

- Monday - Thursday: 10 am - 4 pm
- Friday: 10 am - 2 pm

Students are not required to make an appointment in advance, but wait times to speak with a staff member may vary.

[View Closures & Special Hours](#)

The Financial Aid Office will be closed to the public on the following days to allow for work on document retention: Monday, October 13; Wednesday, October 29; Friday, November 7; Monday, December 8.

Contact Us

- Email: finaid@greenriver.edu
- please allow 7-10 business days for a response
- Phone: 253-288-3392 - we will return voicemail messages left during regular phone hours. Please provide your first and last name and ctcLink student ID number in your message.
- Fax: 253-288-3473

Office Address:

Green River College
Financial Aid Office
12401 SE 320th

Disclose to your institution any involvement with or interest in any entity involved in any aspect of student financial aid. Again, avoid any conflict of interest. Avoid any investment in or financial relationships with lenders or similar entities.

Ethical practices are the best practices.

Street
Student Affairs
Building, Room 231
Auburn, WA 98092

Submitting Documents

[Secure Document Upload Tool](#)

Resources

[Contact Us](#)

STUDENT SUPPORT

- [ctcLink](#)
- [Student Email](#)
- [My Green River](#)
- [Navigate 360](#)
- [Financial Aid](#)
- [Holman Library](#)
- [Center for Transformational Wellness](#)
- [Student Remote Access](#)
- [Career & Advising Center](#)
- [Office of the Registrar](#)
- [Disability Support Services](#)
- [Counseling Services](#)
- [e-Learning](#)
- [Placement & Testing Center](#)
- [Register to Vote](#)
- [MMIWP / WSP](#)

EMPLOYEE RESOURCES

- [Human Resources](#)
- [Institutional Effectiveness](#)
- [ctcLink Sign In](#)
- [GatorNet](#)
- [Curriculog \(formerly CAR/PAR\)](#)
- [Faculty eLearning](#)
- [Canvas](#)
- [Gator News](#)
- [Employee Password Reset](#)

CAMPUS SAFETY

- [Emergency & Safety Alerts](#)
- [Just Report It](#)

CONNECT WITH GREEN RIVER

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- [Youtube](#)
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- [Instagram](#)

2.C.2 EV.#1: Appeals / Section 3

Chapter 132J-126 WAC Rules of Student Conduct:
From 132J-126-150 to 132J-126-480

[Statutory Authority: RCW 28B.50.140(13) and P.L. 113-4. WSR 14-24-129, § 132J-126-130, filed 12/3/14, effective 1/3/15.]

WAC 132J-126-140 Initiation of disciplinary action. (1) All disciplinary actions will be initiated by the student conduct officer. If that officer is the subject of a complaint initiated by the respondent, the president shall, upon request and when feasible, designate another person to fulfill any such disciplinary responsibilities relative to the complainant.

(2) The student conduct officer shall initiate disciplinary action by serving the respondent with written notice directing him or her to attend a disciplinary meeting. The notice shall briefly describe the factual allegations, the provision(s) of the conduct code the respondent is alleged to have violated, the range of possible sanctions for the alleged violation(s), and specify the time and location of the meeting. At the meeting, the student conduct officer will present the allegations to the respondent and the respondent shall be afforded an opportunity to explain what took place. If the respondent fails to attend the meeting the student conduct officer may take disciplinary action based upon the available information.

(3) Within ten days of the initial disciplinary meeting, and after considering the evidence in the case, including any facts or argument presented by the respondent, the student conduct officer shall serve the respondent with a written decision setting forth the facts and conclusions supporting his or her decision, the specific student conduct code provisions found to have been violated, the discipline imposed, if any, and a notice of any appeal rights with an explanation of the consequences of failing to file a timely appeal.

(4) The student conduct officer may take any of the following disciplinary actions:

(a) Exonerate the respondent and terminate the proceedings;

(b) Impose a disciplinary sanction(s), as described in WAC 132J-126-130;

(c) Refer the matter directly to the student conduct committee for such disciplinary action as the committee deems appropriate. Such referral shall be in writing, to the attention of the chair of the student conduct committee, with a copy served on the respondent.

[Statutory Authority: RCW 28B.50.140(13) and P.L. 113-4. WSR 14-24-129, § 132J-126-140, filed 12/3/14, effective 1/3/15.]

WAC 132J-126-150 Appeal from disciplinary action. The respondent may appeal a disciplinary action by filing a written notice of appeal with the conduct review officer within twenty-one calendar days of service of the student conduct officer's decision. Failure to timely file a notice of appeal constitutes a waiver of the right to appeal and the student conduct officer's decision shall be deemed final.

(1) The notice of appeal must include a brief statement explaining why the respondent is seeking review.

(2) The parties to an appeal shall be the respondent and the conduct review officer.

(3) A respondent, who timely appeals a disciplinary action or whose case is referred to the student conduct committee, has a right

to a prompt, fair, and impartial hearing as provided for in these procedures.

(4) On appeal, the college bears the burden of establishing the evidentiary facts underlying the imposition of a disciplinary sanction by a preponderance of the evidence.

(5) Imposition of disciplinary action for violation of the student conduct code shall be stayed pending appeal, unless respondent has been summarily suspended.

(6) The student conduct committee shall hear appeals from:

(a) The imposition of disciplinary suspensions in excess of ten instructional days;

(b) Dismissals; and

(c) Discipline cases referred to the committee by the student conduct officer, the conduct review officer, or the president.

(7) Student conduct appeals from the imposition of the following disciplinary sanctions shall be reviewed through a brief adjudicative proceeding:

(a) Suspensions of ten instructional days or less;

(b) Disciplinary probation;

(c) Written reprimands; and

(d) Any conditions or terms imposed in conjunction with one of the foregoing disciplinary actions.

(8) Except as provided elsewhere in these rules, disciplinary warnings and dismissals of disciplinary actions are final action and are not subject to appeal.

[Statutory Authority: RCW 28B.50.140(13) and P.L. 113-4. WSR 14-24-129, § 132J-126-150, filed 12/3/14, effective 1/3/15.]

WAC 132J-126-160 Brief adjudicative proceedings—Initial hearing. (1) Brief adjudicative proceedings shall be conducted by a conduct review officer designated by the president. The conduct review officer shall not participate in any case in which he or she is a complainant or witness, or in which they have direct or personal interest, prejudice, or bias, or in which they have acted previously in an advisory capacity.

(2) Before taking action, the conduct review officer shall conduct an informal hearing and provide each party (a) an opportunity to be informed of the agency's view of the matter; and (b) an opportunity to explain the party's view of the matter.

(3) The conduct review officer shall serve an initial decision upon both the parties within ten days of consideration of the appeal. The initial decision shall contain a brief written statement of the reasons for the decision and information about how to seek administrative review of the initial decision. If no request for review is filed within twenty-one days of service of the initial decision, the initial decision shall be deemed the final decision.

(4) If the conduct review officer upon review determines that the respondent's conduct may warrant imposition of a disciplinary suspension of more than ten instructional days or dismissal, the matter shall be referred to the student conduct committee for a disciplinary hearing.

[Statutory Authority: RCW 28B.50.140(13) and P.L. 113-4. WSR 14-24-129, § 132J-126-160, filed 12/3/14, effective 1/3/15.]

WAC 132J-126-170 Brief adjudicative proceedings—Review of an initial decision. (1) An initial decision is subject to review by the president, provided the respondent files a written request for review with the conduct review officer within twenty-one days of service of the initial decision.

(2) The president shall not participate in any case in which he or she is a complainant or witness, or in which they have direct or personal interest, prejudice, or bias, or in which they have acted previously in an advisory capacity.

(3) During the review, the president shall give each party an opportunity to file written responses explaining their view of the matter and shall make any inquiries necessary to ascertain whether the sanctions should be modified or whether the proceedings should be referred to the student conduct committee for a formal adjudicative hearing.

(4) The decision on review must be in writing and must include a brief statement of the reasons for the decision and must be served on the parties within twenty days of the initial decision or of the request for review, whichever is later. The decision on review will contain a notice that judicial review may be available. A request for review may be deemed to have been denied if the president does not make a disposition of the matter within twenty days after the request is submitted.

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

[Statutory Authority: RCW 28B.50.140(13) and P.L. 113-4. WSR 14-24-129, § 132J-126-170, filed 12/3/14, effective 1/3/15.]

WAC 132J-126-180 Student conduct committee. (1) The student conduct committee shall consist of five members:

(a) Two full-time students appointed by the student government;
 (b) Two faculty members appointed by the president;
 (c) One administrative staff member (other than an administrator serving as a student conduct or conduct review officer) appointed by the president at the beginning of the academic year.

(2) The administrative staff member shall serve as the chair of the committee and may take action on preliminary hearing matters prior to convening the committee. The chair shall receive annual training on protecting victims and promoting accountability in cases involving allegations of sexual misconduct.

(3) Hearings may be heard by a quorum of three members of the committee so long as one faculty member and one student are included on the hearing panel. Committee action may be taken upon a majority vote of all committee members attending the hearing.

(4) Members of the student conduct committee shall not participate in any case in which they are a party, complainant, or witness, in which they have direct or personal interest, prejudice, or bias, or in which they have acted previously in an advisory capacity. Any party may petition for disqualification of a committee member pursuant to RCW 34.05.425(4).

[Statutory Authority: RCW 28B.50.140(13) and P.L. 113-4. WSR 14-24-129, § 132J-126-180, filed 12/3/14, effective 1/3/15.]

WAC 132J-126-190 Appeal—Student conduct committee. (1) Proceedings of the student conduct committee shall be governed by the Administrative Procedure Act, chapter 34.05 RCW, and by the Model Rules of Procedure, chapter 10-08 WAC. To the extent there is a conflict between these rules and chapter 10-08 WAC, these rules shall control.

(2) The student conduct committee chair shall serve all parties with written notice of the hearing not less than seven days in advance of the hearing date, as further specified in RCW 34.05.434 and WAC 10-08-040 and 10-08-045. The chair may shorten this notice period if both parties agree, and also may continue the hearing to a later time for good cause shown.

(3) The committee chair is authorized to conduct prehearing conferences and/or to make prehearing decisions concerning the extent and form of any discovery, issuance of protective decisions, and similar procedural matters.

(4) Upon request filed at least five days before the hearing by any party or at the direction of the committee chair, the parties shall exchange, no later than the third day prior to the hearing, lists of potential witnesses and copies of potential exhibits that they reasonably expect to present to the committee. Failure to participate in good faith in such a requested exchange may be cause for exclusion from the hearing of any witness or exhibit not disclosed, absent a showing of good cause for such failure.

(5) The committee chair may provide to the committee members in advance of the hearing copies of the conduct officer's notification of imposition of discipline (or referral to the committee) and the notice of appeal (or any response to referral) by the respondent. If doing so, however, the chair should remind the members that these "pleadings" are not evidence of any facts they may allege.

(6) The parties may agree before the hearing to designate specific exhibits as admissible without objection and, if they do so, whether the committee chair may provide copies of these admissible exhibits to the committee members before the hearing.

(7) The student conduct officer, upon request, shall provide reasonable assistance to the respondent in obtaining relevant and admissible evidence that is within the college's control.

(8) Communications between committee members and other hearing participants regarding any issue in the proceeding, other than procedural communications that are necessary to maintain an orderly process, are generally prohibited without notice and opportunity for all parties to participate, and any improper "ex parte" communication shall be placed on the record, as further provided in RCW 34.05.455.

(9) Each party may be accompanied at the hearing by a nonattorney assistant of his/her choice. A respondent may elect to be represented by an attorney at his or her own cost, but will be deemed to have waived that right unless, at least four business days before the hearing, written notice of the attorney's identity and participation is filed with the committee chair with a copy to the student conduct officer. The committee will ordinarily be advised by an assistant attorney general. If the respondent is represented by an attorney, the stu-

dent conduct officer may also be represented by a second, appropriately screened assistant attorney general.

[Statutory Authority: RCW 28B.50.140(13) and P.L. 113-4. WSR 14-24-129, § 132J-126-190, filed 12/3/14, effective 1/3/15.]

WAC 132J-126-200 Student conduct appeals committee hearings—Presentations of evidence. (1) Upon the failure of any party to attend or participate in a hearing, the student conduct committee may either (a) proceed with the hearing and issuance of its decision; or (b) serve a decision of default in accordance with RCW 34.05.440.

(2) The hearing will ordinarily be closed to the public. However, if all parties agree on the record that some or all of the proceedings be open, the chair shall determine any extent to which the hearing will be open. If any person disrupts the proceedings, the chair may exclude that person from the hearing room.

(3) The chair shall cause the hearing to be recorded by a method that he/she selects, in accordance with RCW 34.05.449. That recording, or a copy, shall be made available to any party upon request. The chair shall assure maintenance of the record of the proceeding that is required by RCW 34.05.476, which shall also be available upon request for inspection and copying by any party. Other recordings shall also be permitted, in accordance with WAC 10-08-190.

(4) The chair shall preside at the hearing and decide procedural questions that arise during the hearing, except as overridden by majority vote of the committee.

(5) The student conduct officer (unless represented by an assistant attorney general) shall present the case for imposing disciplinary sanctions.

(6) All testimony shall be given under oath or affirmation. Evidence shall be admitted or excluded in accordance with RCW 34.05.452.

[Statutory Authority: RCW 28B.50.140(13) and P.L. 113-4. WSR 14-24-129, § 132J-126-200, filed 12/3/14, effective 1/3/15.]

WAC 132J-126-210 Student conduct committee—Initial decision. (1) At the conclusion of the hearing, the student conduct committee shall permit the parties to make closing arguments in whatever form it wishes to receive them. The committee also may permit each party to propose findings, conclusions, and/or a proposed decision for its consideration.

(2) Within twenty days following the later of the conclusion of the hearing or the committee's receipt of closing arguments, the committee shall issue an initial decision in accordance with RCW 34.05.461 and WAC 10-08-210. The initial decision shall include findings on all material issues of fact and conclusions on all material issues of law including which, if any, provisions of the student conduct code were violated. Any findings based substantially on the credibility of evidence or the demeanor of witnesses shall be so identified.

(3) The committee's initial order shall also include a determination on appropriate discipline, if any. If the matter was referred to the committee by the student conduct officer, the committee shall identify and impose disciplinary sanction(s) or conditions, if any, as

authorized in the student code. If the matter is an appeal by the respondent, the committee may affirm, reverse, or modify the disciplinary sanction and/or conditions imposed by the student conduct officer and/or impose additional disciplinary sanction(s) or conditions as authorized herein.

(4) The committee chair shall cause copies of the initial decision to be served on the parties and their legal counsel of record. The committee chair shall also promptly transmit a copy of the decision and the record of the committee's proceedings to the president.

[Statutory Authority: RCW 28B.50.140(13) and P.L. 113-4. WSR 14-24-129, § 132J-126-210, filed 12/3/14, effective 1/3/15.]

WAC 132J-126-220 Appeal from student conduct committee initial decision. (1) A respondent who is aggrieved by the findings or conclusions issued by the student conduct committee may appeal the committee's initial decision to the president by filing a notice of appeal with the president's office within twenty-one days of service of the committee's initial decision. Failure to file a timely appeal constitutes a waiver of the right and the initial decision shall be deemed final.

(2) The notice of appeal must identify the specific findings of fact and/or conclusions of law in the initial decision that are challenged and must contain argument why the appeal should be granted. The president's review shall be restricted to the hearing record made before the student conduct committee and will normally be limited to a review of those issues and arguments raised in the notice of appeal.

(3) The president shall provide a written decision to all parties within forty-five days after receipt of the notice of appeal. The president's decision shall be final and shall include a notice of any rights to request reconsideration and/or judicial review.

(4) The president may, at his or her discretion, suspend any disciplinary action pending review of the merits of the findings, conclusions, and disciplinary actions imposed.

(5) The president shall not engage in an ex parte communication with any of the parties regarding an appeal.

[Statutory Authority: RCW 28B.50.140(13) and P.L. 113-4. WSR 14-24-129, § 132J-126-220, filed 12/3/14, effective 1/3/15.]

WAC 132J-126-230 Summary suspension. (1) Summary suspension is a temporary exclusion from specified college premises or denial of access to all activities or privileges for which a respondent might otherwise be eligible, while an investigation and/or formal disciplinary procedures are pending.

(2) The student conduct officer may impose a summary suspension if there is probable cause to believe that the respondent:

- (a) Has violated any provision of the code of conduct; and
- (b) Presents an immediate danger to the health, safety, or welfare of members of the college community; or
- (c) Poses an ongoing threat of disruption of, or interference with, the operations of the college.

(3) Notice. Any respondent who has been summarily suspended shall be served with oral or written notice of the summary suspension. If

oral notice is given, a written notification shall be served on the respondent within two business days of the oral notice.

(4) The written notification shall be entitled "Notice of Summary Suspension" and shall include:

(a) The reasons for imposing the summary suspension, including a description of the conduct giving rise to the summary suspension and reference to the provisions of the student conduct code or the law allegedly violated;

(b) The date, time, and location when the respondent must appear before the conduct review officer for a hearing on the summary suspension; and

(c) The conditions, if any, under which the respondent may physically access the campus or communicate with members of the campus community. If the respondent has been trespassed from the campus, a notice against trespass shall be included that warns the student that his or her privilege to enter into or remain on college premises has been withdrawn, that the respondent shall be considered trespassing and subject to arrest for criminal trespass if the respondent enters the college campus other than to meet with the student conduct officer or conduct review officer, or to attend a disciplinary hearing.

(5) An officer designated by the president, who shall be someone other than the student conduct officer, shall conduct a hearing on the summary suspension as soon as practicable after imposition of the summary suspension. The hearing will be conducted as a brief adjudicative proceeding.

(a) During the summary suspension hearing, the issue before the reviewing officer is whether there is probable cause to believe that the summary suspension should be continued pending the conclusion of disciplinary proceedings and/or whether the summary suspension should be less restrictive in scope.

