Dear Students,

For more than 80 years, Bates Technical College has been educating our community. Originally named Tacoma Vocational School, the college was renamed in 1969 to honor longtime director LaVerne Bates. Bates was instrumental in bringing technical education to Washington state in the early 1940s to support the country’s war efforts.

We are proud of our long history and are glad you will become a part of it. From the beginning, career education has been the primary focus of the college.

Our supportive faculty and staff are here to help you plan your education and reach your goals. As a Bates Technical College student, you will learn the skills required to be successful in a learning environment that mirrors the workplace. A leader in hands-on education, Bates Technical College prepares you for employment where expectations for your attendance, behavior and dedication are the same as if your instructor were your employer. We expect you to meet academic standards within a hands-on approach to career education, which is designed to prepare you for entry-level employment. Please also take advantage of the myriad of Campus Life and Activities student clubs, events and services.

Our diverse student body is comprised of high school students, young adults pursuing career paths, college graduates seeking specific career training, those exploring career changes and community members enjoying extended learning opportunities. We value diversity in our students and our employees, and we enjoy the interchange of ideas, cultures and customs among all members of our college community.

Go Bobcats!!
Dr. Lin Zhou

President

Bates Technical College Board of Trustees

Layne Bladow, Chair
Christina Blocker, Vice Chair
Tom George
Heather Moss
Florence Chang
GENERAL INFORMATION

MISSION AND VISION
Bates Technical College enriches our diverse communities by inspiring student learning, challenging greater achievement, and educating for employment. Bates Technical College helps students realize their potential for growth and success through innovative instruction in a nurturing, diverse environment. Students achieve their career and personal goals, strengthening the region’s social and economic vibrancy. Strong local and global partnerships with business, industry, labor and the public make the college a respected contributor to community vitality.

CORE THEMES
Bates measures mission fulfillment through four strategic core themes. These core themes include:

Workforce Education: We are committed to providing high quality training that helps students realize their potential for growth and success through innovative instruction.

Student Centered: Bates supports students, enabling them to succeed, to aspire to education, to reach their educational goals and transition successfully to further education or employment.

General Education: Bates recognizes that the skills and knowledge attained through general and related education are essential to success and ensuring well-rounded learners.

Community Relationships: Strong local and global partnerships with business, industry, labor and the public make the college a respected, effective community resource, contributing to local community vitality.

LOCATIONS
General driving directions are available at BatesTech.edu/Maps.

Downtown Campus
2320 South 19th Street
Tacoma, WA 98405
253.680.7000

Central/Mohler Campus
2320 South 19th Street
Tacoma, WA 98405
253.680.7000

South Campus
2201 South 78th Street
Tacoma, WA 98409
253.680.7000
CALL US (area code 253)

MAIN LINE ................................................................. 680.7000
DOWNTOWN CAMPUS ........................................... 680.7000
CENTRAL/MOHLER CAMPUS ............................... 680.7000
SOUTH CAMPUS .................................................... 680.7400
Admissions/Advising ........................................... 680.7002

Career Education
   Downtown ......................................................... 680.7000
   South .............................................................. 680.7403
   Central/Mohler. ............................................... 680.7603

ABE/High School + Program ...................................... 680.7274

Apprenticeship Training ........................................ 680.7402

Campus Life and Activities
   Downtown. .......................................................... 680.7393
   South ............................................................... 680.7557

Barber Shop ........................................................... 680.7248

Campus Public Safety ............................................. 680.7111

Campus Store
   South .................................................................. 680.7430

Cashier .................................................................. 680.7405

Child Care
   Downtown .......................................................... 680.7321
   South ............................................................... 680.7566

Child Studies ........................................................... 680.7500

Continuing Education ............................................... 680.7402

Dental Clinic ........................................................... 680.7310

Disability Support Services .................................... 680.7012

Dislocated Workers ............................................... 680.7127

Displaced Homemakers ......................................... 680.7127

ECEAP ................................................................. 680.7320

Financial Aid ......................................................... 680.7020

Foundation ............................................................ 680.7160

High School
   Downtown .......................................................... 680.7004
   South ............................................................... 680.7409

Human Resources ................................................... 680.7181

KBTC Television ..................................................... 680.7700

Library
   Downtown .......................................................... 680.7220
   South ............................................................... 680.7550
   Central ............................................................. 680-7543

Registration and Records ...................................... 680.7019

Tutoring ................................................................. 680.7366

Veterans Benefits .................................................. 680.7035

Washington Relay* ................................................ 711
* Telecommunications support assistance to insure equal communication access

Running Start
   South .................................................................. 680.7479
ACCREDITATION
Bates Technical College is accredited by the Northwest Commission on Colleges and Universities.

ADMISSIONS
Bates Technical College complies with WAC 131-12-010 – Minimum standards for admission to a community or technical college. Students who meet admission requirements are admitted to Bates Technical on a first come, first served basis. Bates Technical College has an open-door admissions policy and does not discriminate in its educational programs.

An admitted student will have met the college’s admission requirements. However, specific program prerequisites shall be met by the date of enrollment into a program. In addition, the student:

- Is deemed able to profit from the curricular offerings of the college;
- Complies with the rules and procedures established for enrollment into college programs or educational offerings; and
- Would not, by their presence or conduct, create a disrupting atmosphere within the college inconsistent with the purpose and goals of the institution.

In accordance with WAC 131-12-010, any potential student applying for admissions to Bates Technical College shall be admitted when, as determined by the Vice President of Student Services or designee that such applicant is:

- Competent to profit from the curricular offerings of Bates Technical College and would not, by their presence or conduct, create a disruptive atmosphere that is inconsistent with the purpose and values of the college; and
- Eighteen years of age or older or is a high school graduate or has applied for admission under the provisions of the Bates Technical High School or Running Start programs.

In addition, an applicant may be admitted to the college when such applicant:

- Complies with the rules and procedures established for enrollment into college programs or educational offerings; and
- If an international student, is in full compliance with immigration regulations.