(b) The respondent shall be afforded an opportunity to explain why summary suspension should not be continued while disciplinary proceedings are pending or why the summary suspension should be less restrictive in scope.

(c) If the student fails to appear at the designated hearing time, the conduct review officer may order that the summary suspension remain in place pending the conclusion of the disciplinary proceedings.

(d) As soon as practicable following the hearing, the conduct review officer shall issue a written decision which shall include a brief explanation for any decision continuing and/or modifying the summary suspension and notice of any right to appeal.

(e) To the extent permissible under applicable law, the conduct review officer shall provide a copy of the decision to all persons or offices who may be bound or protected by it.

[Statutory Authority: RCW 34.05.353. WSR 23-11-129, § 132J-126-230, filed 5/23/23, effective 6/23/23. Statutory Authority: RCW 28B.50.140(13) and P.L. 113-4. WSR 14-24-129, § 132J-126-230, filed 12/3/14, effective 1/3/15.]

WAC 132J-126-280 Brief adjudicative proceedings authorized.

This rule is adopted in accordance with RCW 34.05.482 through 34.05.494. Brief adjudicative proceedings shall be used, unless provided otherwise by another rule or determined otherwise in a particular case by the president, or a designee, in regard to:

(1) Student conduct appeals involving the following disciplinary actions:

- (a) Suspensions of ten instructional days or less;
 - (b) Disciplinary probation;
 - (c) Written reprimands;
 - (d) Any conditions or terms imposed in conjunction with one of the foregoing disciplinary actions; and
 - (e) Appeals by a complainant in student disciplinary proceedings involving allegations of sexual misconduct in which the student conduct officer:
 - (i) Dismisses disciplinary proceedings based upon a finding that the allegations of sexual misconduct have no merit; or
 - (ii) Issues a verbal warning to respondent.
- (2) Brief adjudicative proceedings are informal hearings and shall be conducted in a manner which will bring about a prompt fair resolution of the matter.

[Statutory Authority: RCW 28B.50.140(13) and P.L. 113-4. WSR 14-24-129, § 132J-126-280, filed 12/3/14, effective 1/3/15.]

WAC 132J-126-290 Brief adjudicative proceedings—Agency record.

The agency record for brief adjudicative proceedings shall consist of any documents regarding the matters that were considered or prepared by the presiding officer for the brief adjudicative proceeding or by the reviewing officer for any review. These records shall be maintained as the official record of the proceedings.

[Statutory Authority: RCW 28B.50.140(13) and P.L. 113-4. WSR 14-24-129, § 132J-126-290, filed 12/3/14, effective 1/3/15.]

WAC 132J-126-300 Recordkeeping.

(1) The vice president of student affairs shall maintain for at least six years the following records of student grievance and disciplinary actions and proceedings:

- (a) Initial and final orders in cases where a student's grievance has been sustained or a disciplinary action against a student has been reversed and the student fully exonerated;
- (b) The complete records in all cases where adjudication has been requested; and
- (c) A list or other summary of all disciplinary actions reported or known to the vice president and not appealed.

(2) Final disciplinary actions shall be entered on student judicial records, provided that the vice president of student affairs shall have discretion to remove some or all of that information from a student's judicial record upon the student's request and showing of good cause.

[Statutory Authority: RCW 28B.50.140(13) and P.L. 113-4. WSR 14-24-129, § 132J-126-300, filed 12/3/14, effective 1/3/15.]

SUPPLEMENTAL TITLE IX STUDENT CONDUCT PROCEDURES

WAC 132J-126-320 Prohibited conduct under Title IX. Pursuant to RCW 28B.50.140(13) and Title IX of the Education Amendments Act of 1972, 20 U.S.C. Sec. 1681, the college may impose disciplinary sanctions against a student who commits, attempts to commit, or aids, abets, incites, encourages, or assists another person to commit, an act(s) of "sexual harassment."

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

(1) **Quid pro quo harassment.** A college employee conditioning the provision of an aid, benefit, or service of the college on an individual's participation in unwelcome sexual conduct.

(2) **Hostile environment.** Unwelcome conduct that a reasonable person would find to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the college's educational programs or activities, or employment.

(3) **Sexual assault.** Sexual assault includes the following conduct:

(a) Nonconsensual sexual intercourse. Any actual or attempted sexual intercourse (anal, oral, or vaginal), however slight, with any object or body part, by a person upon another person, that is without consent and/or by force. Sexual intercourse includes anal or vaginal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.

(b) Nonconsensual sexual contact. Any actual or attempted sexual touching, however slight, with any body part or object, by a person upon another person that is without consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

(c) Incest. Sexual intercourse or sexual contact with a person known to be related to them, either legitimately or illegitimately, as an ancestor, descendant, brother, or sister of either wholly or half related. Descendant includes stepchildren and adopted children under the age of 18.

(d) Statutory rape. Consensual sexual intercourse between someone who is 18 years of age or older and someone who is under the age of 16.

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

(5) **Dating violence.** Physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed by a person:

(a) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and

(b) Where the existence of such a relationship shall be determined based on a consideration of the following factors:

(i) The length of the relationship;

(ii) The type of relationship; and

(iii) The frequency of interaction between the persons involved in the relationship.

(6) **Stalking.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or suffer substantial emotional distress.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. WSR 22-08-065, § 132J-126-320, filed 4/4/22, effective 5/5/22.]

WAC 132J-126-400 Order of precedence. This supplemental procedure applies to allegations of sexual harassment subject to Title IX jurisdiction pursuant to regulations promulgated by the United States Department of Education. See 34 C.F.R. Sec. 106. To the extent these supplemental hearing procedures conflict with the college's standard disciplinary procedures, WAC 132J-126-010 through 132J-126-300, these supplemental procedures shall take precedence. Green River College may, at its discretion, contract with an administrative law judge or other person to act as presiding officer and assign such presiding officer to exercise any or all of the duties in lieu of the student conduct committee and committee chair.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. WSR 22-08-065, § 132J-126-400, filed 4/4/22, effective 5/5/22.]

WAC 132J-126-420 Title IX jurisdiction. (1) This supplemental procedure applies only if the alleged misconduct:

(a) Occurred in the United States;

(b) Occurred during a college educational program or activity;
and

(c) Meets the definition of sexual harassment as that term is defined in this supplemental procedure.

(2) For purposes of this supplemental procedure, an "educational program or activity" is defined as locations, events, or circumstances over which the college exercised substantial control over both the respondent and the context in which the alleged sexual harassment occurred. This definition includes any building owned or controlled by a student organization that is officially recognized by the college.

(3) Proceedings under this supplemental procedure must be dismissed if the decision maker determines that one or all of the requirements of subsection (1)(a) through (c) of this section have not been met. Dismissal under this supplemental procedure does not prohibit the college from pursuing other disciplinary action based on allegations that the respondent violated other provisions of the college's student conduct code, WAC 132J-126-090.

(4) If the Title IX coordinator determines the facts in the investigation report are not sufficient to support Title IX jurisdiction and/or pursuit of a Title IX violation, the Title IX coordinator will issue a notice of dismissal in whole or part to both parties explaining why some or all of the Title IX claims have been dismissed.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. WSR 22-08-065, § 132J-126-420, filed 4/4/22, effective 5/5/22.]

WAC 132J-126-430 Initiation of discipline. (1) Upon receiving the Title IX investigation report from the Title IX coordinator, the

judicial officer will independently review the report to determine whether there are sufficient grounds to pursue a disciplinary action against the respondent for engaging in prohibited conduct under Title IX.

(2) If the judicial officer determines that there are sufficient grounds to proceed under these supplemental procedures, the judicial officer will initiate a Title IX disciplinary proceeding by filing a written disciplinary notice with the chair of the student conduct committee and serving the notice on the respondent and the complainant, and their respective advisors. The notice must:

(a) Set forth the basis for Title IX jurisdiction;
 (b) Identify the alleged Title IX violation(s);
 (c) Set forth the facts underlying the allegation(s);
 (d) Identify the range of possible sanctions that may be imposed if the respondent is found responsible for the alleged violation(s); and

(e) Explain that the parties are entitled to be accompanied by their chosen advisors during the hearing and that:

(i) The advisors will be responsible for questioning all witnesses on the party's behalf;
 (ii) An advisor may be an attorney; and
 (iii) The college will appoint the party an advisor of the college's choosing at no cost to the party, if the party fails to do so.

(3) Explain that if a party fails to appear at the hearing, a decision of responsibility may be made in their absence.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. WSR 22-08-065, § 132J-126-430, filed 4/4/22, effective 5/5/22.]

WAC 132J-126-440 Prehearing procedure. (1) Upon filing and serving the written disciplinary notice, the chair of the student conduct committee will send a hearing notice to all parties, in compliance with WAC 132J-126-190. In no event will the hearing date be set less than 10 days after the Title IX coordinator provided the final investigation report to the parties.

(2) A party may choose to have an attorney serve as their advisor at the party's own expense. This right will be waived unless, at least five days before the hearing, the attorney files a notice of appearance with the committee chair with copies to all parties and the student conduct officer.

(3) In preparation for the hearing, the parties will have equal access to all evidence gathered by the investigator during the investigation, regardless of whether the college intends to offer the evidence at the hearing.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. WSR 22-08-065, § 132J-126-440, filed 4/4/22, effective 5/5/22.]

WAC 132J-126-450 Rights of parties. (1) The college's student conduct procedures, chapter 132J-126 WAC and this supplemental procedure shall apply equally to all parties.

(2) The college bears the burden of offering and presenting sufficient testimony and evidence to establish that the respondent is responsible for a Title IX violation by a preponderance of the evidence.

(3) The respondent will be presumed not responsible until such time as the disciplinary process has been finally resolved.

(4) During the hearing, each party shall be represented by an advisor. The parties are entitled to an advisor of their own choosing and the advisor may be an attorney. If a party does not choose an advisor, then the Title IX coordinator or chair of the student conduct committee will appoint an advisor of the college's choosing on the party's behalf at no expense to the party.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. WSR 22-08-065, § 132J-126-450, filed 4/4/22, effective 5/5/22.]

WAC 132J-126-460 Evidence. The introduction and consideration of evidence during the hearing is subject to the following procedures and restrictions:

(1) **Relevance:** The committee chair shall review all questions for relevance and shall explain on the record their reasons for excluding any question based on lack of relevance.

(2) **Relevance** means that information elicited by the question makes facts in dispute more or less likely to be true.

(3) Questions or evidence about a complainant's sexual predisposition or prior sexual behavior are not relevant and must be excluded, unless such question or evidence:

(a) Is asked or offered to prove someone other than the respondent committed the alleged misconduct; or

(b) Concerns specific incidents of prior sexual behavior between the complainant and the respondent, which are asked or offered on the issue of consent.

(4) **No negative inference:** The committee may not make an inference regarding responsibility solely on a witness's or party's absence from the hearing or refusal to answer questions.

(5) **Privileged evidence:** The committee shall not consider legally privileged information unless the holder has effectively waived the privilege. Privileged information includes, but is not limited to, information protected by the following:

(a) Spousal/domestic partner privilege;

(b) Attorney-client and attorney work product privileges;

(c) Privileges applicable to members of the clergy and priests;

(d) Privileges applicable to medical providers, mental health therapists, and counselors;

(e) Privileges applicable to sexual assault and domestic violence advocates; and

(f) Other legal privileges identified in RCW 5.60.060.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. WSR 22-08-065, § 132J-126-460, filed 4/4/22, effective 5/5/22.]

WAC 132J-126-470 Initial order. (1) In addition to complying with WAC 132J-126-210, the student conduct committee will be responsible for conferring and drafting an initial order that:

(a) Identifies the allegations of sexual harassment;

(b) Describes the grievance and disciplinary procedures, starting with filing of the formal complaint through the determination of responsibility, including notices to parties, interviews with witnesses

and parties, site visits, methods used to gather evidence, and hearings held;

(c) Makes findings of fact supporting the determination of responsibility;

(d) Reaches conclusions as to whether the facts establish whether the respondent is responsible for engaging in sexual harassment in violation of Title IX;

(e) Contains a statement of, and rationale for, the student conduct committee determination of responsibility for each allegation;

(f) Describes any disciplinary sanction or conditions imposed against the respondent, if any;

(g) Describes to what extent, if any, complainant is entitled to remedies designed to restore or preserve complainant's equal access to the college's education programs or activities; and

(h) Describes the process for appealing the initial order to the college president.

(2) The chair of the student conduct committee will serve the initial order on the parties simultaneously.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. WSR 22-08-065, § 132J-126-470, filed 4/4/22, effective 5/5/22.]

WAC 132J-126-480 Appeals. (1) All parties, including the student conduct officer in their capacity as a representative of the college, have the right to appeal from the determination of responsibility and/or from a dismissal, in whole or part, of a formal complaint during the investigative or hearing process. Appeals must be in writing and filed with the president's office within 21 days of service of the initial order or notice of dismissal. Appeals must identify the specific findings of fact and/or conclusions of law in the initial order or dismissal that the appealing party is challenging and must contain argument as to why the appeal should be granted. Failure to file a timely appeal constitutes a waiver of the right to appeal and the initial order or dismissal shall be deemed final.

(2) Upon receiving a timely appeal, the president's office will serve a copy of the appeal on all parties, who will have 10 days from the date of service to submit written responses to the president's office addressing issues raised in the appeal. Failure to file a timely response constitutes a waiver of the right to participate in the appeal. Upon receipt of written responses, the president's office shall serve copies of the responses to the other parties.

(3) Parties receiving a copy of the responses shall have five days in which to submit a written reply addressing issues raised in the responses to the president's office.

(4) The president or their delegate, based on their review of parties' submissions and the hearing or investigative record, will determine whether the grounds for appeal have merit, provide the rationale for this conclusion, and state whether a dismissal is affirmed or denied, or if the disciplinary sanctions and conditions imposed in the initial order are affirmed, vacated, or amended, and, if amended, set forth the new disciplinary sanctions and conditions.

(5) The president's office shall serve the final decision on the parties simultaneously.

(6) All administrative decisions reached through this process are and may be judicially appealed pursuant to applicable provisions of chapter 34.05 RCW including, but not limited to, the timelines set

forth in RCW 34.05.542. No decisions or recommendations arising from this disciplinary procedure will be subject to grievance pursuant to any collective bargaining agreement.

[Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. WSR 22-08-065, § 132J-126-480, filed 4/4/22, effective 5/5/22.]

SA-1 Academic Standards & Progress



SA-1 ACADEMIC STANDARDS & PROGRESS

[Home](#) / [Campus](#) / [policies-and-procedures](#) / [student-affairs-policies](#)
/ SA-1 Academic Standards & Progress

Policy Type: Student Affairs

Policy Title: Academic Standards and Progress Policy

Policy Number: SA-01

Purpose:

To ensure undergraduate students complete degree and certificate programs in a timely manner in order to make the most efficient use of instructional resources, and provide capacity within the institution for additional students.

RCW 28B.10.695 requires academic progress policies address excessive credits, credit completion, and academic standards (see definition section of this policy).

Every student who enrolls at Green River College becomes a partner with the college and the State of Washington with shared responsibilities for student progress and goal completion. As part of the College's responsibility to each student and to the State that helps to fund each student's college education, Green River has established minimum expectations of student progress and academic performance.

Scope:

All enrolled students at Green River College enrolled in credit courses.

Only applies to credits earned through Green River College.

Definitions:

- GPA: Grade point average
- Excessive Credits: Students who accumulate more than 125% of the number of credits required to complete their degree or certificate programs.
- Progress: Students completing at least 75% of their course load on or after the grading period for the quarter, which ensures efficient use of instructional resources.
- Good Academic Standing: Cumulative GPA above 2.0 and current term GPA above 2.0

College Policies

[Business Administration](#)

[General](#)

[Administrative](#)

[Information](#)

[Technology](#)

[Human Resources](#)

[Instruction](#)

[Student Affairs](#)

- [SA 1 Academic Standards & Progress Policy](#)
- [SA 2 Academic Honors](#)
- [SA-3 Audit a Class](#)
- [SA-4 Admissions](#)
- [SA-5 Deceased Student](#)
- [SA-6 Grading Policy](#)
- [SA-9 Transcripts](#)
- [SA-13 Financial Aid Application Process](#)
- [SA-14 Federal Direct Loan Program](#)
- [SA-15 Financial Aid Eligibility](#)

- Academic Warning: Cumulative GPA falls below 2.0 OR quarterly GPA is less than 2.0 OR students have failed to complete at least 75% of credits enrolled.
- Academic Intervention: Cumulative GPA remains below 2.0 for the second consecutive quarter OR quarterly GPA is less than 2.0 OR students have failed to complete at least 75% of credits enrolled for the second consecutive quarter.
- Academic Probation: Cumulative GPA remains below 2.0 for the third consecutive quarter OR quarterly GPA is less than 2.0 OR students have failed to complete at least 75% of credits enrolled for the third consecutive quarter.
- Academic Suspension: Cumulative GPA remains below 2.0 OR quarterly GPA is less than 2.0 OR students have failed to complete at least 75% of credits enrolled for any four quarters in a six quarter period of attendance.
- Consecutive quarter: the next quarter of enrollment, whenever that might occur.

Policy:

Academic Standards and Progress

Students enrolling at Green River College must comply with all of the following criteria to meet or exceed Green River College's academic standards and progress policy:

- Maintain a minimum 2.0 quarterly GPA, AND
- Maintain a minimum 2.0 cumulative GPA, AND
- Complete at least 75% of attempted credits every quarter

Failing to meet all of the above is considered insufficient to meet Green River College's academic standards and progress policy. In such cases, the College may determine that a student is not benefiting from continued enrollment and will intervene with progressively restrictive strategies designed to increase the likelihood of student success, as outlined in the Procedure section below.

Excessive Credits

Students enrolled in a degree or certificate program shall make every effort to complete their coursework prior to accumulating more than 125% of the number of credits required to complete their degree or certificate programs. Only college-level credits will be monitored. To assist students in meeting this standard, the college will monitor degree progress at three stages, and provide appropriate intervention as outlined in the Procedure section below.

Interventions shall be made at the discretion of the College; only suspension interventions may be appealed following the appeals process outlined in the **Procedure** section below.

Procedure:

Academic Standards and Progress

The academic standing of each Green River student is carefully monitored to support the full development of each student's academic potential. Faculty and staff are committed to student success and academic progress. The Academic Standards Committee, comprised of faculty, educational planners, and Student Affairs staff, is a representative committee charged with reviewing and monitoring the Academic Standards and Progress policy and making determinations on submitted dismissal appeals.

- SA-16 Return of Financial Aid Funds
- SA-17 Satisfactory Progress for Financial Aid
- SA-18 Notification on Convicted Sexual Offenders
- SA-20 Degree Exception
- SA-22 Graduation Criteria
- SA-24 Student Acceptable Computer Use Policy
- SA-27 Missing Student Policy
- SA-28 Disclosure of Crime Statistics
- SA-29 Facility Access & Maintenance for Safety
- SA-30 Fire Safety Education for CCA
- SA-31 Reporting Crimes and Other Emergencies
- SA-89 Transfer Credit
- SA-90 Academic Credit for Prior Learning
- SA-91 College Holiday & Leave Policy
- SA-92 Timely Warning Notifications
- SA-93 Emergency Notification Policy

Following the grading period for each quarter, the College will review the quarterly GPA, cumulative GPA, and credit completions for all students enrolled for classes in the quarter in review. The following progressive interventions will occur and are contingent on each student's standing:

Academic Warning: Cumulative GPA falls below 2.0 OR quarterly GPA is less than 2.0 OR students have failed to complete at least 75% of credits enrolled.

- *Minimum interventions:*
- Students are sent a letter to their preferred e-mail address informing them they have been placed on Academic Warning. The letter outlines the Academic Standards process.
- Students are informed of the tutoring resources available on campus and encouraged to utilize them as well as meet with their faculty advisor or an educational planner to discuss how to access campus resources and develop strategies to increase successful outcomes in the classroom.
- Students may be contacted by, or required to meet with, an educational planner to create strategies for improving academic performance.
- *Possible interventions:*

Academic Intervention: For the second consecutive quarter, cumulative GPA remains below 2.0 quarter OR quarterly GPA is less than 2.0 OR students have failed to complete at least 75% of credits enrolled for the second consecutive quarter.

- *Minimum interventions:*
- Students are sent a letter to their preferred e-mail address informing them they have been placed on Academic Intervention. The letter outlines the Academic Standards process.
- Students are no longer able to self-enroll for classes and are required to meet with an educational planner to complete an academic success plan and enroll for classes. Students are encouraged to have this meeting before their enrollment access time in order to have the best availability for class selection.
- Within this meeting, students must acknowledge that they have read and do fully understand the college's Academic Standards Policy.
- Students are contacted via phone and/or email by an educational planner to create strategies for improving academic performance.
- *Possible interventions:*
- Students may be required to attend a student success workshop or enroll in another specific course to substitute for the workshop as determined by the advisor.
- Students may be required to reduce their credit load or comply with other prescribed conditional enrollment recommendations.
- Students may be required to receive mid-quarter progress reports from instructors.

Academic Probation: One (1) Quarter Credit Reduction or One Quarter Leave: For the third consecutive quarter, cumulative GPA remains below 2.0 for the third consecutive quarter OR quarterly GPA is less than 2.0 OR students have failed to complete at least 75% of credits enrolled.

- *Minimum interventions:*
- Students are contacted via phone and/or email by an educational planner to create strategies for improving academic performance.
- Students are sent a letter to their preferred e-mail address informing them they have been placed on Academic Probation. The letter outlines the Academic Standards process.
- Students are no longer able to self-enroll for classes and are required to meet with an educational planner to complete an academic success plan and enroll in classes. Students are encouraged to have this meeting before their enrollment access time in order to have the best availability for class selection.
- Students are required to meet with an educational planner to update and review an academic success plan and enroll in classes. Students are encouraged to have this meeting before their enrollment access time in order to have the best availability for class selection.
- Any of the following may also be selected:
 - Reduce their credit load or comply with other prescribed conditional enrollment recommendations, or
 - Take a one quarter leave from the college may reenroll at any time without requesting formal reinstatement and will be reduced to Academic Intervention status, or
 - Comply with other prescribed conditional enrollment recommendations
- *Possible interventions:*
- Students may be required to attend a student success workshop or enroll in another specific course to substitute for the group workshop as determine
- Students may be required to receive mid-quarter progress reports from instructors
- Per program-specific requirements, students may be dismissed at this level. See program advisor for details

Academic Suspension: One (1) Quarter Suspension:
 Cumulative GPA remains below 2.0 OR quarterly GPA is less than 2.0 OR students have failed to complete at least 75% of credits enrolled for any four quarters in a six quarter period of attendance.

- Students are administratively withdrawn (if possible, before the first day of classes).
- Students receive information on how to return to the college after their suspension. To return after a suspension, students must meet a member of the Academic Standards Committee prior to the start of the quarter for which they wish to return. The student must complete and return the Request for Reinstatement form to the member of the Academic Standards Committee prior to their appointment. If the student fails to meet a member of the Academic Standards Committee, they must wait an additional quarter before requesting to be reinstated.

Any conditions for the student's return to the college will be set forth at the meeting with the student. Once the plan is finalized, the student will be approved and reinstated to the college and placed on Academic Intervention.

If a student's cumulative GPA remains below 2.0 but their quarterly GPA is 2.0 or better, the student will remain at their currently assigned academic standards level until their cumulative GPA is at least 2.0.

Excessive Credits

To assist students in the timely completion of their degree and/or certificate program, the college will monitor degree progress at three stages, and provide the following interventions:

Stage 1: When students reach 70% of the number of credits required for their degree/certificate, they will receive direct notification.

- Students will be encouraged to meet with their assigned advisor to review and update an educational plan that assures completion of remaining requirements in a timely manner. Students may also be provided information about preparing for completion of their program of study, graduation, etc.
- Students will receive direct notification providing information about academic standards and progress expectations, and explaining possible consequences of exceeding 125% of the college-level credits required for their degree/certificate.

Stage 2: When students reach 125% of the number of credits required for their degree/certificate, they will receive direct notification.

- Students will be required to meet with their assigned advisor to review and update an educational plan that assures completion of remaining requirements in a timely manner.
- Students will not be allowed to enroll until this review and update to the educational plan has been completed, after which the enrollment block will be removed.

Stage 3: When students reach 150% of the number of credits required for their degree/certificate, they will receive direct notification.

- At this 150% tracking point, student's enrollment will be blocked on an ongoing basis. Students will need to enroll in person.
- Enrollment will be restricted to courses relevant to the student's educational plan. Students will only be allowed to enroll in approved courses identified by way of an advisor signature form indicating the courses are required for program completion.
- If the student fails to appeal, or the appeal is denied, and the student petitions to continue their studies at GRC, an additional tuition surcharge could be added to their tuition.

Suspension Appeal

Suspension appeals are considered on a case-by-case basis. Students appealing a suspension are required to submit a copy of their current What-if audit and a copy of their current educational plan (reviewed by their advisor) to the director of advising in their program (e.g., International Programs, Open Doors, Running Start, TRiO Student Support Services, Disability Support Service, and/or Career and Advising Center). Additionally, students must submit a statement in writing which a) demonstrates or articulates extenuating circumstances leading up to the suspension, and b) articulates a plan for

success in their future academic pursuits. Students wishing to appeal must contact the director of advising in their program (International Programs, Open Doors, Running Start, Career and Advising); appeals will be considered by the Academic Standards Committee.

The Academic Standards Committee may grant the appeal, may allow the student to continue under certain conditions, or may deny the appeal. Students will be notified within 5 business days of a decision. Decisions made by the Academic Standards Committee are final.

Specific Authority:

[RCW 28B.10.695](#)

Law Implemented:

2003

History of Policy or Procedure:

Current Draft: April 5, 2023

First Adopted: April 5, 2005

Revised: August 24, 2012, June 10, 2017, January 16, 2019;
April 5, 2023

Reviewed by: Academic Standards Committee, Student Affairs
Leadership Team

Contact: Senior Director of Career and Advising, ext. 2641

President's Staff Sponsor: Dr. Deborah Casey, Vice President of
Student Affairs, ext. 3328

Resources

Contact
Us

**STUDENT
SUPPORT**

ctcLink
Student Email
My Green River
Navigate 360
Financial Aid
Holman Library
Center for
Transformational
Wellness
Student Remote
Access
Career & Advising
Center
Office of the
Registrar
Disability Support
Services
Counseling Services
e-Learning
Placement & Testing
Center
Register to Vote
MMIWP / WSP

**EMPLOYEE
RESOURCES**

Human Resources
Institutional
Effectiveness
ctcLink Sign In
GatorNet
Curriculog (formerly
CAR/PAR)
Faculty eLearning
Canvas
Gator News
Employee Password
Reset

CAMPUS SAFETY

Emergency & Safety
Alerts
Just Report It

**CONNECT WITH
GREEN RIVER**

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[Twitter](#)
[Youtube](#)
[LinkedIn](#)
[Instagram](#)

Satisfactory Academic Progress Appeal



Satisfactory Academic Progress Appeal

To receive aid for the following quarters, appeals must be submitted by:

September 10th - Fall 2021 | **January 7th** - Winter 2022 | **April 9th** - Spring 2022

[Financial Aid Website](#) | Phone: 253-288-3392 | [Financial Aid Zoom Lobby](#) | Email: finaid@greenriver.edu

How to Complete Your Appeal

- 1) Complete **both pages** of this form.
- 2) Save a copy of your **Academic Progress Report**. You can access your Academic Progress Report in [ctcLink](#) by clicking on the Academic Progress tile, verifying that your plan is correct, and clicking "View Report as PDF."
- 3) If you wish to strengthen and support your appeal, you may **provide supporting documentation**. Most appeals will be considered without documentation.
- 4) Submit all documents to [our secure upload tool](#). **Appeals sent through email will not be accepted.**
- 5) Results of your appeal will be sent to [your college-assigned email account](#). Please allow 1-2 weeks for our office to process your appeal. If your appeal is submitted after the due dates listed above, it may take additional time to process. Incomplete appeals will not be reviewed until all information has been received.

Student Information

Full Name: _____
Last Name, First Name

[ctcLink ID #](#): _____

Academic Plan: _____

Please continue onto the next page to complete your appeal

Reason for Appeal

My appeal is based on (choose main reason):

- Medical
- Housing
- Legal
- Work Conflict
- Other: _____
- COVID-19 (Please choose a specific reason below)
 - Student or family member illness
 - Difficulty with online instruction
 - Childcare
 - Mental Health
 - Change in work (loss of job, increased/decreased hours)
 - Other COVID-19

Please provide a statement explaining why you were unable to meet Satisfactory Academic Progress. If you need more space, please submit another document with your full statement.

The steps I have taken to ensure this situation will not affect my future academic success; explain how the unusual circumstance(s) has been resolved.

Student Signature _____ **Date** _____

Academic Suspension Appeal Form



Academic Suspension Appeal Form

Full Name:

ctcLink ID:

Date:

GRC Student Email:

Phone:

Program of Study:

Quarter in Review:

The following is a list of common challenges students may experience. Please be honest and check the items that factored into your academic struggles.

Personal Factors:	<input type="checkbox"/> Financial concerns <input type="checkbox"/> Lack of support network <input type="checkbox"/> Family responsibilities <input type="checkbox"/> Childcare	<input type="checkbox"/> Transportation <input type="checkbox"/> Any health-related concern(s) <input type="checkbox"/> Work schedule conflicts <input type="checkbox"/> Other: _____
College Factors:	<input type="checkbox"/> Problems with academic schedule <input type="checkbox"/> Lack of computer skills/access <input type="checkbox"/> Problem(s) with Instructor <input type="checkbox"/> Inadequate facilities for studying	<input type="checkbox"/> Lack of knowledge of college policies and procedures <input type="checkbox"/> Lack of knowledge of support resources <input type="checkbox"/> Other: _____
Learning Factors:	<input type="checkbox"/> Language barrier <input type="checkbox"/> Not going to class <input type="checkbox"/> Struggle to take effective notes <input type="checkbox"/> Struggle with time management	<input type="checkbox"/> Don't know how to effectively study <input type="checkbox"/> Lack of academic confidence <input type="checkbox"/> Difficulty taking tests <input type="checkbox"/> Other: _____

In considering the list above, ***please explain*** your significant personal and/or academic challenge. How have you addressed these concerns? *(Additional pages can be attached if needed)*

Do you feel you know/knew where to go for support to help you work through the above challenge(s)? ***Please explain.***

Please attach any supporting documents or additional pages for the questions above that you believe will strengthen your appeal. This may include medical records, letters of recommendation, or other relevant evidence.



Academic Suspension Appeal Form

Submission Deadline: All completed appeal applications for each quarter must be submitted by **ONE WEEK after grades have been posted.** Late submissions will not be considered.

Submission Instructions: You may submit your completed application form and supporting documents through one of the following methods:

1. Online: www.greenriver.edu/upload
2. Physical Drop-off: ***Appropriate Advising Office (TRiO, CAC, MESA, DSS, Veterans, etc.)***

For a complete application, please ensure that all attached documents are labeled clearly.

You must include:

1. Completed application form.
2. Supporting documentation (*ex. emails from instructors, medical records, letters, etc.*)
3. Educational plan (*mapping out classes for your program*) created with assigned faculty or staff advisor.

Privacy and Confidentiality: All information provided in this application will be treated confidentially and in accordance with privacy laws. The information will only be used for the purpose of evaluating your academic suspension appeal.

Please note:

- Incomplete or insufficient applications may result in the denial of your appeal.
- Please ensure that all information provided is accurate and up to date.

By signing below, I acknowledge that I have read and understood the instructions, and that the information provided in this application is true and accurate to the best of my knowledge.

Student's Signature

Date:

You will be contacted regarding the outcome of your academic suspension appeal in **7-10 business days**. If you have any questions or would like to follow up on your appeal, you can contact **your appropriate advising office.**

Academic Standards Committee USE ONLY	
Date Reviewed:	Committee Decision: <input type="checkbox"/> Approved <input type="checkbox"/> Denied
Date student was notified:	
Notes:	

2.C.2 EV.#1: Grievances/ Section 4

IN-5 Student Complaint Process



IN-5 STUDENT COMPLAINT PROCESS

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/ [IN-5 Student Complaint Process](#)

IN-5 Student Complaints Regarding Instruction

Policy Type: Instruction

Policy Title: Student Complaints Regarding Instruction

Policy Number: IN-5

Purpose:

The purpose of this policy and procedures is to provide a systematic way in which to express and resolve misunderstandings, complaints or grievances about dissatisfaction with academic issues or instructional personnel, services, or processes.

Scope:

This policy applies to students with complaints about classes, faculty, or academic issues.

Policy:

It is the policy of Green River College to provide clear and accurate information, provide accessible services, and offer excellent educational programs and quality service. Students have both the right to receive clear information and fair application of college grading policies, standards, rules, and requirements as well as the responsibility to comply with them in their relationships with faculty and instructional staff members.

The college recognizes that disputes may sometimes arise and encourages the parties involved to resolve the conflict informally whenever possible. If resolution cannot be reached, the complaint resolution process provides an impartial and equitable way to resolve those conflicts.

Students must file an instructional complaint within two consecutive quarters after the action that gives rise to the complaint. To ensure timely resolution, formal complaints must be signed and dated by the complainant either through email or a written letter. Complaints not signed are not considered formal complaints. The appropriate dean or vice president may

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suspend this rule under exceptional circumstances such as extended illness, sabbatical leave, or absence of one or both parties to the complaint. When either party of the complaint is no longer in residence with the college and does not expect to return, the appropriate dean or vice president shall give reasonable opportunity to complete procedures before making a decision.

Procedure:

Student responsibilities regarding the instructional complaint process are found in the Instruction Student Complaint Process on the Green River website. Faculty responsibilities are found in the Complaints section of the United Faculty Coalition Collective Bargaining Agreement. The procedure can be found here: [Instructional Student Complaint Process](#).

Specific Authority: United Faculty Coalition Collective Bargaining Agreement

Law Implemented:

History of Policy or Procedure:

Draft: May 22, 2018

Adopted: May 22, 2019

Revised:

Reviewed by: Dr. Suzanne M. Johnson, President

Contact: Dr. Rolita Flores Ezeonu, Vice President of Instruction, ext. 2565

President's Staff Sponsor: Dr. Rolita Flores Ezeonu, Vice President of Instruction

Resources

Contact
Us

**STUDENT
SUPPORT**

ctcLink
Student Email
My Green River
Navigate 360
Financial Aid
Holman Library
Center for
Transformational
Wellness
Student Remote
Access
Career & Advising
Center
Office of the
Registrar
Disability Support
Services
Counseling Services
e-Learning
Placement & Testing
Center
Register to Vote
MMIWP / WSP

**EMPLOYEE
RESOURCES**

Human Resources
Institutional
Effectiveness
ctcLink Sign In
GatorNet
Curriculog (formerly
CAR/PAR)
Faculty eLearning
Canvas
Gator News
Employee Password
Reset

CAMPUS SAFETY

Emergency & Safety
Alerts
Just Report It

**CONNECT WITH
GREEN RIVER**

Facebook
Twitter
Youtube
LinkedIn
Instagram

HR-22 Nondiscrimination and Harassment policy.



HR-22 NONDISCRIMINATION AND HARASSMENT

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/ [HR-22 Nondiscrimination and Harassment](#)

Purpose

To enforce the Board of Trustee's position prohibiting discrimination at Green River College and to set forth the investigation and complaint handling procedures for discrimination claims.