An applicant transferring from another institution of higher education who meets the above criteria, but who is not in good standing at the time of their transfer, may be conditionally admitted to Bates Technical College on a probationary status as determined by the Vice President of Student Services or designee.

Should an applicant be denied admission, the applicant has the right to appeal the decision in writing to the Director of Enrollment/Registrar’s Office.

In addition, the college refrains from high-pressure recruitment tactics such as making multiple unsolicited contacts (3 or more), including contacts by phone, email, or in-person, or engage in same-day recruitment and registration for the purpose of securing student enrollments.
ATTENDANCE AND ENROLLMENT PLANNING

Application for Credentials Completion
In order to receive a diploma and/or be certified for completion in any of Bates Technical College’s degrees or certificate, the student must submit a Credential Application form to the Registration Office, Downtown Campus, Room A210. The student’s required signature on the form indicates accuracy of the information provided. A fee will be assessed for all diploma reprints. The credential application can be found online at the Bates website https://my.batestech.edu/ under “Bates Forms.”

To be eligible for a credential, a student must have:
• Met all program requirements
• A cumulative college-level GPA of 2.0
• Completed 30 credits toward their credential at Bates Technical College
• Submitted a Credential Application

Attendance Policy
The student is expected to attend all classes for which the student is registered in order to gain the maximum benefit. The instructor may establish an attendance policy for the program. It is the responsibility of the student to know and comply with the policy. Programs having established attendance policies will include relevant information in course syllabi. Financial aid recipients are subject to the Student Financial Aid Satisfactory Academic Progress policy.

A student who does not attend the first three class sessions, includes career training or general education courses, and/or comply with the established attendance policy for the class or program may forfeit the right to continue and may be subject to administrative withdrawal.

Student attendance is gathered to demonstrate the same requirements that are necessary on the job and to satisfy reporting requirements for financial aid, funding agencies, and state funding.

General Education Planning
General education courses are an important component of career education and most students complete general education requirements at Bates Technical College.

Students who have completed general education courses at another accredited college can request to transfer credits to Bates Technical College by providing the registration office with an official transcript and submitting a Request for Credit Evaluation form. The credentials evaluator will determine whether courses can be applied to students’ credential completion requirements. Students may receive transfer credits based upon an evaluation of courses taken while in military service or by passing recognized post-secondary equivalency exams such as DANTES, CLEP, or Advanced Placement/International Baccalaureate in a relevant subject area.

The transferability of general education credits earned at Bates Technical College to another college is subject to the policies of that receiving institution.

General Education Requirements
Degrees and certificates of more than 45 credits in Bates’ career education programs require general education courses. Requirements vary depending on the program area, the credential, and the track a student chooses to pursue.
Career advisors assist students with planning to meet general education requirements. Students are advised to complete general education requirements as early in their career education program as possible. General education courses include both college level (numbered 100 and above) and pre-college level (numbered 90-99). Associate degrees require completion of a specified number and distribution of college-level general education courses.

**Grading Procedures**
The following grading practices support academic freedom and provide a uniform and fair grading system for students and faculty.

1. Instructors select the criteria used to grade the courses they teach, and how those criteria will be weighted. Elements that contribute to grades can be as broad as needed and may include various methods of measuring student learning and achievement. For example: a possible combination of test scores, assignments, evaluation of lab/shop work, attendance, workplace behaviors evaluation, and other elements may be used.

2. At the beginning of each course students will be provided with a syllabus detailing what will be learned in the course and how outcomes will be measured and graded. Grading information will explain how the various factors will be weighted and how they contribute to the final grade.

3. Reporting:
   - Numerical grades earned by students will be reported for each course at the end of the quarter using a scale from 4.0 to 1.0, or 0.0, and will apply to grade point average (GPA) calculations.
   - Numerical grades may be considered equivalent to letter grades as follows:

<table>
<thead>
<tr>
<th>Numerical Grades</th>
<th>Letter Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.0</td>
<td>A</td>
</tr>
<tr>
<td>3.9-3.7</td>
<td>A-</td>
</tr>
<tr>
<td>3.6-3.3</td>
<td>B+</td>
</tr>
<tr>
<td>3.2-3.0</td>
<td>B</td>
</tr>
<tr>
<td>2.9-2.7</td>
<td>B-</td>
</tr>
<tr>
<td>2.6-2.3</td>
<td>C+</td>
</tr>
<tr>
<td>2.2-2.0</td>
<td>C</td>
</tr>
<tr>
<td>1.9-1.7</td>
<td>C-</td>
</tr>
<tr>
<td>1.6-1.3</td>
<td>D+</td>
</tr>
<tr>
<td>1.2-1.0</td>
<td>D</td>
</tr>
<tr>
<td>Below 1.0/ NC</td>
<td>F</td>
</tr>
</tbody>
</table>

- **S**
  Satisfactory completion of a pass/fail course (not factored in GPA) with a student performance level of at least 2.0.

- **U**
  Unsatisfactory completion of a pass/fail course (not factored in GPA) with a student performance level below a 2.0.

- **W**
  Withdrawal – not counted in GPA

- **IC**
  Incomplete

- *****
  Assigned when grades are not submitted by the instructor in time to be processed. After the grades are submitted, the earned grade will be recorded on the student’s record.
4. Withdrawals (W)
   Students will be allowed to self-withdraw from courses within 45 calendar days of the start date and receive a “W” grade.

5. Incomplete marks (IC)
   a. An incomplete (IC) may be granted for a course in which the student enrolled, but did not complete all work required to earn a grade due to unusual or emergency circumstances beyond the student’s control.
   b. An IC is not a student right, but is an instructor-granted extension of the time needed to finish and submit required work the student was unable to complete during the regular course timeframe.
   c. The student need not re-register nor pay additional tuition in the following quarter for the individual course in which an IC is granted.
   d. An instructor may give an IC to a student provided there is a written contract in place between the student and the instructor specifying:
      • what work must be completed
      • by what date the work will be completed
      • what the final grade for the course will be if the student does not complete all required work by the required date
   e. If the student fails to complete the required work by the deadline set by the instructor (in no case beyond the end of the subsequent quarter), the IC will default a failing grade unless otherwise designated by the instructor.