Policy

Green River College recognizes its responsibility for investigation, resolution, implementation of corrective measures, and monitoring the educational environment and workplace to stop, remediate, and prevent discrimination on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, gender, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal, as required by [Title VI of the Civil Rights Act of 1964](#), [Title VII of the Civil Rights Act of 1964](#), [Title IX of the Educational Amendments of 1972](#), [Sections 504 and 508 of the Rehabilitation Act of 1973](#), [the Americans with Disabilities Act and ADA Amendment Act](#), [the Age Discrimination Act of 1975](#), [the Violence Against Women Reauthorization Act](#) and [Washington State's Law Against Discrimination, Chapter 49.60 RCW](#) and their implementing regulations. To this end, Green River College has enacted policies prohibiting discrimination against and harassment of members of these protected classes.

Sexual harassment is illegal under Title VII of the Civil Rights Act and Title IX of the Educational Amendment and is against Green River College's policies. Sexual harassment will not be tolerated in any form. It shall be the policy of Green River College, consistent with its efforts to respect the dignity and integrity of employees, students and the general public, to provide an environment free of sexual harassment. For allegations of Sexual Harassment subject to Title IX jurisdiction pursuant to regulations promulgated by the United States Department of Education, 34 C.F.R. § 106, refer to the Title IX Grievance Procedure in policy GA-11. Any employee, student, applicant, or visitor who believes that they have been the subject of discrimination or harassment should report the

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[Business Administration](#)

[General Administrative](#)

[Information Technology](#)

[Human Resources](#)

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[Student Affairs](#)

Human Resources Policies

Hiring and Onboarding

- [HR-11 Employment of Relatives](#)
- [HR-12 Background Verification](#)
- [HR-13 Relocation Compensation](#)
- [HR-17 New Employee Orientation Program](#)

incident or incidents to the College's appropriate Title IX Coordinator.

Any individual found to be in violation of these policies will be subject to disciplinary action up to and including dismissal from the College or from employment.

Scope

This policy applies to all students, staff and faculty on all campuses, including housing at Green River College. These nondiscrimination policies and procedures apply to discrimination complaints arising from all programs and activities of Green River College, including, but not limited to, admissions, educational programs, employment practices, and other college sponsored programs.

Definitions

Complainant: Employee(s), student(s) or visitor(s) of Green River College who alleges that they have been subjected to discriminatory practices or unwanted sexual conduct.

Respondent: Person or persons who are members of the campus community who allegedly discriminated against or harassed another person or persons.

Complaint: A description of the facts that allege violation of the college's policy against discrimination or sexual misconduct. The college has an official formal complaint form for documenting alleged discrimination or harassment. This form is available online under the A-Z index on the human resources page on GatorNet. Hardcopies of the form are located on campus in the Human Resources and Student Affairs offices.

Discrimination: Unfavorable treatment of another person based on that person's race, color, national origin, age, disability, sex, sexual orientation, marital status, creed, religion, or status as a veteran that is sufficiently severe or pervasive so as to substantially deny or limit that person's ability to benefit from or fully participate in educational programs or activities or employment opportunities.

Discriminatory Harassment: A form of discrimination consisting of physical, verbal, or written conduct that (1) denigrates or shows hostility toward an individual because of their race, creed, color, religion, national or ethnic origin; parental status or families with children; marital status; gender (sex); sexual orientation, gender identity or expression; age; genetic information; honorably discharged veteran or military status; or the presence of any sensory, mental, or physical disability; or the use of a trained dog guide or service animal by a person with a disability; or any other prohibited basis; and (2) is sufficiently severe or pervasive so as to substantially interfere with the individual's employment, education or access to college programs, activities and opportunities.

Examples of behaviors that may rise to the level of discriminatory harassment include but are not limited to the following:

- Racial epithets, "jokes," offensive or derogatory comments, or other verbal or physical conduct based on an individual's race/color.
- Ethnic slurs, workplace graffiti, or other offensive conduct directed towards an individual's birthplace, ethnicity, culture or foreign accent.

Work Conditions

- HR-21 Suspended Operations - Employee's Leave Options
- HR-22 Nondiscrimination & Discrimination Complaint Procedures
 - Discrimination Complaint Processing Form (PDF)
- HR-23 Leave without Pay
- HR-24 Administrative/Exempt Position Title Change
- HR-25 Layoff Procedure for Non-rep Classified
- HR-26 Remote Work Policy

Benefits

- HR-31 FMLA
- HR-32 Retirement Medical Expense Plan (VEBA)
- HR-33 SBRP (TIAA) Retirement
- HR-34 PERS and TRS Plan Retirement
- HR-35 Shared Leave Policy
- HR-36 Fitness for Duty Policy
- HR-37 Domestic Violence Leave
 - Domestic Violence Leave Application (PDF)
- HR-38 Vacation Policy

Record Keeping

- HR-41 Employee Change of Information

- Verbal or physical abuse, “jokes” or offensive comments based on an individual's age, gender, disability or sexual orientation.
- Creating, posting, emailing, or circulating demeaning or offensive pictures, cartoons or other materials in the workplace that relate to race, ethnic origin, gender or one of the other protected categories listed above.

Complaint Procedure

Any employee, applicant, student or visitor of the College may file a complaint. Complaints may be submitted in writing or verbally. The College encourages the timely reporting of any incidents of discrimination or harassment. For complainants who wish to submit a written complaint, [a formal complaint form is available online](#). Forms are also available at the following locations on campus: Human Resources, Campus Safety, Student Affairs, or any Dean's office. Any person submitting a discrimination complaint shall be provided with a written copy of the College's anti-discrimination policies and procedures. A complaint cannot be filed on behalf of another person.

Confidentiality and Right to Privacy

Green River College will seek to protect the privacy of all parties involved to the full extent possible, consistent with the legal obligation to investigate, take appropriate remedial and/or disciplinary action, and comply with the federal and state law, as well as Green River College policies and procedures. Although Green River College will attempt to honor complainants' requests for confidentiality, it cannot guarantee complete confidentiality.

Criminal Complaints

Discriminatory or harassing conduct may also be, or occur in conjunction with, criminal conduct. Criminal complaints may be filed with the following law enforcement authorities:

KENT POLICE DEPARTMENT	AUBURN POLICE DEPARTMENT	ENUMCLAW POLICE DEPARTMENT
220 4th Ave S Kent, WA 98032 253-856-5800	340 East Main St, Suite 201 Auburn, WA 98002 253-288-2121	1705 Wells St Enumclaw, WA 98022 360-825-3505

KING COUNTY SHERIFF	PIERCE COUNTY SHERIFF
516 THIRD AVE, ROOM W-150 SEATTLE, WA 98104 206-296-4155	COUNTY-CITY BUILDING, FIRST FLOOR 930 TACOMA AVE S TACOMA, WA 98402 253-798-7530

The College will proceed with an investigation of harassment and discrimination complaints regardless of whether the underlying conduct is subject to civil or criminal prosecution.

Other Discrimination Complaint Options

An employee or student may always file a complaint with:

Washington State Human Rights Commission at 800-233-3247 or TDD 800-300-7525, or

US Department of Education Office for Civil Rights at 800-421-3481 or TDD 877-521-2172 or

Equal Employment Opportunity Commission at 800-669-4000 or TDD 800-669-6820.

Specific Authority

Titles VII and IX of the Civil Rights Act of 1964
 Age Discrimination in Employment Act
 Section 504 of the Rehabilitation Act of 1973
 Americans with Disabilities Act of 1990
 RCW 49.60.030

Law Implemented

Most recent rulemaking went into effect on 8-14-2020

History of Policy or Procedure

Draft: December 14, 2005
 Adopted: May 2, 2006
 Revised: July 21, 2010; March 1, 2013; September 26, 2013;
 December 4, 2015; December 8, 2016; January 8, 2017, August 14th, 2020
 Reviewed by: President's Staff
 Contact: Staci Whitehouse, Interim Executive Director of Human Resources, ext.6628
 President's Staff Sponsor: Interim Director of Human Resources, ext. 6628

Resources

Contact Us

STUDENT SUPPORT

ctcLink
 Student Email
 My Green River
 Navigate 360
 Financial Aid
 Holman Library
 Center for Transformational Wellness
 Student Remote Access
 Career & Advising Center
 Office of the Registrar
 Disability Support Services
 Counseling Services
 e-Learning
 Placement & Testing Center
 Register to Vote
 MMIWP / WSP

EMPLOYEE RESOURCES

Human Resources
 Institutional Effectiveness
 ctcLink Sign In
 GatorNet
 Curriculumlog (formerly CAR/PAR)
 Faculty eLearning
 Canvas
 Gator News
 Employee Password Reset

CAMPUS SAFETY

Emergency & Safety Alerts
 Just Report It

CONNECT WITH GREEN RIVER

Facebook
 Twitter
 Youtube
 LinkedIn
 Instagram

Consumer Protection Student Complaint Process



CONSUMER PROTECTION STUDENT COMPLAINT PROCESS

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Notification of Title IV Student Complaint Process

The Higher Education Act (HEA) prohibits an institution of higher education from engaging in a “substantial misrepresentation of the nature of its educational program, its financial charges, or the employability of its graduates.” 20 U.S.C. §1094(c)(3)(A). Further, each state must have “a process to review and appropriately act on complaints concerning the institution including enforcing applicable state laws.” 34 C.F.R. § 600.9. [The Washington State Board of Community and Technical Colleges \(SBCTC\)](#) maintains a process to investigate complaints of this nature brought by community and technical college students in the state of Washington. For information, contact SBCTC Student Services, PO Box 42495, Olympia, WA 98504-2495, studentservices@sbctc.edu, 360-704-4315 or visit sbctc.edu.

Consumer Protection Title IV Student Complaint Process

- For students: To submit a complaint, please create an account through the [SBCTC Consumer Protection Title IV Student Complaint Portal](#)

Resources

Contact Us

STUDENT SUPPORT

ctcLink
Student Email
My Green River
Navigate 360
Financial Aid
Holman Library
Center for Transformational Wellness
Student Remote Access
Career & Advising Center
Office of the Registrar
Disability Support Services
Counseling Services
e-Learning

EMPLOYEE RESOURCES

Human Resources
Institutional Effectiveness
ctcLink Sign In
GatorNet
Curriculog (formerly CAR/PAR)
Faculty eLearning
Canvas
Gator News
Employee Password Reset

CAMPUS SAFETY

Emergency & Safety Alerts
Just Report It

CONNECT WITH GREEN RIVER

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[Twitter](#)
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[LinkedIn](#)
[Instagram](#)

GA-11 Sex Discrimination Grievance Procedure



GA-11 SEX DISCRIMINATION GRIEVANCE PROCEDURE

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/ [GA-11 Sex Discrimination Grievance Procedure](#)

GA- 11 remains in force for incidents that occurred prior to August 1, 2024. Incidents that occurred on or after August 1, 2024 will fall under [GA-31 Sex Discrimination Investigation Procedure](#) and [GA-32 Employee Sex Discrimination Disciplinary Procedure](#)

Purpose

The College (the College) recognizes its responsibility to investigate, resolve, implement corrective measures, and monitor the educational environment and workplace to stop, remediate, and prevent discrimination on the basis of sex, as required by Title IX of the Educational Amendments of 1972, Title VII of the Civil Rights Act of 1964, the Violence Against Women Reauthorization Act, and Washington State's Law Against Discrimination, and their implementing regulations. To this end, The College has enacted and adopted the following Title IX Grievance Procedure for receiving and investigating Sexual Harassment allegations arising during education programs and activities. Any individual found responsible for violating The College's Title IX policy is subject to disciplinary action up to and including dismissal from The College educational programs and activities and/or termination of employment.

Application of this Title IX Grievance Procedure is restricted to allegations of "Sexual Harassment," as that term is defined in 34 C.F.R. §106.30. Nothing in this procedure limits or otherwise restricts the College's ability to investigate and pursue discipline based on alleged violations of other federal, state, and local laws, their implementing regulations, and other college policies prohibiting gender discrimination through processes set forth in the College's code of student conduct, employment contracts, employee handbooks, and collective bargaining agreements.

Reporting

Any employee, student, applicant, or visitor who believes that he, she or they has been the subject of discrimination or harassment should report the incident or incidents to the College's appropriate Title IX Coordinator identified below. If the complaint is against that Coordinator, the complainant should

College Policies

[Board of Trustees](#)

[Business Administration](#)

[General Administrative](#)

[Information Technology](#)

[Human Resources](#)

[Instruction](#)

[Student Affairs](#)

Title IX Training Documents

Welcome to our Title IX Training

Documents section, where transparency meets commitment.

We proudly share comprehensive materials rooted in legal compliance and the principles of diversity, equity, and inclusion. These resources, designed for our Title IX Coordinator, are publicly accessible to promote awareness

report the matter to the President's office for referral to an alternate designee.

For all students, applicants, employees and public/visitors:

- **Korland Simmons, Equity Compliance Officer, Title IX Coordinator**
Kent Campus 278
Phone: 253-288-3361
Email: TitleIXcoordinator@greenriver.edu

The College encourages the timely reporting of any incidents of discrimination or harassment. Complaints may be submitted in writing or orally. For complainants who wish to submit a written complaint, complete the **Discrimination Complaint Processing Form** and submit the form to the appropriate Title IX Coordinator.

Policy

WAC 132J-300-010 Grievance procedure -- Sex discrimination. Title IX. Statement of policy (as required by Section 86.8(a) of Title IX).

Scope

Any applicant for admission, enrolled student, applicant for employment or employee of The College.

Definitions

For purposes of this Title IX Grievance Procedure, the following terms are defined as follows:

1. **“Sexual Harassment,”** for purposes of these Title IX Grievance Procedures, Sexual Harassment occurs when a Respondent engages in the following discriminatory conduct on the basis of sex:
 - a. **Quid pro quo harassment.** A The College employee conditioning the provision of an aid, benefit, or service of The College on an individual's participation in unwelcome sexual conduct.
 - b. **Hostile environment.** Unwelcome conduct that a reasonable person would find to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to The College's educational programs or activities or The College employment.
 - c. **Sexual assault.** Sexual assault includes the following conduct:
 1. **Nonconsensual sexual intercourse.** Any actual or attempted sexual intercourse (anal, oral, or vaginal), however slight, with any object or body part, by a person upon another person, that is without Consent and/or by force. Sexual intercourse includes anal or vaginal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.
 2. **Nonconsensual sexual contact.** Any actual or attempted sexual touching, however slight, with any body part or object, by a person upon another person that is without Consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.
 3. **Incest.** Sexual intercourse or sexual contact with a person known to be related to them, either

and empower our community. Explore the training documents below to support our commitment to a workplace free from discrimination.

[TIX-Advisor Training](#)

[Title IX Coordinator 1-Course Slides](#)

[TIX-Day 1 Slides-Investigative Report Writing Workshop](#)

[TIX-Day 2-April Open Report Writing Workshop](#)

[TIX-Investigation 2 Day-Client Class](#)

[Title IX in a Post Reg World-Day 1](#)

[Title IX in a Post Reg World-Day 2](#)

[TIX-Hearings-Day 1 - Oregon Alliance](#)

[TIX-Hearings-Day 2- Oregon Alliance](#)

[TIX-Aug-Open Training Trauma Informed Investigations Training](#)

[TIX-Book T9 Coordinator-2 Day Client Class](#)

General Administrative Policies

- [GA-1 Drug Free Campus](#)
- [GA-2 Tobacco Use](#)
- [GA-3 Mandatory Reporting of Child Abuse](#)
- [GA-4 Use of Photo Release](#)
- [GA-5 Prohibited Activities](#)
- [GA-6 Trespass](#)
- [GA-7 Distribution of Materials](#)

- legitimately or illegitimately, as an ancestor, descendant, brother, or sister of either wholly or half related. Descendant includes stepchildren and adopted children under the age of eighteen (18).
4. **Statutory rape.** Consensual intercourse between a person who is eighteen (18) years of age or older, and a person who is under the age of sixteen (16).
 5. **Domestic violence.** Physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Washington, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Washington, RCW 26.50.010.
 6. **Dating violence,** Physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed by a person (i) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (ii) where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - a. The length of the relationship;
 - b. The type of relationship; and
 - c. The frequency of interaction between the persons involved in the relationship.
 7. **Stalking.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (i) fear for their safety or the safety of others; or (ii) suffer substantial emotional distress.
2. **“Summary Suspension”** means an emergency suspension of a student Respondent pending investigation and resolution of disciplinary proceedings pursuant to the procedure and standards set forth in WAC 132J-126-230.
 3. **“Supportive Measures”** are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or Respondent regardless of whether the Complainant or the Title IX Coordinator has filed a Formal Complaint. Supportive Measures restore or preserve a party's access to The College's education programs and activities without unreasonably burdening the other party, as determined through an interactive process between the Title IX Coordinator and the party. Supportive Measures include measures designed to protect the safety of all parties and/or The College's educational environment and/or to deter Sexual Harassment or retaliation. Supportive measures may include, but are not limited to, (i) counseling and other medical assistance, (ii) extensions of deadlines or other course-related adjustments, (iii) modifications of work or class schedules, (iv) leaves of absence, (v) increased security or monitoring of certain areas of campus, and (vi) imposition of orders prohibiting the parties from contacting one another in housing or work situations. Determinations about whether to impose a one-way no contact order must be made on a case-by-case basis. If supportive measures are not provided, the Title IX Coordinator must document in writing why this was clearly reasonable under the
 - GA-8 State Environmental Policy Act (SEPA)
 - GA-9 Hours of Operation
 - GA-10 Reasonable Accommodation
 - GA-11 Sex Discrimination Grievance Procedure
 - *For incidents reported to have occurred prior to August 1, 2024.*
 - GA-12 Tenure
 - GA-13 Grant/Contract Proposal Development
 - GA-14 Grant/Contract Procedures, Post Award
 - GA-15 Human Subjects Research Compliance
 - GA-16 Public Records
 - GA-17 Educational Rights and Privacy Act
 - GA-18 Traffic and Parking
 - GA-19 Logo & Trademark Use Guidelines
 - GA-21 Redevelopment of Policies
 - GA-22 College Publications
 - GA-23 Ethics
 - GA-25 Student Email Communications
 - GA-26 Social Media
 - GA-27 Copyright Infringement
 - GA-28 On-Campus Outdoor Memorials & Markers

circumstances.