Academic Standards Procedure
Bates’ Academic Standards Procedure was established to maintain excellence in academic standards and to encourage students to assume responsibility for their own academic progress. Academic standards procedures also ensure that students with educational difficulties are informed of the many resources available at Bates. The Academic Standards Procedure applies to all Bates students enrolled in credit courses.

Please note that federal financial aid has separate policies and procedures pertaining to Satisfactory Academic Progress. Students may be subject to these policies individually or concurrently. Students are required to have a 2.0 cumulative GPA in order to be awarded credentials at Bates Technical College.

First Quarter Probation
Any student who receives less than a 2.0 quarterly GPA will be notified that satisfactory academic progress is not met at the end of a given quarter. Notification of academic deficiency (1 will be sent to the student by the tenth instructional day of the succeeding second quarter. These students must achieve a 2.0 in the immediately succeeding quarter. Students who achieve a 2.0 or greater quarterly GPA in the immediately succeeding quarter will be removed from academic deficiency. Students who do not achieve a quarterly 2.0 GPA in the immediately succeeding quarter will be moved to academic probation.

Second Quarter Probation
Students who receive less than a 2.0 for two consecutive quarters will immediately be placed on academic probation. Notification of academic probation (2 will be sent to the student by the 10th instructional day of the succeeding third quarter. Students who receive a quarterly GPA of 2.0 or greater in the immediately succeeding quarter will be removed from probation. Students should work closely with advising faculty in remedying their cumulative GPA to 2.0 or above. Students who do not achieve a quarterly 2.0 GPA in the immediately succeeding quarter will be moved to academic suspension.

Third Quarter Suspension
Students who receive less than a 2.0 for three consecutive quarters will immediately be placed on academic suspension for the following quarter. Notification of academic suspension (3 will be sent to the student by the 10th instructional day in the succeeding fourth quarter. A student who has already begun classes will be administratively withdrawn with all tuition and fees refunded. Students may follow the Process for Filing an Academic Student Concern & Grade Appeals available on MyBates and on page 9 of the student handbook if they wish to appeal their academic standing.
Reentry After Academic Suspension
After one quarter of suspension, students may petition to reenter. Students must first meet with a career training advisor for a readiness assessment. Career training advisors may direct students to do the following things, but are not limited to the list below:

- Attend an academic intervention session
- Meet with the Dean of Instruction (Suspension by Academic Program Decision)
- Obtain a skills assessment from an Instructor
- Meet with the Director of Outreach, Advising and Conduct (Financial Aid Suspension/Lack of Satisfactory Academic Progress)

State Supported Tuition Refund Policy
For state supported classes, tuition and fees* will be refunded upon official withdrawal by the student according to the following schedule:

- 100% if the College cancels the class.
- 100% if by the close of the fifth instructional day of the quarter.
- 50% if by the close of the 20th instructional day of the quarter.
- 0% after the 20th instructional day of the quarter.

Withdrawals
Students may initiate withdrawal proceedings in the registration office.

It is the student’s responsibility to complete a withdrawal form and submit it to the registration office. The date the withdrawal form is received will be used for calculating refunds.

Military Duty Refunds
Students called for military active duty will be granted a refund of tuition and fees paid during the current quarter, subject to the rules and regulations of their respective funding sources. Presentation of official orders is required.

The refund policy applies to all Bates students, regardless of financial aid status. The refund for students registered in courses or programs with an enrollment period other than the standard quarter will be made directly to the funding agency administrator.

*Certain consumable and pass-thru fees are not refundable.

Drop for Non-Payment
Student tuition and fees are due two weeks prior to the first day of each quarter. Students registering after date must pay within two calendar days of registration.

Students with outstanding balances as of the quarterly drop date will be administratively withdrawn and notified by letter.

Exceptions for extenuating circumstances require approval by the Director of Enrollment/Registrar.
GRADE AND ACADEMIC DISMISSAL COMPLAINT POLICY PROCEDURES

Academic Dismissal Policy
The college reserves the right to place a student on academic probation or dismiss a student who violates the college’s criteria regarding academic performance. These general criteria are listed in the Rights and Responsibilities section of this handbook. Additional specific criteria are written in individual career training program expectations and/or written course syllabi, which each student receives at the beginning of their classes.

Grade and Academic Dismissal Complaint Purpose
The purpose of the Bates Technical College Grade and Academic Dismissal Complaint Policy is to provide a process by which students may address concerns related to prejudicial, arbitrary and/or capricious academic evaluation and/or grading or dismissal from a career training program or general education course. Excluded from this process are those complaints for which other specific remedies are provided, such as Title IX discrimination claims.
Academic Student Concern and Grade Appeal Process

**STEP 1**
Student attempts to informally resolve issue by meeting and/or communicating with instructor about concern.

- Concern Resolved?
  - Yes: No further action required.
  - No: Both parties should document the discussion.

**STEP 2**
Student will complete the appropriate Grade Appeal/Academic Complaint form and submit to Associate Dean/Dean of Instruction within 10 instructional days.

- Student will complete the appropriate Grade Appeal/Academic Complaint form and submit to Associate Dean/Dean of Instruction within 10 instructional days.

**STEP 3**
Associate Dean/Dean of Instruction will provide the instructor a copy of the form within 5 instructional days.

- Instructor has 5 instructional days to respond in writing to their supervisor.

**STEP 4**
If both parties agree to meeting:

- Associate Dean/Dean of Instruction will convene meeting with both parties within 5 instructional days.

If both parties do not agree to meeting:

- Associate Dean/Dean of Instruction will investigate and reach a decision in writing and communicate to both parties within 5 instructional days.

**STEP 5**
Within 5 instructional days after the decision, the student will notify the Vice President of Instruction in writing to request a second level appeal.

**STEP 6**
Within 10 instructional days the Vice President of Instruction will convene the Appeal Review Committee to meet the student, instructor, and Associate Dean/Dean of Instruction to hear the points of the issue in appeal.

- The committee will provide its written decision to all parties within 5 instructional days following the hearing. The decision is final and may not be reviewed.

Report Concerns Page
GRADE AND ACADEMIC DISMISSAL COMPLAINT POLICY PROCEDURES

Definitions
Withdrawal by Student – Action by the student to withdraw from a course, program or the college.

Academic Dismissal – Director of Enrollment/Registrar action to dismiss a student from a career training program or general education course for failing to meet satisfactory progress with academic requirements, work place standards, safety standards or clinical procedures.

General Education Course – Courses required as part of degree and certificate achievement that are designed to provide a variety of learning areas related to career education and to ensure that all students have a broad, basic education. Areas of study include human relations/leadership, communications and mathematics.

Career Training Education/Course/Program – A professional/technical education course or program that terminates in a certificate or degree that prepares students for entry-level employment in a designated career field.

Instructional Days – Days in which faculty are providing instruction as per college calendar. Non-instruction and planning days are not counted as instructional days.

Procedures
Due to the nature of Bates Technical College, many of the academic endeavors require working in the industry or in a classroom, which resembles the work environment. Instructors and work sites are responsible for informing students about safe practices and standard operating procedures. Failure to follow these guidelines may result in the following actions:

(1) An instructor removing a student from the class or other learning environment on a temporary basis (summary action) or;
(2) As an academic dismissal from a career training program of study. An academic dismissal of this nature will follow the same appeals process as described herein.

These Grade Complaint and Academic Dismissal procedures are separate from the student conduct and grievance processes, which are described elsewhere in the Student Handbook.

Graded Assignment or Academic Dismissal Appeal
A student shall appeal a grade, competency rating, or dismissal from a program within 10 instructional days of receipt of the grade report or notice of dismissal. See Appeal Process which follows later in this document.

Final Course Grade Appeal
The student must file a complaint about a final grade for a course or program within 10 instructional days upon receiving the final grade See Appeal Process which follows later in this document.
Appeal Process

**Step One.** Student will attempt to informally resolve the issue by meeting and/or communicating with instructor about their concern. Both parties should document the discussion. If the student is not satisfied with the result they will move onto step two.

**Step Two.** The student will initiate a formal concern on the appropriate (Grade Appeal or Academic Concern) form and submit the form to the appropriate Dean of Instruction within 10 instructional days.

**Step Three.** The Dean of Instruction will provide the employee a copy of the form within 5 instructional days. The employee has 5 instructional days to respond in writing to their supervisor.

**Step Four.** The Dean of Instruction will convene a meeting of both parties within 5 instructional days. In the event that both parties do not agree to a meeting, the Dean of Instruction will investigate and reach a decision in writing and communicate to both parties within 5 instructional days. In the event that the student is not satisfied with the result, proceed to Step Five.

**Step Five.** Within 5 instructional days after the decision, the student will notify the Vice President of Instruction in writing to request a second level appeal.

**Step Six.** Within 10 instructional days the Vice President of Instruction will convene the Appeal Review Committee to meet the student, instructor and Dean of Instruction to hear the points of the issue in appeal.

The Committee will provide its written decision to all parties within 5 instructional days following the hearing. **The decision is final and may not be reviewed.**

Reinstatement after Academic Dismissal
If a student is issued an academic dismissal from a career training program or general education course for a stated period of time, the student must meet with the appropriate dean or designee before re-enrolling at the college. The conditions for reinstatement will be reviewed to determine eligibility to return.
STUDENT CODE OF CONDUCT POLICY PROCEDURES

Grievance Process Regarding Alleged Discrimination or Harassment

Students have the right to a learning environment, which is free from unlawful discrimination and sexual harassment. WAC 495A-121-041 PROHIBITED CONDUCT (13.14) Students also have the right not to be discriminated against on the basis of age, color, creed, disability, gender, marital status, national origin or ancestry, race, religion, sexual orientation or veteran status. Forms to file a formal complaint against an employee of the College are available in the office of Human Resources or online.

If you as a student at Bates Technical College believe you have been discriminated against or harassed, you must use the form to report and document your complaint. To the extent possible, information contained in this report will be confidential.

Procedure Process

Complaints should be filed as soon as possible and no more than 30 days after the incident occurs.

**Step One.** The student shall first schedule an informal meeting with the instructor or staff member to resolve the concern(s). If an informal meeting does not resolve the concern(s), within 10 business days from the time of the informal meeting, the student may present the grievance in writing to the instructor or staff member involved with a copy sent to the area administrator of student services. **Within 10 business days** after receiving the grievance, the instructor or staff member shall respond to the grievance in writing.

**Step Two.** If the grievance is not resolved at step one, the student may within 10 business days of the receipt of the written response, appeal to the area administrator by submitting the appropriate copy of the grievance form and all documents from step one to the area administrator.

The area administrator shall hear the grievance within ten working days after receipt of the grievance form and shall render a decision in writing **within 10 business days** after such hearing.

The student will be afforded an adequate and fair opportunity to fully present their position and the relevant facts as they relate to the issues raised by the grievance.

**Step three.** If the grievance is not resolved at step two, the student may within 10 business days of receipt of the written appeal, provide the appropriate copy of the student grievance form and a written appeal, accompanied by documents and correspondence, to the Vice President of Student Services.

The Vice President of Student Services shall hear the grievance within 10 business days after receipt of the written appeal and shall render a decision in writing **10 business days** after such hearing concludes.

The student will be afforded an adequate and fair opportunity to fully present their position and the relevant facts and issues to be addressed in the grievance.

**The decision of Vice President of Student Services shall be final and binding on all parties involved in the grievance.**

Any settlement of the grievance shall be applicable to that grievance only and shall not be a precedent or have binding effect or disposition on any other grievances of similar nature.
Grievance Process Regarding College Policy, Regulation, Retaliation or Inequitable Treatment

The purpose of the grievance procedure is to provide a student the opportunity to express and resolve a misunderstanding, alleged violation of a college policy, procedure or regulation, retaliation and or inequitable treatment in a fair and equitable manner. The student must be the aggrieved person and cannot file a grievance for another. This form is not intended to cover complaints of discriminations, sexual harassment or grade appeals. Contact the Vice President of Student Services or refer to the Student Code of Conduct section of the Student Handbook for information on those specific procedures.