4. **“Grievance Procedure”** is the process The College uses to initiate, informally resolve, and/or investigate allegations that an employee or student has violated Title IX provisions prohibiting sexual harassment.
5. **“Education Program or Activity”** includes locations, events, or circumstances over which the College exercised substantial control over both the Respondent and the context in which the alleged Sexual Harassment occurred. It also includes any building owned or controlled by a student organization officially recognized by The College.
6. **“Formal Complaint”** means a writing submitted by the Complainant or signed by the Title IX coordinator alleging Sexual Harassment against a Respondent and requesting that the College conduct an investigation.
7. **“Respondent”** means an individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment.
8. **“Complainant”** means an individual who is alleged to be the victim of conduct that could constitute Sexual Harassment.
9. **“Consent”** means knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. Each party has the responsibility to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be at the time of the act of sexual intercourse or sexual contact actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact.

A person cannot consent if they are unable to understand what is happening or are disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has engaged in nonconsensual conduct.

Intoxication is not a defense against allegations that an individual has engaged in nonconsensual sexual conduct.

10. **“Retaliation”** Acts or attempts to retaliate or seek retribution against the Complainant, Respondent, or any individual or group of individuals involved in the complaint, investigation and/or resolution of an allegation of sexual misconduct. Retaliation can be committed by any individual or group of individuals, not just a Respondent or Complainant. Retaliation can take many forms, including threats, intimidation, pressuring, continued abuse, violence or other forms of harm to others.
11. **“Title IX Administrators”** are the Title IX Coordinator, Title IX investigators, the Judicial Affairs Officer, Student Conduct Committee members, College -provided advisors assigned to the parties by The College during Title IX disciplinary proceedings.
12. **“Title IX Coordinator”** is responsible for processing Title IX complaints and conducting and/or overseeing formal

- [GA-29 Web Policy](#)
- [GA-30 PCI DSS COMPLIANCE POLICY](#)
- [GA-31 Sex Discrimination Investigation Procedure](#)
 - *For incidents reported to have occurred on or after August 1, 2024.*
- [GA-32 Employee Sex Discrimination Disciplinary Procedure](#)
 - *For incidents reported to have occurred on or after August 1, 2024.*
- [GA-33 Pregnancy and Pregnancy Related Conditions](#)

investigations and informal resolution processes under this Grievance Procedure. The College official for employees is the Vice President of Human Resources, the College official for students is the Vice President for Student Affairs. Among other things, the Title IX Coordinator is responsible for:

1. Accepting and processing all Title IX reports, referrals, and Formal Complaints.
2. Executing and submitting a Formal Complaint when appropriate and necessary.
3. Handling requests for confidentiality.
4. Determining during the Grievance Procedure (i) whether a Formal Complaint should be dismissed either in whole or in part, and if so, (ii) providing notice to both parties about why dismissal was necessary or desirable, and (iii) referring the complaint to the appropriate disciplinary authority for proceedings outside the jurisdiction of Title IX.
5. Maintaining accurate records of all complaints, reports, and referrals, and retaining investigation files, complaints, reports, and referrals in compliance with the applicable records retention schedules or federal or state law, whichever is longer.
6. Conducting investigations or assigning and overseeing investigations.
7. Engaging in an interactive process with both parties to identify and provide supportive measures that ensure during the investigation and disciplinary processes that the parties have equitable access to education programs and activities and are protected from further discrimination or retaliation.
8. Upon completion of an investigation, issuing or overseeing the issuance of a final investigation report to the parties and the appropriate disciplinary authority in compliance with this Grievance Procedure.
9. Recommending non-disciplinary corrective measures to stop, remediate, and/or prevent recurrence of discriminatory conduct to disciplinary authorities and other College administrators.

Principles for Title IX Grievance Procedure

1. Respondent shall be presumed not responsible for the alleged conduct unless or until a determination of responsibility is reached after completion of the grievance and disciplinary processes.
2. Before imposing discipline, the College is responsible for gathering and presenting evidence to a neutral and unbiased decision maker establishing responsibility for a Title IX violation by a preponderance of the evidence.
3. The College shall treat both the Complainant and Respondent equitably by providing Complainant with remedies against Respondent who has been found responsible for Sexual Harassment through application of the institution's Title IX grievance and applicable Title IX disciplinary procedures and by providing Respondent with Title IX procedural safeguards contained in this Title IX Grievance Procedures and in the applicable Title IX disciplinary procedures.
4. The investigator shall base investigation results on all relevant evidence, including both exculpatory and inculpatory evidence.

5. Formal and informal resolutions will be pursued within reasonably prompt timeframes with allowances for temporary delays and extensions for good cause shown. Grounds for temporary delay include, but are not limited to school closures, national holidays, or other reasonable concern causing closure. Good cause supporting a request for an extension includes, but is not limited to: a party, a party's advisor, or a witness being unavailable, concurrent law enforcement activity, and the need for language assistance or accommodation of disabilities. Both parties will receive written notice of any temporary delay or extension for good cause with an explanation of why the action was necessary.
6. A student Respondent found responsible for engaging in Sexual Harassment may receive discipline up to and including dismissal from The College. A description of other possible disciplinary sanctions and conditions that may be imposed against students can be found in WAC 132J-126-130.
7. An employee found responsible for Sexual Harassment may receive discipline up to and including dismissal from employment. A description of possible disciplinary sanctions and conditions that may be imposed against employees can be found within the Green River College Agreement with the Green River United Faculty Coalition Article V Section R and the Collective Bargaining Agreement between the State of Washington and Washington Federation of State Employees Higher Education Community College Coalition (WFSE HE CCC) Article 29 and Article 30.
8. In proceedings against a student Respondent, the parties may appeal the Student Conduct Committee's ruling to the President pursuant to WAC 132J-126-150 and Supplement Title IX Student Conduct Code Procedures, WAC 132J-126-270.
9. In proceedings against an employee Respondent, the parties may appeal the Employee Disciplinary Decision to the President pursuant to WAC 132J-126-220 and the Green River College Agreement with the Green River United Faculty Coalition Section R and the Collective Bargaining Agreement between the State of Washington and Washington Federation of State Employees Higher Education Community College Coalition (WFSE HE CCC) Article 29 and Article 30."
10. Title IX Administrators may not require, allow, rely upon, or otherwise use questions or evidence that seeks disclosure of privileged communications, unless the privilege has been effectively waived by the holder. This provision applies, but is not limited to information subject to the following:
 - a. Spousal/domestic partner privilege;
 - b. Attorney-Client and attorney work product privileges;
 - c. Privileges applicable to members of the clergy and priests;
 - d. Privileges applicable to medical providers, mental health therapists, and counsellors;
 - e. Privileges applicable to sexual assault and domestic violence advocates; and
 - f. Other legal privileges identified in RCW 5.60.060.

1. Title IX Administrators shall perform their duties free from bias or conflicts.
 2. Title IX Administrators shall undergo training on the following topics:
 3. The definition of Sexual Harassment under these procedures,
 4. The scope of The College's educational programs and activities,
 5. How to conduct an investigation,
 6. How to serve impartially without prejudgment of facts, conflicts of interest, or bias,
 7. Use of technology used during an investigation or hearing,
 8. The relevance of evidence and questions, and
 9. Effective report writing.
10. All Title IX Administrator training materials shall be available on The College's Title IX webpage.

Emergency and External Reporting

The College encourages all individuals to seek assistance from a medical provider and/or law enforcement immediately after an incident of sexual or non-sexual violence. This is the best option to ensure preservation of evidence and to begin a timely investigative and remedial response. The College will help any community member to get to a safe place and will provide transportation to the hospital, coordination with law enforcement, and information about on- and off-campus resources and options for resolution.

Confidentiality

1. The College will seek to protect the privacy of the Complainant to the fullest extent possible, consistent with the legal obligation to investigate, take appropriate remedial and/or disciplinary action, and comply with the federal and state law, as well as College policies and procedures. Although The College will attempt to honor Complainants' requests for confidentiality, it cannot guarantee complete confidentiality. Determinations regarding how to handle requests for confidentiality will be made by the Title IX Coordinator.
2. The Title IX Coordinator will inform and attempt to obtain consent from the Complainant before commencing an investigation of alleged Sexual Harassment. If a Complainant asks that their name not be revealed to the Respondent or that The College not investigate the allegation, the Title IX Coordinator will inform the Complainant that maintaining confidentiality may limit the College's ability to fully respond to the allegations and that retaliation by the Respondent and/or others is prohibited. If the Complainant still insists that their name not be disclosed or that The College not investigate, the Title IX Coordinator will determine whether The College can honor the request and at the same time maintain a safe and nondiscriminatory environment for all members of The College community, including the Complainant. Factors to be weighed during this determination may include, but are not limited to:
 - a. The seriousness of the alleged Sexual Harassment;
 - b. The age of the Complainant;
 - c. Whether the Sexual Harassment was perpetrated with a weapon;

- d. Whether the Respondent has a history of committing acts of Sexual Harassment or violence or has been the subject of other Sexual Harassment or violence complaints or findings;
 - e. Whether the Respondent threatened to commit additional acts of Sexual Harassment or violence against the Complainant or others; and
 - f. Whether relevant evidence about the alleged incident can be obtained through other means (e.g., security cameras, other witnesses, physical evidence).
3. If The College is unable to honor a Complainant's request for confidentiality, the Title IX Coordinator will notify the Complainant of the decision and ensure that Complainant's identity is disclosed only to the extent reasonably necessary to effectively conduct and complete the investigation in compliance with this Grievance Procedure.
 4. If The College decides not to conduct an investigation or take disciplinary action because of a request for confidentiality, the Title IX Coordinator will evaluate whether other measures are available to address the circumstances giving rise to the complaint and prevent their recurrence and implement such measures if reasonably feasible.

Complaint Resolution

The Title IX resolution processes are initiated when the Title IX Coordinator's Office receives a written complaint alleging that a Respondent(s) sexually harassed a Complainant and requesting that The College initiate an investigation (a Formal Complaint). A Formal Complaint must be either submitted by the Complainant or signed by the Title IX Coordinator on behalf of the Complainant. Formal complaints submitted to the Title IX Coordinator may be resolved through either informal or formal resolution processes. The College will not proceed with either resolution process without a Formal Complaint.

For purposes of this Title IX Grievance Procedure, the Complainant must be participating in or attempting to participate in a College education program or activity at the time the Formal Complaint is filed.

1. Informal Resolution:

Under appropriate circumstances and if the impacted and responding parties agree, they may voluntarily pursue informal resolution during the investigation of a concern. Informal resolution is not appropriate when the allegations involve a mandatory reporting situation, an immediate threat to the health, safety or welfare of a member of The College community, or in cases where an employee is alleged to have sexually harassed a student.

If an informal resolution is appropriate, the impacted party and the responding party may explore remedies or resolution through:

- Guided conversations or communications conducted by the Title IX coordinator / HRO representative or a mutually agreed upon third party;
- Structured resolution process conducted by a trained mediator; or
- Voluntarily agreed on alterations to either or both of the parties' work or class schedules or student housing arrangements.

If the parties agree to an informal resolution process, The College will commence the process within ten (10) business days after the parties agree to this option and conclude within thirty (30) business days of beginning that process; subject to reasonable delays and extensions for good cause shown. The informal process is voluntary. Either the impacted or responding party may withdraw from the informal resolution process at any time, at which point the formal investigation process will resume.

If the impacted and responding party voluntarily resolve a report, The College will record the terms of the resolution in a written agreement signed by both parties and provide written notice to both parties that the report has been closed.

2. Formal Resolution

Formal resolution means that the Complainant's allegations of Sexual Harassment will be subjected to a formal investigation by an impartial and unbiased investigator. The investigator will issue a report of the investigation findings. Upon completion of the investigation, the investigator will submit the final investigation report to the appropriate disciplinary authority to determine whether disciplinary proceedings are warranted.

Emergency Removal, Summary Suspension

If a student Respondent poses an immediate threat to the health and safety of the College Community or an immediate threat of significant disruption to College operations, the College's student conduct officer may summarily suspend a Respondent pursuant to WAC 132J-126-130 pending final resolution of the allegations. Nothing in this Grievance Procedure prohibits The College from placing nonstudent employees on administrative leave pending final resolution of the allegations.

Investigation Notices

Upon receiving a Formal Complaint and determining that allegations comport with Title IX claims, The College will provide the parties with the following notices containing the following information:

1. Notice of formal and informal resolution processes. A description of The College's grievance resolution procedures, including the informal resolution procedure.
2. The investigator will serve the Respondent and the Complainant with a Notice of Investigation in advance of the initial interview with the Respondent to allow the Respondent sufficient time to prepare a response to the allegations and to inform the Complainant that The College has commenced an investigation. The investigation notice will:
 3. Include the identities of the parties (if known), a description of the conduct alleged constituting Title IX Sexual Harassment, and the time and location of the incident (if known).
 4. Confirm that the Respondent is presumed not responsible for the alleged conduct and that The College will not make a final determination of responsibility until after the grievance and disciplinary processes have been completed.
 5. Inform parties that they are both entitled to have an advisor of their own choosing, who may be an attorney.
 6. Inform parties they have a right to review and inspect evidence.

7. Inform parties about student conduct code provisions and employment policies that prohibit students and employees from knowingly submitting false information during the grievance and disciplinary processes.
8. Amended investigation notice. If during the course of the investigation, The College decides to investigate Title IX Sexual Harassment allegations about the Complainant or Respondent that are not included in the investigation notice, The College will issue an amended notice of investigation to both parties that includes this additional information.
9. Interview and meeting notices. Before any interviewing or meeting with a party about Title IX allegations, The College shall provide the party with a written notice identifying the date, time, location, participants, and purpose of the interview or meeting with sufficient time for the party to prepare for the interview or meeting.

Investigation Process - Dismissal

1. Mandatory dismissal. The Title IX Coordinator will dismiss the Title IX allegations, if during the course of a formal investigation under the Title IX Grievance Process, the investigator determines that the alleged misconduct in the Formal Complaint:
 2. Does not meet the definition of Sexual Harassment under Title IX, even if proved; or
 3. Did not occur in the context of a College Education Program or Activity; or
 4. Occurred outside the United States.
5. Discretionary dismissal. The College may dismiss a Title IX claim in whole or in part, if:
 6. The Complainant notifies the Title IX Coordinator in writing that they would like to withdraw the Formal Complaint in whole or in part;
 7. Respondent is no longer enrolled with or employed by the College; or
 8. Specific circumstances prevent the College from gathering evidence sufficient to complete the investigation of the Title IX allegations in whole or in part.
9. The Title IX Coordinator will provide both parties written notice if Title IX allegations are dismissed with an explanation for the dismissal.
10. Mandatory or discretionary dismissal of a Title IX claim does not preclude the College from investigating and pursuing discipline based on allegations that a Respondent violated other federal or state laws and regulations, The College conduct policies, and/or other codes and contractual provisions governing student and employee conduct.

Investigation Process - Consolidation of Formal Complaints

When multiple Sexual Harassment allegations by or against different parties arise out of the same facts or circumstances, the College may consolidate the investigation of Formal Complaints, provided consolidation can be accomplished in compliance with confidentiality protections imposed by the Family Educational Records and Privacy Act (FERPA). This includes instances in which Complainant and Respondent have lodged Formal Complaints against one another or when allegations of sexual assault are lodged by a single Complainant against multiple Respondents, or when multiple Complainants

lodge sexual assault complaints against single or multiple Respondents.

Investigation Process - Required Procedures

During the investigation, the Investigator:

1. Will provide the parties with equal opportunity to present relevant statements, and other evidence in the form of fact or expert witnesses and inculpatory or exculpatory evidence.
2. Will not restrict the ability of either party to discuss the allegations under investigation or gather and present relevant evidence, except when a no contact order has been imposed based on an individualized and fact specific determination that a party poses a threat to the health, safety, or welfare of another party and/or witnesses or when contact with a party and/or witness is prohibited by court order. A College-imposed no contact shall be no broader than is necessary to protect the threatened party or witness and must provide the impacted party or their advisor with alternative means of gathering and presenting relevant evidence from the protected witness and/or party.
3. Will allow each party to be accompanied by an advisor of their choosing, who may be an attorney, to any grievance related meeting or interview. Advisors' roles during the investigation meetings or interviews will be limited to providing support and advice to the party. Advisors will not represent or otherwise advocate on behalf of the parties during the investigation process. An attorney representing a party must enter a notice of appearance with the Title IX Coordinator and the Investigator at least five (5) days before the initial interview or meeting they plan to attend, so that the College can secure its own legal representation, if necessary.
4. The investigator will provide both parties and their respective advisors with an equal opportunity to review the draft investigation report and to inspect and review any evidence obtained during the investigation that is directly related to the allegations raised in the Formal Complaint, including inculpatory or exculpatory evidence, regardless of its source, as well as evidence upon which the investigator does not intend to rely in the final investigation report. After disclosure, each party will receive ten (10) days in which to submit a written response, which the investigator will consider prior to completion of the investigation report. If a party fails to submit a written response within ten (10) days, the party will be deemed to have waived their right to submit comments and the investigator will finalize the report without this information.
5. The investigator will forward the final report to the Title IX Coordinator, who will distribute the report and evidence to the parties, as well as the disciplinary authority responsible for determining whether pursuing disciplinary action is warranted.

Non-Retaliation, Intimidation and Coercion

Retaliation by, for or against any participant (including complainant, respondent, witness, Title IX/EEO Coordinator, or investigator) is expressly prohibited. Retaliatory action of any kind taken against individuals as a result of seeking redress under the applicable procedures or serving as a witness in

a subsequent investigation or any resulting disciplinary proceedings is prohibited and is conduct subject to discipline. Any person who thinks he, she or they has been the victim of retaliation should contact the Title IX/EEO Coordinator immediately.