Procedure Process

If you as a student at Bates Technical College believe you have experience any of the above listed issues, you must use the Student Grievance form to report and document your complaint. To the extent possible, information contained in this report will be confidential.

A student may be accompanied by an advocate at any step of this procedure. A grievance shall be presumed abandoned and the matter deemed settled in accordance with the responsible official's last written response if the student fails to appeal the decision to the next step within the designated appeal period.

If the college's responsible official fails to provide a written response at any step within the time limit prescribed, the student may proceed immediately to the next step or abandon the grievance. Time limits are mandatory unless an agreed-to extension is granted in writing. Complaints should be filed as soon as possible and no more than thirty days after the incident occurs.

**Step 1(a): Initial Meeting with Appropriate Instructor/Staff**

The student is to make an appointment and meet with an Instructor/Staff member to discuss your concerns and resolve the problem. Submit a copy of the form to the Director of Outreach, Advisement and Conduct in Student Services. Students are to keep a copy for their own records.

If the matter is unresolved at Step 1(a), the student may proceed to Step 1(b) where they present their grievance in writing within ten working days from the time of the informal meeting.

**Step 1(b): Submit concern in writing to appropriate Instructor/Staff**

The student is to complete the first two sections of 1(b) in the Student Grievance Form and submit the entire form to the Instructor/Staff member with which they have the concern. The student is to make an appointment to meet with the Instructor/Staff member to discuss their concerns and any additional suggestions to resolve the concern. The student is to send a copy of the form to the Vice President of Student Services and keep a copy for their own records.

Within ten working days after receiving the grievance, the instructor or staff member shall respond to the grievance in writing.

If the problem is not resolved, the student may make an appointment and meet with the appropriate supervisor within ten working days of receiving the response. The student is to send a copy of the form, including the Instructor/Staff response, to the Vice President of Student Services. Students are to keep a copy for their own records.

If the problem is not resolved at Step 1(b), the student may proceed to Step 2.
**Step 2: Meeting with Dean of Instruction/Supervisor**

**2 (a):** The student is to submit the completed form with Instructor/Staff member’s response to the Dean/Supervisor and meet with the Dean of Instruction/Supervisor to discuss their concerns and any additional suggestions to resolve the concern.

The area administrator shall hear the grievance within ten working days after receipt of the grievance form and shall render a decision in writing within ten working days after such hearing.

**2 (b):** The student shall be afforded an adequate and fair opportunity to fully present their position and the relevant facts as they relate to the issues raised by their grievance.

If the concern is not resolved, the student may write their appeal and give it to the Vice President of Student Services, adding any additional information pertinent to the grievance, make an appointment, and meet with the Vice President of Student Services within ten working days of receiving the response from the Dean of Instruction/Supervisor.

The student is to attach their appeal and a copy of the form, including the Dean of Instruction/Supervisor response, and send a copy to the Vice President of Student Services. Students are to keep a copy for their own records.

**Step 3: Vice President of Student Services**

**3 (a):** The student is to submit the appropriate copy of the completed grievance form with all responses and decisions from steps one and two and a written appeal, accompanied by documents and correspondence, to the Vice President of Student Services within ten working days of receiving the decision from the Dean of Instruction/Supervisor. The Vice President of Student Services shall hear the grievance within ten working days after the receipt of the written appeal.

**3 (b):** The student shall be afforded an adequate and fair opportunity to fully present their position and the relevant facts as they relate to the issues raised by their grievance.

**3 (c):** The decision of the Vice President of Student Services shall be final and binding on all parties involved in the grievance. The decision will be sent to the student in a formal written response within ten working days from hearing their position and the relevant facts.
DEGREE AND CERTIFICATES

Associate of Applied Science Degree
The Associate of Applied Science (AAS) is awarded to students who satisfactorily complete programs that are 90 credits or more, includes a core of 15 credits of college-level related instruction, and have earned a cumulative grade point average of 2.0 as calculated by the college.

Associate in Applied Science - Transfer
The Associate of Applied Science – Transfer (AAS-T) degree is awarded to students who successfully complete programs that are 90 credits or more, includes a core of 20 credits of college-level general education, and have earned a cumulative grade point average of 2.0 as calculated by the college.

The general education component of the transferable technical degree is to be comprised of not less than 20 credits of courses generally accepted in transfer. These 20 credits must include as a minimum the following: 5 credits in Communication English Composition; 5 credits in Quantitative Skills (any course from the generally accepted in transfer list with Intermediate Algebra as a prerequisite); 10 credits in Science, Social Science, or Humanities Courses selected from the generally accepted in transfer list including a course meeting the human relations requirement.

Direct Transfer Associate Degree (DTA) and Major Related Program Degree (MRP)
The Direct Transfer Associate Degree (DTA) and Major Related Program Degree (MRP) are awarded to students who have completed 90 credits or more and earned a cumulative grade point average of a 2.0 as calculated by the college, including 60 credits of which must be college-level general education courses distributed as follows:

| 10 credits | Communication Skills |
| 5 credits  | Quantitative/Symbolic Reasoning |
| 15-20 credits | Humanities |
| 15-20 credits | Social Sciences |
| 15-20 credits | Natural Sciences |
| 15 credits maximum college-level courses determined by Bates Technical College and the remainder shall be fully transferable as defined by the receiving institution. | Electives |

Associate of Applied Science in Apprenticeship Studies
Associate in Apprenticeship Studies is designed to serve individuals completing approved apprenticeship programs at Bates Technical College. The degree option includes both general education requirements and the technical requirements of an apprenticeship program. Content includes state-approved joint apprenticeship programs plans for four general education courses (20 credits) in human relations/social sciences, communications, and computation.