Specific Authority: 34 CFR Part 106

Law Implemented: August 14th, 2020

History of Policy or Procedure

Adopted: June 25, 1976

Revised: April 5th, 2005, August 14th, 2020

Reviewed By: Presidents Staff, AAG Office

Presidents Staff Sponsors: Shirley Bean, Vice President for Business Administration and Human Resources, ext. 3305 and Dr. Deborah Casey, Vice President for Student Affairs, ext. 3328

Resources

Contact Us

STUDENT SUPPORT

- ctcLink
- Student Email
- My Green River
- Navigate 360
- Financial Aid
- Holman Library
- Center for Transformational Wellness
- Student Remote Access
- Career & Advising Center
- Office of the Registrar
- Disability Support Services
- Counseling Services
- e-Learning
- Placement & Testing Center
- Register to Vote
- MMIWP / WSP

EMPLOYEE RESOURCES

- Human Resources
- Institutional Effectiveness
- ctcLink Sign In
- GatorNet
- Curriculog (formerly CAR/PAR)
- Faculty eLearning
- Canvas
- Gator News
- Employee Password Reset

CAMPUS SAFETY

- Emergency & Safety Alerts
- Just Report It

CONNECT WITH GREEN RIVER

- Facebook**
- Twitter**
- Youtube**
- LinkedIn**
- Instagram**

EL-2 Treatment of People



EL-2 TREATMENT OF PEOPLE

[Home](#) / [Campus](#) / [policies-and-procedures](#) / [board-policy](#) / EL-2 Treatment of People

Policy

Treatment of and dealings with students, employees, and members of the community shall be humane, fair, respectful, and dignified. Accordingly, the president shall:

1. Operate with policies and/or procedures that set forth student and employee rules, provide for effective handling of grievances, ensure due process, and protect against wrongful conditions.
2. Comply with all state and federal laws, rules, and regulations pertaining to students and employees including those pertaining to discrimination and equal opportunity.
3. Take action when becoming aware of any violation of state or federal laws, rules, or regulations, or of Board policies.
4. Encourage students and employees to use established grievance procedures.
5. Acquaint students and employees with their rights and responsibilities.

History of Policy

Draft: December 12, 2003

Adopted: April 15, 2004

Revised: February 18, 2014

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2.C.2 EV.#1: Accommodations for persons with disabilities / Section 5

Section 504 of the Rehabilitation Act



Office of the Assistant Secretary for Administration & Management

Section 504, Rehabilitation Act of 1973

Section 794. Nondiscrimination under Federal grants and programs; promulgation of rules and regulations

(a) Promulgation of rules and regulations

No otherwise qualified individual with a disability in the United States, as defined in section 705 (20) of this title, shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or under any program or activity conducted by any Executive agency or by the United States Postal Service. The head of each such agency shall promulgate such regulations as may be necessary to carry out the amendments to this section made by the Rehabilitation, Comprehensive Services, and Development Disabilities Act of 1978. Copies of any proposed regulations shall be submitted to appropriate authorizing committees of the Congress, and such regulation may take effect no earlier than the thirtieth day after the date of which such regulation is so submitted to such committees. See also 29 CFR Part 32 and 29 CFR Part 37.

(b) "Program or activity" defined

For the purposes of this section, the term "program or activity" means all of the operations of --

- (1)(A) a department, agency, special purpose district, or other instrumentality of a State or of a local government; or
- (B) the entity of such State or local government that distributes such assistance and each such department or agency (and each other State or local government entity) to which the assistance is extended, in the case of assistance to a State or local government;
- (2)(A) a college, university, or other postsecondary institution, or a public system of higher education; or
- (B) a local educational agency (as defined in section 8801 of Title 20), system of vocational education, or other school system;
- (3)(A) an entire corporation, partnership, or other private organization, or an entire sole proprietorship --
 - (i) if assistance is extended to such corporation, partnership, private organization, or sole proprietorship as a whole; or
 - (ii) which is principally engaged in the business of providing education, health care, housing, social services, or parks and recreation; or
- (B) the entire plant or other comparable, geographically separate facility to which Federal financial assistance is extended, in the case of any other corporation, partnership, private organization, or sole proprietorship; or
- (4) any other entity which is established by two or more of the entities described in paragraph (1), (2) or (3); any part of which is extended Federal financial assistance.

(c) Significant structural alterations by small providers

Small providers are not required by subsection (a) to make significant structural alterations to their existing facilities for the purpose of assuring program accessibility, if alternative means of providing the services is available. The terms used in this subsection shall be construed with reference to the regulations existing on March 22, 1988.

(d) Standards used in determining violation of section

The standards used to determine whether this section has been violated in a complaint alleging employment discrimination under this section shall be the standards applied under title I of the Americans with Disabilities Act of 1990 (42 U.S.C. 12111 et seq.) and the provisions of sections 501 through 504, and 510, of the Americans with Disabilities Act of 1990 (42 U.S.C. 12201-12204 and 12210), as such sections related to employment.

Section 794a. Remedies and attorney fees

(a)(1) The remedies, procedures, and rights set forth in section 717 of the Civil Rights Act of 1964 (42 U.S.C. 2000e-16), including the application of sections 706(f) through 706 (k) [42 U.S.C. 2000e-5(f) through k)] shall be available, with respect to any complaint under section 791 of this title, to any employee or applicant for employment aggrieved by the final disposition of such complaint, or by the failure to take final action on such complaint. In fashioning an equitable or affirmative action remedy under such section, a court may take into account the reasonableness of the cost of any necessary work place accommodation, and the availability of alternative therefor or other appropriate relief in order to achieve an equitable and appropriate remedy.

(2) The remedies, procedures, and rights set forth in title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq) shall be available to any person aggrieved by any act or failure to act by any recipient of Federal assistance or Federal provider of such assistant under section 794 of this title.

(b) In any action or proceeding to enforce or charge a violation of a provision of this subchapter, the court, in its discretion, may allow the prevailing party, other than the United States, a reasonable attorney's fee as part of the costs.

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Office of the Assistant Secretary for Administration & Management

An agency within the U.S. Department of Labor

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Title II of the Americans with Disabilities Act

The following pages show only cover and table of contents of this evidence. To view the full file, please refer to the hyperlink.

NOTICE:

The title II regulation was modified by the Pool Extension Final Rule, the ADA Amendments Act Final Rule, the Title II Web and Mobile Accessibility Final Rule, and the Title II Accessible Medical Diagnostic Equipment Final Rule, which can be found in the [Title II Regulation Supplement](#). This document and the supplement should be read together for the most up-to-date regulation.

Alternatively, the fully updated regulation is available in [html](#).



Americans with Disabilities Act Title II Regulations

Nondiscrimination on the Basis of Disability in State and Local Government Services

Department of Justice
September 15, 2010

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GA-10 Reasonable Accommodation



GA-10 REASONABLE ACCOMMODATION

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/ [GA-10 Reasonable Accommodation](#)

Purpose

To adhere to all applicable federal and state laws, regulations, and guidelines with respect to providing reasonable accommodation as required to qualified individuals with disabilities.

Scope

All qualified individuals with disabilities.

Definitions

Disability—

- *Americans with Disabilities Act of 1990 (42 U.S.C. 12102):* "Disability" means a physical or mental impairment that substantially limits one or more of the major life activities of such an individual; a record of having such an impairment; or being regarded as having such an impairment.
- *Washington State Law Against Discrimination (RCW 49.60.040):* "Disability" means the presence of a sensory, mental, or physical impairment that is medically cognizable or diagnosable; or exists as a record or history; or is perceived to exist whether or not it exists in fact. A disability exists whether it is temporary or permanent, common or uncommon, mitigated or unmitigated, or whether or not it limits the ability to work generally or work at a particular job or employment.

Reasonable Accommodation: Modification or adjustment to a job, work environment, policy, practice, or procedure that enables a qualified individual with a disability to perform the essential functions of the position. Reasonable accommodation will be implemented as long as it is medically necessary (there is competent medical evidence establishing a relationship between the disability and the need for accommodation) and: it does not pose a direct threat to the health or safety of others, does not make a substantial change in the essential element/function of the position and does not impose an undue hardship on Green River College.

College Policies

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Title IX Training Documents

Welcome to our Title IX Training Documents section, where transparency meets commitment. We proudly share comprehensive materials rooted in legal compliance and the principles of diversity, equity, and inclusion. These resources, designed for our Title IX Coordinator, are publicly accessible to promote awareness

Qualified Individual with a Disability: A person with a disability who meets the skill, experience, education, and other job-related requirements of the position held or desired, and who, with or without reasonable accommodation, can perform the essential functions of the job.

Essential Functions: The fundamental job duties or requirements of a position. Essential functions are such that they cannot be eliminated or substantially modified without changing the nature of the position. Essential functions do not include the marginal functions of the position.

Undue Hardship: Among other things, an excessively costly, extensive, substantial, or disruptive modification, or one that would fundamentally alter the nature or operation of Green River College or one of its programs.

Direct Threat to the Health or Safety of Others: The accommodation poses a substantial risk of significant harm to someone else.

Substantial Change: A substantial alteration/change in the essential conduct or function of the job.

Equal Employment Opportunity: An opportunity for a qualified individual with a disability to perform the essential job functions or to enjoy the benefits and privileges of employment that are available to similarly situated individuals without a disability.

Health Care Professional: A person who is legally competent to diagnose and/or treat the particular medical condition or conditions which are the basis of the accommodation request.

Disability Separation: An action taken to separate an employee from service when the employer determines that the employee is unable to perform the essential functions of the employee's position or class with or without reasonable accommodation due to mental, sensory, or physical incapacity. A disability separation is not a disciplinary action.

Policy

It is the policy of Green River College to provide reasonable accommodation to all qualified individuals with disabilities. The policy's primary focus is reasonable accommodation in all aspects of employment; however, general guidance and contact information is also given with regard to reasonable accommodation as it applies to college services or activities provided to the general public, and the college's educational services and activities.

The reasonable accommodation process is an interactive process and requires the cooperation of the individual requesting the accommodation. Failure to cooperate may delay or stop the reasonable accommodation process. To the extent possible and in accordance with applicable laws and regulations, all information regarding the presence or nature of an individual's disability is treated as a confidential medical record and is maintained in a secure manner, apart from personnel files.

Notification of the right to an accommodation and information on how to make such a request for qualified applicants with a disability will be included in all announcements and in all recruitment efforts. The College will post its accommodation policy on its intranet site and make it available in all new employee orientation packets, as well as to any employee or applicant upon request.

and empower our community. Explore the training documents below to support our commitment to a workplace free from discrimination.

[TIX-Advisor Training](#)

[Title IX Coordinator 1-Course Slides](#)

[TIX-Day 1 Slides-Investigative Report Writing Workshop](#)

[TIX-Day 2-April Open Report Writing Workshop](#)

[TIX-Investigation 2 Day-Client Class](#)

[Title IX in a Post Reg World-Day 1](#)

[Title IX in a Post Reg World-Day 2](#)

[TIX-Hearings-Day 1 - Oregon Alliance](#)

[TIX-Hearings-Day 2- Oregon Alliance](#)

[TIX-Aug-Open Training Trauma Informed Investigations Training](#)

[TIX-Book T9 Coordinator-2 Day Client Class](#)

General Administrative Policies

- [GA-1 Drug Free Campus](#)
- [GA-2 Tobacco Use](#)
- [GA-3 Mandatory Reporting of Child Abuse](#)
- [GA-4 Use of Photo Release](#)
- [GA-5 Prohibited Activities](#)
- [GA-6 Trespass](#)
- [GA-7 Distribution of Materials](#)

Procedure

1. In general, the individual must inform Green River College of the impairment and need for an accommodation. Green River College may require documentation of the diagnosis and/or impairment. This documentation will be secured on the individual's own time and expense. The appropriate College contact depends on whether the individual is an applicant, staff member, student or the general public.
 - a. **Applicants** seeking accommodation during the application or interview process should make a request through the Office of Human Resources with at least three (3) days advance notice of the position's closing date or the interview date.
 - b. **Members of the general public** seeking accommodation for college-sponsored activities, services or events which are open to the general public may request an accommodation from the program's sponsor in advance of the date of the event for which the accommodation is being sought, per the deadline advertised in the announcement or advertisement by the sponsoring department. The applicable department or office, program that sponsors and/or distributes the announcement or advertisement for services or activities for Green River College is responsible for providing notification and instruction for requesting an accommodation, receiving the accommodation request and arranging for the appropriate reasonable accommodation(s), if one is required. All departments and offices should confer with the appropriate Human Resources professional if there are any questions.
 - c. **Prospective students** requesting accommodation for registration or enrolled students with documented disabilities should contact the college Disability Support Services Office. Requests for accommodations must be made within the timeframe and established guidelines of the Disability Support Services Office. It is the responsibility of any college staff member receiving a student request for an accommodation to immediately contact the Disability Support Services Office.
 - d. **Employees** requesting an accommodation should contact the Office of Human Resources. Supervisors who receive information regarding a possible need for accommodation are responsible for contacting Human Resources immediately. Supervisors should not ask the employee for personal medical information or ask questions about the disability itself. The employee is not required to disclose to supervisors the medical basis for the requested accommodation. Should the employee choose to disclose such information, supervisors must advise him or her that disclosure is not necessary, and that the information will remain confidential. Supervisors who receive documents containing medical information should immediately forward that information to the Office of Human Resources. Medical records shall never be kept in departmental files.
 - i. Upon notification of an employee's request for reasonable accommodation, a Human Resources professional will consult with the requestor to identify the disability-related barriers to job performance and usually to request medical documentation of the disabling condition. The HR professional will assess how the requested accommodation or alternative accommodations may allow the requestor
 - GA-8 State Environmental Policy Act (SEPA)
 - GA-9 Hours of Operation
 - GA-10 Reasonable Accommodation
 - GA-11 Sex Discrimination Grievance Procedure
 - *For incidents reported to have occurred prior to August 1, 2024.*
 - GA-12 Tenure
 - GA-13 Grant/Contract Proposal Development
 - GA-14 Grant/Contract Procedures, Post Award
 - GA-15 Human Subjects Research Compliance
 - GA-16 Public Records
 - GA-17 Educational Rights and Privacy Act
 - GA-18 Traffic and Parking
 - GA-19 Logo & Trademark Use Guidelines
 - GA-21 Redevelopment of Policies
 - GA-22 College Publications
 - GA-23 Ethics
 - GA-25 Student Email Communications
 - GA-26 Social Media
 - GA-27 Copyright Infringement
 - GA-28 On-Campus Outdoor Memorials & Markers

to perform the essential function of the position.

The College may consult with other knowledgeable sources as necessary.

Green River College may further require a medical examination from a qualified independent health care professional of the College's choice and at our expense, in order to determine the existence of a disability and the functional limitations caused by the disability that may require reasonable accommodation.

Information concerning an applicant/employee's medical condition or history may be shared in only three (3) ways:

- A. Supervisors and managers may be informed of restrictions on the work or duties of individuals with disabilities and informed of necessary accommodations;
 - B. First aid and safety personnel may be informed if the condition might require emergency treatment; and;
 - C. Government officials investigating compliance with ADA shall be provided with relevant information upon request.
- e. Green River College does not have to provide a reasonable accommodation that would impose an undue hardship on the operation of the college. If a reasonable accommodation can be provided, an individual's preference will be given consideration, however, the College may choose among equally effective accommodations that are less expensive and easier to provide.
 - f. If an employee is unable to perform the essential functions of his or her position because of a disability, with or without a medically necessary reasonable accommodation, or when accommodation in the present position would cause an undue hardship, Green River College will attempt to identify a position that is vacant in which to place the employee without competition.
 - g. For placement to occur a vacant position must be available. It must have the same or lower salary level as the employee's position, and the employee must meet the position's minimum qualifications and skill requirements. Green River College does not create new positions, assign a different supervisor, displace other employees, or offer promotions as accommodations.
 - h. If an employee cannot be accommodated, including placement in an alternative position, he/she will be separated from employment in accordance with applicable laws and labor agreements.
 - i. An individual with a disability who believes they have not been provided with reasonable accommodation may file a complaint as outlined in the College's Nondiscrimination Policy & Discrimination Complaint Procedure Policy HR-22. Complaints may also be filed with the Washington State Human Rights Commission and/or the United States Equal Employment Opportunity Commission.

- GA-29 Web Policy
- GA-30 PCI DSS COMPLIANCE POLICY
- GA-31 Sex Discrimination Investigation Procedure
 - *For incidents reported to have occurred on or after August 1, 2024.*
- GA-32 Employee Sex Discrimination Disciplinary Procedure
 - *For incidents reported to have occurred on or after August 1, 2024.*
- GA-33 Pregnancy and Pregnancy Related Conditions

Specific Authority

Americans with Disabilities Act (ADA) of 1990

Rehabilitation Act of 1973

Executive Order 96-042.1

RCW 49.60

WAC 357-26

WAC 357-46
 WAC 357-52
 WAC 162-22
 Article 34 of the WFSE Collective Bargaining Agreement

Law Implemented

History of Policy or Procedure

History of Policy or Procedure
 Draft: July 26, 2011
 Adopted: July 26, 2011
 Revised: March 6, 2013
 Reviewed by: President's Staff
 Contact: Sheryl Gordon, HR Manager, ext. 2600
 Cabinet Sponsor: Dr. Deb Casey, Interim Vice President of
 Human Resources, Vice President of Student Affairs, ext. 3328

Resources

Contact
 Us

**STUDENT
 SUPPORT**

ctcLink
 Student Email
 My Green River
 Navigate 360
 Financial Aid
 Holman Library
 Center for
 Transformational
 Wellness
 Student Remote
 Access
 Career & Advising
 Center
 Office of the
 Registrar
 Disability Support
 Services
 Counseling Services
 e-Learning
 Placement & Testing
 Center
 Register to Vote
 MMIWP / WSP

**EMPLOYEE
 RESOURCES**

Human Resources
 Institutional
 Effectiveness
 ctcLink Sign In
 GatorNet
 Curriculog (formerly
 CAR/PAR)
 Faculty eLearning
 Canvas
 Gator News
 Employee Password
 Reset

CAMPUS SAFETY

Emergency & Safety
 Alerts
 Just Report It

**CONNECT WITH
 GREEN RIVER**

Facebook
Twitter
Youtube
LinkedIn
Instagram

Accommodations Types of Services



TYPES OF ACCOMMODATIONS

DISABILITY SUPPORT SERVICES AT GREEN RIVER COLLEGE

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/ Types of Accommodations

Testing

Disabilities affecting access to testing materials and/or testing process may qualify for testing accommodations. Students are to provide historical and/or recent documentation regarding the diagnosis that substantially affects test taking and complete an Intake Interview with the director of Disability Support Services (DSS).

Please Note: Testing accommodations are not intended to alter the construct of the test being measured or invalidate the results. Reasonable testing accommodations are changes made in the administration of the test in order to remove obstacles to the test-taking process that are presented by the disability without changing the constructs being tested.

This table outlines general information about testing accommodations but is not limited to:

TYPES OF TEST ACCOMMODATIONS		DESCRIPTION
Extended Test Time	The most frequent extended test time is time and a half. Certain circumstances warrant double time such as requiring alternative formats for text presentation (e.g. Braille, reader, or scribe). Extended time beyond double time requires specific direction from the medical professional in the related field of disability and consultation with the director of DSS.	
Reader	Students who qualify for a test in audio format are provided with a DSS reader who reads the test in person for a student.	
Scribe	Students whose disability affects writing or typing may be provided	

Hours of Operation

Summer Hours

Monday - Thursday

8 a.m. - 5 p.m.

Friday - Sunday

Closed

DSS is open for in person visits or through our Zoom lobby, Monday through Thursday, 8 AM to 5 PM and Friday 9:30 AM to 4:30 PM.

The DSS Office is located in SA-210. ZOOM LOBBY MEETING ID: 969-031-761 or <https://zoom.us>


[View Closures & Special Hours](#)

Location

Student Affairs 210

TYPES OF TEST ACCOMMODATIONS		DESCRIPTION
		with a DSS scribe for tests.
Alternative Test Site		Students who use support services such as a scribe, reader, extended time, etc., or who qualify for an alternative test site can reserve the Testing Center's room 148 located in the Student Affairs & Success Center to take tests. Students must contact DSS to reserve SA-148. Note: The testing accommodation should not cause the student to miss instruction time.
Assistive Technology (Alternative Format)		The DSS office can facilitate the use of adaptive equipment such as a closed circuit television (CCTV), a screen reader such as JAWS or Read Please, or voice recognition software such as Dragon Naturally Speaking for students who require assistive technology to complete a test.
Large Print (Alternative Format)		When students require a large print to view the test, students should contact the instructor 3 to 4 days before the exam to discuss this accommodation.
Braille (Alternative Format)		If a test is required to be formatted in Braille the student needs to contact the instructor and DSS 1 week before the exam.
Proctor		Once the instructor has notified DSS that a proctor is required, DSS will schedule the proctor for the test.

All services are currently being provided in person Mon through Thur 8 - 5, Fri 9:30 to 4:30, or remotely. If you would like to speak with DSS staff via Zoom, please [connect to our Zoom Lobby](#).

Contact Us

Disability Support Services

Phone: 253-931-6460

TDD: 253-288-3359

Fax: 253-288-3471

[Natalie Barbero-Menchaca](#)

Director
253-931-9111, ext. 6526

[Jean Carlson](#)

Program Specialist
253-833-9111, ext. 3486

[Connie Nielsen](#)

Office Assistant
253-833-9111, ext. 6527

Activating Testing Accommodations

1. Schedule an appointment with the instructor early in the quarter to discuss extended test time and other accommodations outlined in the *Letter of Accommodation (LOA)*.
2. **3 to 4 days** prior to each **EACH** test, organize test accommodations with the instructors.
3. If applicable contact DSS **3 to 4 days** prior to **EACH** test to request support services such as scribe, reader, etc. or to reserve SA 148.
4. **2 days** prior to the test **confirm** with the instructor the *date, time, and place* the exam will be taken.

Please Note:

- If the instructor or DSS **does not hear** from a student **3 to 4 days** prior to a test date, test accommodations may not be in place the day of the test.
- If a test is not at the Testing Center or if the student misses an exam, the **student is responsible** for contacting the instructor to reschedule the exam. Once the student and

instructor determine a new test date/time, the **student is to contact DSS** to reserve ZWC 115 and/or to organize support services.

Note-Taking

Disabilities affecting access to lecture material may qualify for note-taking accommodations. Students are to provide historical and/or recent documentation regarding the diagnosis that hinders access to lecture material and complete an Intake Interview with the director of Disability Support Services (DSS).

How a student activates note-taking accommodations:

1. Schedule an appointment with the instructor early in the quarter to discuss note-taking and other accommodations outlined in the *Letter of Accommodation (LOA)*.
2. Request instructors to read the *DSS Note-taking Letter* attached to student's LOA; this letter asks for a volunteer classmate to provide copies of lecture notes, without revealing student's name.
3. If no classmate volunteers are identified, **contact** DSS and a note-taker will be matched to the class; *if an outside Note-taker is determined this can take up to a week to organize.*
4. Students are responsible for self-advocating and for contacting DSS in a timely manner when problems or questions arise about this accommodation.

Please Note: Students who preferred anonymity can arrange to have the note-taker leave the notes with the instructor or the DSS office.

Guidelines for Student Absences

- Students absent from class will not be provided notes unless otherwise noted on the LOA.
- It is the student's responsibility to get class notes when they are absent.
- Note-takers will not stay to take notes for any student who arrives more than **15 minutes** late for class or who leaves early unless otherwise noted on the LOA.
- Students should consider asking a fellow classmate, in advance, to take notes in the event their official note-taker is absent; DSS cannot guarantee coverage if a note-taker is absent.

IMPORTANT: For students who fail to provide a 24-hour notification for more than **3 consecutive school days**, note-taking accommodation services may be suspended until they meet with the Director of DSS to discuss their attendance. Reinstatement of suspended accommodation services may not be immediate due to the time required to re-coordinate support staff schedules.

Alternative Format

Disabilities affecting access to printed material may qualify for text (e.g. textbooks, PowerPoint, test etc.) in an alternative format accommodations. Students are to provide historical and/or recent documentation regarding the diagnosis that substantially affects accessing printed material and complete an Intake Interview with the director of Disability Support Services (DSS).

Types of Alternative Formats

- Audio Files

- Enlarged Material
- Braille

How a student activates alternative format accommodations:

1. Turn in *Letter of Accommodation Request Form* once registered for classes.
2. Use bookstore list to find required textbooks for classes.
3. Tell DSS Program Coordinator which books will need to be in alternative format.
4. DSS Program Coordinator will contact student via email when alternative texts are ready.
5. Purchase textbooks; DSS must receive a copy of the purchase receipt before students can receive text in alternative format.
6. Sign *Agreement on the Use of Recorded, Electronic or Other Alternatively Formatted Course Materials*.

Please Note: When alternative format is needed for lecture material (e.g. PowerPoint, articles, handouts, etc.) contact the DSS Program Coordinator.

Interpreters

Disabilities affecting access to audio or visual course material such as lectures, group discussions, campus activities, and/or meetings with instructors may qualify for interpreting services. Students are to provide historical and/or recent documentation regarding the diagnosis that substantially affects audio or visual access and complete an Intake Interview with the director of Disability Support Services (DSS).

How a student activates interpreting accommodations:

1. **Each** quarter turn in *Letter of Accommodation Request Form* as **soon** as registration for classes is completed.
2. Once a *LOA Request Form* has been submitted, DSS will organize and match interpreters for the student's classes.
3. Students are responsible for self-advocating and for contacting DSS in a timely manner when problems or questions arise about this accommodation.

Please Note: To guarantee interpreters availability for classes, it is necessary for students to give advanced notice (i.e. *2 to 4 weeks*) to DSS. If adequate time is not given students need to understand the limitations of timely recruitment of interpreters.

Requesting Interpreters outside of the classroom

- At times students will need to meet with instructors, work on group projects, attending campus activities, etc. When an interpreter is needed outside the classroom for any college funded activity or event, students need to make requests with DSS 3 days in advance.

Cancellation of an Interpreter

- If it becomes necessary to cancel an Interpreter for a class due to illness or other reasons a 24 hour notification is required.

IMPORTANT: For students who fail to provide a 24-hour notification for more than **3 consecutive school days**, interpreting services may be suspended until they meet with the Director of DSS to discuss their attendance. Reinstatement of suspended accommodation services may not be immediate due to the time required to re-coordinate support staff schedules.

Scribe

Disabilities affecting writing may qualify for a scribe in class and/or tests. Students are to provide historical and/or recent documentation regarding the diagnosis that substantially affects writing and complete an *Intake Interview* with the director of Disability Support Services (DSS).

How a student activates scribing accommodations:

1. Each quarter turn in *Letter of Accommodation Request Form* as **soon** as registration for classes is completed.
2. Once a *LOA Request Form* has been received by DSS, a **DSS scribe** will be assigned to the student's classes.
3. Students are responsible for self-advocating and for contacting DSS in a timely manner when problems or questions arise about this accommodation.

Please Note: To guarantee scribes availability for classes, it is necessary for students to give advanced notice (i.e. 1 to 2 weeks) to DSS. If adequate time is not given students need to understand the limitations of timely recruitment of scribes.

Guidelines for Student Absences

- Scribes will not stay for any student who arrives more than **15 minutes late** for class.
- If DSS is given advance notice that a scribe will be absent, the student and instructor will be notified via email by DSS; however, DSS cannot guarantee coverage if a scribe is absent.
- Students and instructors should develop a plan in advance in the event the DSS scribe is absent.

IMPORTANT: For students who fail to provide a 24-hour notification for more than **3 consecutive school days**, scribing accommodation services may be suspended until they meet with the Director of DSS to discuss their attendance.

Reinstatement of suspended accommodation services may not be immediate due to the time required to re-coordinate support staff schedules.

Priority Registration

Priority or early registration is provided for students who access time-sensitive accommodations such as textbooks on tape, interpreter or CART services, classroom locations to be located near each other, etc. Not all students qualify for priority registration. Students are to provide historical and/or recent documentation regarding diagnosis that supports time-sensitive accommodations and complete an *Intake Interview* with the director of Disability Support Services (DSS). DSS will notify the student via their Green River student email with the date they may register for classes each quarter.

Supportive Chairs

Disabilities or other conditions that affect sitting in class may qualify for the use of a supportive chair. Students are to provide historical and/or recent documentation regarding the diagnosis that substantially affects sitting and complete an *Intake Interview* with the director of Disability Support Services (DSS).

Once a student has submitted an *LOA Request Form* DSS will organize Supportive Chair placement in the student's classes.

Assistive Software

SOFTWARE	DESCRIPTION	LOCATION
JAWS 13.0	Screen-reading software that provides audio input of what is visually shown on the computer screen.	DSS computers in TC Lab, HL Lab, SA 148
Dragon Naturally Speaking 11.5	Voice recognition software translates speech into type and/or commands for the computer and word processing. Before Dragon can be used the individual will need to train the software to recognize their voice (takes about 30 minutes).	DSS computers in TC Lab, HL Lab, SA 148, DSS Laptops
ZoomText 9.1	Features magnification, screen reading, and scanning with Optical Character Recognition (OCR).	DSS computers in SA 148, HL Lab

Assistive Technology

Disabilities affecting learning may qualify to access Assistive Technology. Students are to provide historical and/or recent documentation supporting the use of assistive technology due to a diagnosis that substantially affects learning and complete an *Intake Interview* with the director of Disability Support Services (DSS). Assistive Technology can be checked out from DSS.

TECHNOLOGY	DESCRIPTION
<i>Ergonomic Keyboard</i>	Keyboard constructed in a V shape, to allow right and left hands to type at a slight angle more natural to the human form.
<i>FM System</i>	The personal FM system consists of a transmitter microphone used by the speaker (such as the teacher in the classroom, or the speaker at a lecture) and a receiver used by the student, the listener. The receiver transmits the sound to the student's ears or , if you wear a hearing aid, directly to the hearing aid.
<i>Digital Recorder</i>	Digital Recorders allow students to record and download the recording to a computer or burn to a CD. The recorders may be used with a PC (Windows) or Macs.
<i>Victor Reader</i>	DAISY-MP3 and NISO handheld audio book reader, music player, and digital audio recorder.
<i>Laptop</i>	Contain Dragon Naturally Speaking, Microsoft Office, and JAWS.
<i>Rollerball Mouse</i>	Ergonomically designed featuring a scrolling wheel and a large detachable ball.
<i>Keyboarding By Ability</i>	A touch-type program custom designed to teach individuals to type with one hand.

Equipment Loan

To check out loanable equipment, students are required to fill out the *DSS Equipment and/or DSS Material Check-Out Form*. The form states the rules for checking out the equipment, and

the consequences should the equipment not be turned in on time or in working order.

Please Note: Students' Green River records will be blocked until items are returned to DSS in good working condition or a replacement is paid for. If transaction is not reconciled at the end of the quarter immediately following the checkout quarter, a bill for the amount of replacement will be sent to a collection agency.

Equipment or material checkout/loan service is for the **CURRENT** quarter only.

Temporary Requests for Accommodations

On a case by case basis, a temporary *Letter of Accommodation (LOA)* is given to students who have a documented temporary diagnosis. Students must provide Disability Support Services (DSS) with documentation and complete an *Intake Interview* with the director of DSS to receive a *temporary LOA*.

Parking

Green River has a number of designated accessible parking spaces located throughout the campus. Students using those designated spaces **MUST** have a **disabled-parking permit**, which is issued by the DMV. If those designated spaces are not available, then the student with the DMV permit may park in Staff parking or contact Campus Safety at 253-833-9111 ext. 3350.

PARKING LOT	NUMBER OF ACCESSIBLE PARKING STALLS
P1	18
P2	11
P3	8
P6	11
P9	5
P12	3
P16	4

Temporary Accessible Parking

Disabilities affecting access to campus and parking may qualify for a limited parking permit. Students are to provide historical and/or recent documentation regarding the diagnosis that substantially affects parking and campus access and completed an Intake Interview with the director of DSS.

These parking permits are issued **quarterly** by DSS and allow the student to park in Staff Parking spaces. **These permits are NOT acceptable for the state disabled parking spaces.**

Resources

Contact Us

STUDENT SUPPORT

ctcLink
Student Email
My Green River

EMPLOYEE RESOURCES

Human Resources
Institutional
Effectiveness

CAMPUS SAFETY

Emergency & Safety Alerts
Just Report It

Disability Support Services



DISABILITY SUPPORT SERVICES

AT GREEN RIVER COLLEGE

Section Menu

[Home](#) / [Campus](#) / [Campus Resources](#) / [disability-support-services](#)

Supporting Student Success

Welcome to Disability Support Services at Green River College. We look forward to meeting you and providing you with exemplary services. Each year, we assist over 600 qualified students with Physical, Learning, Sensory, Cognitive and/or Psychological disabilities by identifying and coordinating reasonable accommodations for equal access to academic programs and activities.

Mission

DSS works with qualified students with disabilities in a **confidential, respectful, and safe environment** to identify and develop reasonable classroom accommodations; to ensure equal opportunity and access of academic and professional goals; and to promote an accessible community where students with disabilities have equal opportunity to participate in college programs and activities.

To receive this information in an alternative format, please contact DSS at 253-931-6460 or TDD 253-288-3359.

Green River does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, marital status, religion, age or any other unlawful basis in its programs or activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Vice President for Business Administration and Human Resources
12401 SE 320th Street
Auburn, WA 98092
253-288-3320

Procedure for Obtaining Accommodations

- Apply to the college [Admissions - Green River College](#)

Hours of Operation

Monday - Thursday

8 a.m. - 5 p.m.

Friday

9:30 a.m. - 4:30 p.m.

Closed Saturday and Sunday

DSS is open for in person visits or through our Zoom lobby, Monday through Thursday, 8 AM to 5 PM and Friday 9:30 AM to 4:30 PM.

ZOOM LOBBY

MEETING ID:

969-031-761

or <https://zoom.us/j/969031761>

 

Password: 98092

[View Closures & Special Hours](#)

- Speak with an advisor and register for Classes [Career & Advising Center - Green River College](#)
- **Apply to DSS through your AIM student portal at [this link](#). You can upload document directly to AIM or Contact DSS to drop off your verification of disability or fax the paperwork to the DSS office at 253-288-3471 or you may submit the information to GRC's secure document upload site: www.greenriver.edu/upload.**
- Once we receive your paperwork, we will schedule an intake interview. This appointment is approximately one hour to review the paperwork and discuss eligible accommodations. We will need to have the information at least 24 hours prior to the appointment.
- Once you have completed the intake, your accommodations will be the same each quarter. We only need you to log into AIM and submit your request for accommodations each quarter. If, after you complete the intake you feel you need additional accommodations, we can schedule a 30-minute check-in to review your verification paperwork to add accommodations; or request additional information from your provider.

Note: Some accommodations (e.g. interpreting services, text in alternative format [Braille, e-text], textbooks on audiotape, enlarged print, etc.) require substantial advance (15 to 30 working days or more) notice. Therefore, it is the responsibility of the prospective or enrolled student to give sufficient early notice of such accommodation to DSS each quarter the student is enrolled in order to ensure timely coordination and availability of equipment, items, and/or services.

As soon as you have registered for classes, begin planning for accommodations for an academic quarter by contacting DSS.