Students must complete at least 6,000 clock hours on the job and at least 432 clock hours of apprenticeship-related instruction. Courses completed at another institution may be transferable by approval of the college Director of Enrollment/Registrar.
HIGH SCHOOL DIPLOMA OPTIONS

Adult High School (HS+)
Adult High School (HS+) is a competency-based high school diploma program for adult learners 21 and older who do not have a high school diploma or equivalency. Adults demonstrate competencies in reading, writing and math contextualized in science, history, government, occupational studies, and digital literacy.

Bates Technical High School
Bates Technical High School is designed to serve students in high school age (i.e., 16-21 years old) completing their high school diploma while attending career training programs under the supervision of the Office of the Superintendent of Public Instruction’s (OSPI) high school diploma regulations.

Bates Technical College High School Diploma
A Bates Technical College High School Diploma may be issued to a student who is older than 21 years of age, upon written request from that student, and who earned their associate degree from the college.

CERTIFICATES

A certificate is an award which may be earned by completion of the competencies and requirements for an occupational program.

Certificate of Competency
Certificate of Competency is at least 45 credits in length. Certificates that are 45 credit hours or more must include related instruction as a component. Completion requirements include:

- A minimum of 30 college-level career technical education credits as outlined in the college catalog.
- The completion of 15 credits of related instruction courses, 5 each in communication, computation, and human relations.

Certificate of Training
Certificate of Training is less than 45 credits in length. Certificates less than 45 credit hours in length do not necessarily include related instruction.

DEGREE AND PROGRAM REQUIREMENTS

All for-credit degrees and certificates adhere to the requirements and policies established and outlined by the State of Washington, State Board for Community and Technical Colleges, and the Intercollege Relations Commission Handbook.

Resources
Washington State Code: RCW 28B.50.140(12) and RCW 28B.50.215
State Board for Community and Technical Colleges (SBCTC): www.sbctc.edu
SBCTC Major-related programs: https://www.sbctc.edu/colleges-staff/programsservices/transfer/major-related-programs.aspx
Grade Point Average and Residency Requirements To graduate with a credential from Bates Technical College:

- A student must have a cumulative college-level grade point average of no less than a 2.0.
- A student must achieve “residency” at Bates Technical College, meaning that a minimum number of credits must be earned at Bates Technical College for a student to earn their credential from the college. To meet residency, the student must earn a minimum of:
  - Twenty (20) college-level credits at Bates Technical College or
  - Twenty-five (25) percent of the credits applicable to the credential at Bates Technical College.

COLLEGE CATALOG
For the most current regulations on the awarding of a credential from Bates Technical College refer to the current year catalog. The college catalog is available online on the college website at BatesTech.edu/Catalog.
FINANCIAL AID AND FUNDING RESOURCES

Financial Aid
www.BatesTech.edu/financialaid

It is the basic belief of all financial aid programs that the primary responsibility for meeting college costs lies with the student. If a student and their family cannot meet the full cost of education, the Financial Aid Office, through available financial aid programs, helps students and their parents meet the cost of their education.

These funds can come from a variety of sources such as the federal government, the state government, private sources and from the school itself. Financial aid may be awarded in the form of a grant or scholarship; a loan-funds which must be repaid; or employment-where a student works to earn money for school in the form of a paycheck. The type of aid you receive will be based upon your "need" as determined by the federal methodology. All aid can be accepted or declined by the student; but, in some cases, if declined, it will not be replaced by other sources of funding. For detailed information about types of financial aid funding, see Types of Funding on the financial aid website.

How to Apply

Students must complete and submit the Free Application for Federal Student Aid (FAFSA) or Washington Application for State Financial Aid (WASFA), for (undocumented individuals) to apply for financial aid at Bates Technical College. This application will be used to determine a student's eligibility for federal, state, private, and institutional funding assistance. For additional assistance please visit Apply for Financial Aid webpage.

Eligibility Requirements

Currently enrolled and prospective students interested in applying for Federal aid must: Be a U.S. citizen, permanent resident or eligible non-citizen. For student loans you must be enrolled in 6 credits that are financial aid eligible.

1. Be enrolled in a financial aid eligible program (Career Pathways) leading to a degree or eligible certificate offered by Bates Technical College.
   NOTE: Auditing classes are not eligible for financial aid.
2. Meet all Academic Satisfactory Academic Progress policy.
4. Not be in default on any Stafford, Perkins, HEAL or federal student loans, and not owe a refund on any PELL, SEOG, or WCG received at Bates or any previously attended school.
5. Be a high school graduate or have received a G.E.D or meet the Ability to Benefit eligibility requirements.

Note: All absences—excused or unexcused—may adversely affect financial aid. It is the student’s responsibility to contact the financial aid office for details.

Bates Technical College Foundation offers scholarships quarterly. Applications are available online. To request information by email, send to foundation@batestech.edu.

Satisfactory Academic Progress


For information on the SAP policy for Workforce Education Services, please reference the Workforce Education Services Satisfactory Academic Progress Policy on the WES website.

Return of Title IV Calculation/ Repayments
The calculation evaluates the number of school hours the student has completed and the number of hours for which the aid was awarded. Students must complete 61 percent of the hours for which the aid was awarded to not be in Return of Title IV. All students must commence attendance to be eligible for federal and state aid. For additional information please visit the Financial Forms webpage and refer to the following documents:

Terms and Conditions
Understanding Your Aid (Section: Return of Title IV Funds)
Student Financial Aid Rights & Responsibilities (Section: Academic Progress & Attendance) (Section: Return of Title IV Funds)
WORKFORCE EDUCATION SERVICES

WORKER RETRAINING
Downtown Campus, Room A212
Contact: workerretraining@batestech.edu
This service is designed to fill in financial gaps that FAFSA (Financial Aid) doesn’t cover. A student’s financial aid will be checked before proceeding with a request for assistance.

- Received unemployment benefits, from any state, anytime, during the past 48 months.
- Loss of income due to death, divorce/separation or layoff of spouse within the previous 48 months.
- Separation from the military within the previous 48 months or received a separation notice.
- Loss of a business within the past 48 months due to general economic conditions or a natural disaster in the community in which the individual resides.
- Vulnerable Worker status in which at least two of the three must be true: current position not in demand; completed fewer than 45 credits and/or no credential; must obtain new skills to remain employed in current position.

BASIC FOOD EMPLOYMENT AND TRAINING (BFET)
Downtown Campus, Room A212
Contact: bfet@batestech.edu

- Receiving Basic Food only. No Temporary Assistance for Needy Families (TANF) recipients
- Must be a current student

WORKFIRST
Downtown Campus, Room A212
Contact: workfirst@batestech.edu

- Temporary Assistance for Needy Families (TANF) recipient
- Have a referral from DSHS Case Manager

OPPORTUNITY GRANT
Downtown Campus, Room A212
Contact: opportunitygrant@batestech.edu
You may be eligible for Opportunity Grant funding if you:

- Have been a WA state resident for at least one year.
- Meet low-income guidelines.
- Enroll in one of the following high-demand career education programs: Administrative Medical Assistant, Civil Engineering, Dental Assisting, Facilities Maintenance Engineer, Truck Driving, Welding, Occupational Therapy Assistant.
- Funding is available for eligible students co-enrolled in both IBEST academic classes and one of the following programs: Diesel and Heavy Equipment Technology, Practical Nurse, Biomedical Service Technician, Electronic Equipment Service Technician, Machinist or CNC Machinist.
- Have not completed a bachelor’s degree
EDUCATION OPPORTUNITY CENTER (EOC)
Downtown Campus, Room A208G
Contact: Alexis Burris, aburris@mdc-hope.org
• Identifying a career path
• Creating educational goals
• Applying to a college or career of best fit and,
• Applying for financial aid to pay for college
• Assisting students with grant over-payment and student loan default.
EDUCATIONAL OPPORTUNITY CENTER (EOC)
Downtown Campus, Room A208G
▪ Provides assistance with admission registration fees and ACCUPLACER test fees.
▪ One on one support for completing your FAFSA and admissions applications.
▪ Provides referrals for additional community services and resources.
CONTACT: 253.680.7153

WORKER RETRAINING
Downtown Campus, Room A212
This service is designed to fill in financial gaps that FAFSA (Financial Aid) doesn’t cover. A student’s financial aid will be checked before proceeding with a request for assistance.
▪ Received unemployment benefits, from any state, anytime, during the past 48 months.
▪ Loss of income due to death, divorce/separation or layoff of spouse within the previous 48 months
▪ Separation from the military within the previous 48 months or received a separation notice
▪ Loss of a business within the past 48 months due to general economic conditions or a natural disaster in the community in which the individual resides
▪ Vulnerable Worker status in which at least two of the three must be true: current position not in demand; completed fewer than 45 credits and/or no credential; must obtain new skills to remain employed in current position
CONTACT:
253.680.7127
workerretraining@batestech.edu

WORKFIRST
Downtown Campus, Room A212
▪ Temporary Assistance for Needy Families (TANF) recipient
▪ Have a referral from DSHS Case Manager
CONTACT:
253.680.7347
workfirst@batestech.edu

BASIC FOOD EMPLOYMENT AND TRAINING (BFET)
Downtown Campus, Room A212
▪ Receiving Basic Food only. No Temporary Assistance for Needy Families (TANF) recipients
▪ Must be a current student
CONTACT:
253.680.7286
bfet@batestech.edu

OPPORTUNITY GRANT
You may be eligible for Opportunity Grant funding if you:
▪ Have been a WA State resident for at least one year
▪ Meet low-income guidelines
▪ Enroll in one of the following high0-demand career education programs: Administrative Medical Assistant, Dental Assisting, Facilities Maintenance Engineer, Truck Driving, Welding, Occupational Therapy Assistant
▪ Funding is available for eligible student co-enrolled in both IVEST academic classes and one of the following programs: Diesel and Heavy Equipment Technology, Practical Nurse, Biomedical Service Technician, Electronic Equipment Service Technician, Machinist or CNC Machinist
▪ Have not completed a Bachelor’s degree
CONTACT:
253.680.7244
opportunitygrant@batestech.edu

ABLE-BODIED ADULTS WITHOUT DEPENDENTS (ABAWD)
ABAWD is a Supplemental Nutrition Assistance Program (SNP) A population category where individuals are required to meet work requirements or exemption criteria in order to receive basic food assistance. The ABAWD navigator’s role is to assist ABAWD’s in finding relevant, meaningful employment or education training to meet SNAP work requirements. The program is designed to help ABAWD individuals overcome barriers that prevent them from obtaining meaningful work or education in the community.
ABAWD eligibility is determined by DSHS; individuals’ in this category are considered an able-bodied adult who:
▪ Is aged 18-49;
▪ Has no dependent children living with them;
▪ Is physically and mentally able to work; and
▪ Has no exemptions from work registration.
CONTACT:
253.680.7281
abawd@batestech.edu
STUDENT SERVICES

Advising
Students are advised by career advisors and program instructors. Career advisors are available to refer students to community resources for a variety of services. Contact with career advisors and instructors on a continual basis is an important part of student success.

Career advisors are available to assist with:
- Placement in general education courses
- Assistance with career choices
- Program costs and educational planning
- Degree and certificate requirements
- College resources and support services

Instructors are available to help with:
- Curriculum requirement and prerequisites
- Licensing requirements
- Employment opportunities and job placement

Other Student Support – Student Retention Specialists
Student Retention Specialists collaborate with first-time, full-time career training students to ensure their academic success. Each campus has a designated Student Retention Specialist to help students succeed. All students should be meeting and communicating with their Student Retention Specialist from their first day. Student Retention Specialists help students identify their needs, both academic and non-academic, and connect them with appropriate on-campus and community resources to help students succeed.