Location

Student Affairs 210

Contact Us

Disability Support Services

Phone: 253-931-6460

TDD: 253-288-3359

Fax: 253-288-3471

[Natalie Barbero-Menchaca](#)

Director
253-931- 6526

[Jean Carlson](#)

Program Specialist 3
253-288-3486

[Connie Nielsen](#)

Office Assistant
253-931- 6527

[Alex Fleming](#)

DSS Educational Planner
253-877-5771

Forms

Forms to verify disability (coming soon)

Resources

Contact Us

STUDENT SUPPORT

ctcLink
Student Email
My Green River
Navigate 360
Financial Aid
Holman Library
Center for Transformational Wellness
Student Remote Access
Career & Advising Center
Office of the Registrar
Disability Support Services
Counseling Services
e-Learning
Placement & Testing Center
Register to Vote

EMPLOYEE RESOURCES

Human Resources
Institutional Effectiveness
ctcLink Sign In
GatorNet
Curriculog (formerly CAR/PAR)
Faculty eLearning
Canvas
Gator News
Employee Password Reset

CAMPUS SAFETY

Emergency & Safety Alerts
Just Report It

CONNECT WITH GREEN RIVER

[Facebook](#)
[Twitter](#)
[Youtube](#)
[LinkedIn](#)
[Instagram](#)

Accommodations

Select Language Powered by  Google Translate[Current Students](#)[Faculty & Staff](#)[Give to GRC !\[\]\(c58929234e32cabd8f0a582d3d822bd3_img.jpg\)](#)[Quick Links](#)

ACCOMMODATIONS

DISABILITY SUPPORT SERVICES AT GREEN RIVER COLLEGE

 Section Menu 

[Home](#) / [Campus](#) / [Campus Resources](#) / [disability-support-services](#) / [Accommodations](#)

Overview of Services

It is Green River College's Policy to provide reasonable accommodations for individuals with disabilities with advance notice of need. If an accommodation is needed for any reason, please contact Disability Support Services as DSS@greenriver.edu or by calling 1 (253) 931-6460.

DSS provides qualified students an equal opportunity to participate in Green River's programs and services through reasonable accommodations. Listed below are examples of services provided but not limited to:

- [Testing](#)
- [Activating Testing Accommodations](#)
- [Note-Taking](#)
- [Alternative Format](#)
- [Interpreters](#)
- [Scribe](#)
- [Priority Registration](#)
- [Supportive Chairs](#)
- [Assistive Software](#)
- [Assistive Technology](#)
- [Equipment Loan](#)
- [Temporary Requests for Accommodations](#)
- [Parking](#)

Hours of Operation

Summer Hours

Monday - Thursday

8 a.m. - 5 p.m.

Friday

9:30 a.m. - 4:30 p.m.

Closed Saturday and Sunday

DSS is open for in person visits or through our Zoom lobby.

**ZOOM LOBBY
MEETING ID:**

969-031-761

or <https://zoom.us/j/969031761>



[View Closures & Special Hours](#)

Location

Student Affairs 210

All services are currently being provided in person Mon through Thur 8 -

5, Fri 9:30 to 4:30, or remotely.

Contact Us

Disability Support Services

Phone: 253-931-6460

TDD: 253-288-3359

Fax: 253-288-3471

Natalie Barbero-Menchaca

Director

253-931-9111, ext. 6526

Jean Carlson

Program Specialist

253-833-9111, ext. 3486

Connie Nielsen

Office Assistant

253-833-9111, ext. 6527

Alex Fleming

DSS Educational Planner

253-833-9111, ext. 5771

Resources

Contact Us

STUDENT SUPPORT

ctcLink
 Student Email
 My Green River
 Navigate 360
 Financial Aid
 Holman Library
 Center for Transformational
 Wellness
 Student Remote
 Access
 Career & Advising
 Center
 Office of the Registrar
 Disability Support Services
 Counseling Services
 e-Learning
 Placement & Testing
 Center
 Register to Vote
 MMIWP / WSP

EMPLOYEE RESOURCES

Human Resources
 Institutional Effectiveness
 ctcLink Sign In
 GatorNet
 Curriculog (formerly CAR/PAR)
 Faculty eLearning
 Canvas
 Gator News
 Employee Password Reset

CAMPUS SAFETY

Emergency & Safety Alerts
 Just Report It

CONNECT WITH GREEN RIVER

Facebook
Twitter
Youtube
LinkedIn
Instagram

2.C.2 EV.#1: Policy on student rights and responsibility / Section 6

WAC 132J-126-050 Rule of Student conduct -
Statement of student rights

WAC 132J-126-050 Statement of student rights. As members of the academic community, students are encouraged to develop the capacity for critical judgment and to engage in an independent search for truth. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the college community.

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

(1) Academic freedom.

(a) Students are guaranteed the rights of free inquiry, expression, and assembly upon and within college facilities that are generally open and available to the public.

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

(c) Students shall be protected from academic evaluation which is arbitrary, prejudiced, or capricious, but are responsible for meeting the standards of academic performance established by each of their instructors.

(d) Students have the right to a learning environment which is free from unlawful discrimination, inappropriate and disrespectful conduct, and any and all harassment, including sexual harassment.

(2) Due process.

(a) The rights of students to be secure in their persons, quarters, papers, and effects against unreasonable searches and seizures is guaranteed.

(b) No disciplinary sanction may be imposed on any student without notice to the accused of the nature of the charges.

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

[Statutory Authority: RCW 28B.50.140(13) and P.L. 113-4. WSR 14-24-129, § 132J-126-050, filed 12/3/14, effective 1/3/15.]

WAC 132J-126-090 Rule of Student conduct -
Student responsibilities

WAC 132J-126-090 Conduct—Student responsibilities. Any student or student group shall be subject to disciplinary action as provided for in this chapter, who either as a principal actor, aide, abettor, or accomplice as defined in RCW 9A.08.020:

Materially and substantially interferes with the personal rights or privileges of others or the educational process of the college;

Violates any provision of this chapter; or

Commits any prohibited act including, but not limited to, the following:

(1) **Academic dishonesty.** Any act of academic dishonesty including, but not limited to, cheating, plagiarism, and fabrication. In academically honest writing or speaking, the student documents his/her source of information whenever:

Another person's exact words are quoted;

Another person's idea, opinion or theory is used through paraphrase; and

Facts, statistics, or other illustrative materials are borrowed.

In order to complete academically honest work, students should:

Acknowledge all sources according to the method of citation preferred by the instructor;

Write as much as possible from one's own understanding of the materials and in one's own voice;

Ask an authority on the subject, such as the instructor who assigned the work; and

Seek help from academic student services such as the library and/or writing center.

(2) **Tobacco, electronic cigarettes, and related products.** The use of tobacco, electronic cigarettes, and related products are not allowed on college campus. In addition to the main campus, this also includes any building and premises owned, leased or operated by the college outside of the main campus. "Related products" include, but are not limited to, cigarettes, pipes, bidi, clove cigarettes, waterpipes, hookahs, chewing tobacco, and snuff.

(3) **Alcohol.** The use, possession, delivery, sale, or being visibly under the influence of any alcoholic beverage, except as permitted by law and applicable college policies.

(4) **Drugs/substance abuse.**

(a) Any student who, while in any college facility or participating in a college-related program, uses, possesses, consumes, is demonstrably under the influence of, or sells any narcotic drug or controlled substance as defined in RCW 69.50.101, in violation of law or in a manner which significantly disrupts a college activity. For purposes of this section, "sell" includes the statutory meaning in RCW 69.50.410.

(b) **Marijuana.** The use, possession, delivery, sale, or being visibly under the influence of marijuana or the psychoactive compounds found in marijuana and intended for human consumption, regardless of form, is prohibited. While state law permits the recreational use of marijuana, federal law prohibits such use on college premises or in connection with college activities.

(5) **Conduct at college functions.** Any student who significantly disrupts or obstructs any teaching, research, administration, disciplinary proceedings, other college activities, including its public service functions on or off campus, or of other authorized noncollege activities when the conduct occurs on college premises.

(6) **Theft; stolen property; robbery.** Any student who, while in any college facility or participating in a college-related program, commits or attempts to commit theft as defined in RCW 9A.56.020, or possesses stolen property as defined in RCW 9A.56.140, or commits or attempts to commit robbery as defined in RCW 9A.56.190.

(7) **Damaging property.**

(a) Any student who causes or attempts to cause physical damage to property owned, controlled or operated by the college, or to property owned, controlled or operated by another person while said property is located on college facilities.

(b) Any student who in this or any other manner is guilty of malicious mischief in violation of RCW 9A.48.070 through 9A.48.100.

(8) **Abuse; intimidation.** Physical abuse, verbal abuse, threats, intimidation, coercion, and/or other conduct which threatens or endangers the health or safety of any person.

(9) **Hazing.**

(a) Hazing is any act committed as part of:

(i) A person's recruitment, initiation, pledging, admission into, or affiliation with a student group;

(ii) Any pastime or amusement engaged in with respect to such a student group; or

(iii) That causes, or is likely to cause, bodily danger or physical harm, or serious psychological or emotional harm, to any student.

(b) Examples of hazing include, but are not limited to:

(i) Causing, directing, coercing, or forcing a person to consume any food, liquid, alcohol, drug, or other substance which subjects the person to risk of such harm;

(ii) Humiliation by ritual act;

(iii) Striking another person with an object or body part;

(iv) Causing someone to experience excessive fatigue, or physical and/or psychological shock; or

(v) Causing someone to engage in degrading or humiliating games or activities that create a risk of serious psychological, emotional, and/or physical harm.

(c) "Hazing" does not include customary athletic events or other similar contests or competitions.

(d) Consent is not a valid defense against hazing.

(10) **Failure to comply.** Failure to comply with directions of college officials, campus safety officers, or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

(11) **Possession of keys.** Unauthorized possession, duplication or use of keys to any college premises or unauthorized entry to or use of college premises.

(12) **Policy violation.** Violation of any college policy, rule, or regulation published in hard copy or available electronically on the college website.

(13) **Violation of laws.** Violation of any federal, state, or local law.

(14) **False alarms.** Falsely setting off or otherwise tampering with any emergency safety equipment, alarm, or other device established for the safety of individuals and/or college facilities.

(15) **Harassment.** Unwelcome and offensive conduct, including verbal, nonverbal, or physical conduct, that is directed at a person because of such person's protected status and that is sufficiently serious as to deny or limit, and that does deny or limit, the ability of a student to participate in or benefit from the college's educational

program or that creates an intimidating, hostile, or offensive environment for other campus community members. Protected status includes a person's race; color; national origin; sensory, mental or physical disability; use of a service animal; gender, including pregnancy; marital status; age (40+); religion; creed; genetic information; sexual orientation; gender identity; veteran's status; or any other legally protected classification. See "Sexual misconduct" for the definition of "sexual harassment." Harassing conduct may include, but is not limited to, physical conduct, verbal, written, social media and electronic.

(16) **Sexual misconduct.**

(a) Sexual misconduct is any sexual activity with another that is unwanted and nonconsensual. Sexual misconduct includes physical contact as well as voyeurism.

(b) Consent to sexual activity requires that, at the time of the act, there are actual words or conduct demonstrating freely given agreement to sexual activity, silence or passivity is not consent. Even if words or conduct alone seem to imply consent, sexual activity is nonconsensual when:

(i) Force or blackmail is threatened or used to procure compliance with the sexual activity; or

(ii) The person is unconscious or physically unable to communicate his or her unwillingness to engage in sexual activity; or

(iii) The person lacks the mental capacity at the time of the sexual activity to be able to understand the nature or consequences of the act, whether that incapacity is produced by illness, defect, the influence of alcohol or another substance, or some other cause.

(c) A person commits voyeurism if, for the purpose of arousing or gratifying the sexual desire of any person, he or she knowingly views, photographs, or films another person, without that person's knowledge and consent, while the person being viewed, photographed, or filmed is in a place where he or she has a reasonable expectation of privacy.

(d) The term "sexual harassment" means unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature that is sufficiently serious as to deny or limit, and that does deny or limit, based on sex, the ability of a student to participate in or benefit from the college's educational program or that creates an intimidating, hostile, or offensive environment for other campus community members.

(e) The term "sexual intimidation" incorporates the definition of "sexual harassment" and means threatening or emotionally distressing conduct based on sex including, but not limited to, nonconsensual recording of sexual activity or the distribution of such recording.

(17) **Sexual violence.** The term "sexual violence" incorporates the definition of "sexual harassment" and means a physical sexual act perpetrated without clear, knowing, and voluntary consent, such as committing a sexual act against a person's will, exceeding the scope of consent, or where the person is incapable of giving consent, including rape, sexual assault, sexual battery, sexual coercion, sexual exploitation, gender- or sex-based stalking. The term further includes acts of dating or domestic violence. A person may be incapable of giving consent by reason of age, threat or intimidation, lack of opportunity to object, disability, drug or alcohol consumption, or other cause.

(18) **Weapons and fireworks.** Possession or use of fireworks anywhere on campus; possession, holding, wearing, transporting, storage or presence of any firearm, dagger, sword, knife, or any other cutting

or stabbing instrument, or club, or incendiary device, or explosive, or any facsimile weapons, or any other weapon apparently capable of producing bodily harm and/or property damage is prohibited on the college campus, subject to the following exceptions:

(a) Commissioned law enforcement personnel, legally authorized military personnel, or bank-related security personnel required by their office to carry such weapons or devices.

(b) Possession or use of disabling chemical sprays when used for self-defense.

(c) The president may authorize possession of a weapon on campus upon a showing that the weapon is reasonably related to a legitimate pedagogical purpose. Such permission shall be in writing and shall be subject to such terms or conditions incorporated in the written permission.

(19) **Demonstrations.** Participating in an on-campus or off-campus demonstration, riot, or activity that disrupts the normal operations of the college and/or infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

(20) **Disorderly conduct.** Conduct that is disorderly, lewd, indecent, or obscene; breach of peace; or aiding, abetting, or procuring another person to breach the peace on college premises or at functions sponsored by, or participated in by, the college or members of the college community. Disorderly conduct includes, but is not limited to, any unauthorized use of electronic or other devices to make an audio or video record of any person while on college premises without his/her prior knowledge, or without his/her effective consent when such a recording is in a place or situation where he or she has a reasonable expectation of privacy. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.

(21) **Discriminatory conduct.** Discriminatory conduct which harms or adversely affects any member of the college community because of his/her race; color; national origin; sensory, mental or physical disability; use of a service animal; gender, including pregnancy; marital status; age (40+); religion; creed; genetic information; sexual orientation; gender identity; veteran's status; or any other legally protected classification.

(22) **Stalking.** Stalking, defined as intentionally and repeatedly harassing or following a person and intentionally or unintentionally placing the person being followed or harassed in fear of physical harm to one's self or property or physical harm to another person or another's property.

(23) **Improper use of technology.** Theft or other abuse of computer facilities and resources including, but not limited to:

(a) Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.

(b) Unauthorized transfer of a file.

(c) Use of another individual's identification and/or password.

(d) Use of computing facilities and resources to interfere with the work of another student, faculty member, or college official.

(e) Use of computing facilities and resources to view or send obscene or abusive messages.

(f) Use of computing facilities and resources to interfere with normal operation of the college computing system.

(g) Use of computing facilities and resources in violation of copyright laws.

(h) Any violation of the Student Affairs Policy SA-24 - Student Acceptable Computer Use.

(24) **Forgery or alteration of records.** Any student who, while in any college facility or participating in a college-related program, engages in forgery, as defined in RCW 9A.60.020.

(25) **Disruption of conduct process.** Abuse of the student conduct system including, but not limited to:

(a) Falsification, distortion, or misrepresentation of information before a student conduct officer.

(b) Disruption or interference with the orderly conduct of a student conduct hearing proceeding.

(c) Institution of a student conduct code proceeding in bad faith.

(d) Attempting to discourage an individual's proper participation in, or use of, the student conduct system.

(e) Attempting to influence the impartiality of a member of a student conduct officer prior to, and/or during the course of, the student conduct hearing proceeding.

(f) Harassment (verbal or physical) and/or intimidation of a member of a student conduct officer prior to, during, and/or after a student conduct hearing proceeding.

(g) Failure to comply with the sanction(s) imposed under the student code.

(h) Influencing or attempting to influence another person to commit an abuse of the student conduct code system.

(26) **False complaint.** Filing a formal complaint falsely accusing another student or college employee with violating a provision of this chapter.

(27) **Classroom conduct.** Any student who significantly disrupts any college class and makes it unreasonably difficult to conduct the class in an orderly manner shall be subject to disciplinary action. An instructor/faculty member may impose any of the following actions for classroom conduct:

(a) **Warning:** An oral or written notice to a student that college and/or classroom expectations about conduct have not been met.

(b) **Reprimand:** A written notice which censures a student for improper conduct and includes a warning that continuation or repetition of improper conduct shall result in further disciplinary action.

(c) **Summary suspension for a maximum of two days:** As defined in WAC 132J-126-230.

At any time, severe misconduct or continued misconduct shall be just cause for the matter to be forwarded immediately to the vice president of student affairs or designee for further action.

(28) **Retaliation.** Harming, threatening, intimidating, coercing, or taking adverse action of any kind against a person because such person reported an alleged violation of this code or college policy, provided information about an alleged violation, or participated as a witness or in any other capacity in a college investigation or disciplinary proceeding.

[Statutory Authority: RCW 28B.50.140(13) and 2022 c 209. WSR 23-06-050, § 132J-126-090, filed 2/27/23, effective 3/30/23. Statutory Authority: RCW 28B.50.140(13) and P.L. 113-4. WSR 14-24-129, § 132J-126-090, filed 12/3/14, effective 1/3/15.]

Student Rights to Know and Student Conduct

See Above 2.C.2 EV.#1 Conduct / Section 2

Green River College Student Handbook



STUDENT RIGHTS AND THE STUDENT CODE OF CONDUCT

As a student of Green River College, you have the responsibility and expectation to maintain an environment conducive to the academic success, safety, and well-being of others. The Student Code of Conduct identifies the rights that are guaranteed individual students and the responsibilities of students in our college community according to state law and college policy. The provisions of the code apply to all students whenever they are on campus or engaged in any college-sponsored activity or function. To review the Student Code of Conduct, please visit:
<https://www.greenriver.edu/conduct/>