Students can reach out to Student Retention Specialists directly:
- Downtown Campus  253.680.7042
- Central Campus  253.680.7607
- South Campus  253.680.7411

Campus Life and Activities
The Campus Life and Activities at Bates Technical College has many opportunities for student involvement, from events and activities on and off campus, to a student-centered space where you can hang out, eat lunch, use computers and printers, or play games. Campus Life and Activities is responsible for connecting students, developing the annual student fees budget, setting Services and Activity Fees, and allocating funds to clubs. In this department is the Associated Student Government (ASG), who provides direct representation in the development and establishment of policies and procedures that affect student life. ASG is responsible for representing student concerns on various college committees and to administration.
ASG holds monthly general assembly meetings which are open to all students and rotate among the college’s three campuses.
This department also oversees the Phi Theta Kappa honor society, the student food pantry, SkillsUSA, and the Veteran Center. There is also a multi faith space for students who may need a quite space for meditation, prayer, or reflection.
For information regarding the Campus Life and Activities contact 253.680.7178.
Books
Textbooks can be purchased at https://bncvirtual.com/bates. Please have your class syllabus or relevant course information that will list your required textbook(s) identification information, as this information will be required when using the website. For course materials such as tool kits, program patches and uniforms, please email the Bookstore directly at: bookstore@batestech.edu.

Agency-funded students should check with their agency coordinator for direction as to how to access and pay for course materials. Students who receive Finance Aid can call or email the Student Financial Aid office for specifics on how and when Aid is received. Aid is typically dispersed the first or second day or class.

Barber Shop
253.680.7248
Students have access to the low cost services of the Downtown Campus Barber shop. The Barber Shop is only open during when school is in session. Be sure to call to confirm they are taking appointments.

Campus Stores
The Bates Campus Store is located at the South Campus, and stocks tool kits, equipment, and other supplies used in the various programs. Customers should email the store for hours of operation, and for the materials we carry: bookstore@batestech.edu.

Child Care Center at Bates’ Downtown Campus
Bates’ Early Learning Center offers programs for infants through pre-kindergarten. Enrollment priority is given to students of the college. Support from the Associated Student Government allows the center to offer a sliding fee scale. The facility is also available to college employees.

In addition to child care services available Monday-Friday from 7:30 a.m. to 4:30 p.m., the center includes an Early Childhood Education and Assistance Program (ECEAP) as part-day or full-day program funded by the Department of Early Learning that offers preschool from September-May or September to August at no cost for income qualified three and four-year olds. Call 253.680.7330 or 253.680.7321 for more information. Additionally, several child care centers are close to Bates’ campuses. Child Care Aware, www.childcare.org, maintains a list of licensed center and home-based child care.

Child Care Center at South Campus
The Early Learning Center at South Campus is limited to preschool children enrolled in ECEAP. Call 253.680.7566 for more information.

Computer Use Policy
All students and college staff must adhere to acceptable use practices. Student use is governed by WAC 495A-121-041 Prohibited Conduct (22, which is located within this student handbook under the Student Rights and Responsibilities section).

Disability Support Services
www.batestech.edu/DSS
Helping you succeed
The primary focus of Disability Support Services (DSS) is to ensure nondiscrimination on the basis of disability. Through DSS, qualified persons with disabilities can address their concerns regarding attitudinal or procedural barriers encountered, as well as any need for academic adjustments and/or auxiliary aids to assure equal access. DSS will provide information and auxiliary aids or services, serving as a resource to the campus community while striving to make Bates Technical College both an accessible and hospitable place for persons with disabilities to enjoy full and equal participation. We are committed to providing student support services, and academic
adjustments and/or auxiliary aids necessary to ensure equal access to all of our programs, activities and services while students pursue an education.

**Eligibility**
It is the student’s responsibility to identify as having a documented disability and seek assistance from DSS. Bates Technical College recognizes that traditional methods, programs, and services may need to be altered to assure full accessibility to qualified persons with disabilities.

A qualified student is one who:

- Has a physical, mental or sensory impairment that substantially limits one or more of their temporary;
- Has a record of such an impairment or;
- Is perceived to have such impairment, or a student who has an abnormal condition that is medically cognizable or diagnosable.
International Student Services
The Bates Technical College international program is dedicated to promoting international education and training within the college, the community and around the world. Bates welcomes international student enrollment in various degree and certificate programs. It is our mission to provide a high-quality education that will help students succeed in the workplace.

Our faculty and staff are eager to assist our international students throughout their educational experience. We hope that this handbook will provide international students with enough information to help guide them through their experience at Bates.

Library
Whenever college classes are in session, the friendly staff at Bates Library will take you beyond Google to get the information you need. Library specialists are ready to help with any question you may have from general college information to in-depth research. The library provides answers you can trust to get the job done by using reliable information coming from a huge collection of databases, books, eBooks, videos, and learning tools. Thousands of items are available to borrow from our online catalog system including books, equipment, and laptops. Getting help is easy, by emailing library@batestech.edu or accessing the Library webpage.

Lost and Found
The Student Services Center (SSC) of the campus where the property was lost or found will attempt to contact the owner personally or by mail. If the owner is unknown, the SSC will forward the property to Campus Public Safety where the property will be stored for 60 days. Unclaimed property will be disposed of consistent with Washington state law and college procedures. Campus Public Safety can be reached at 253.680.7111.

National Voter Registration Act
Voter registration forms are available on the Bates registration office website in conformance of Program Participation Requirement, Section 487(a)20 U.S.C. 1094(a). Students can register to vote online or print out a Washington state voter registration form. Registration forms are available in multiple languages.

New Student Orientation
New student orientation is part of the new student experience to assure that all of our students are set for success and have the all the tools to navigate Bates Technical College. Orientation is an online course and opens once you register for classes and must be completed before the start of the quarter. Students will hear about available resources and support services, meet important people, and receive information on their responsibilities as a Bates student. Orientation is mandatory for all degree/certificate-seeking students. Please visit batestech.edu/NSO to register for your orientation session.

Parking
It is the responsibility of every Bates student to follow all parking rules and regulations. Check the website for detailed information. Parking permits are required for parking on any school property or in any official parking place and can be obtained from Campus Public Safety by visiting batestech.edu/parking. Parking fines:

- $25 No valid permit displayed
- $25 Occupying space not designated for parking
- $25 Parking in an area not authorized by permit
- $50 Parking in reserved staff space without authorization
- $450 Handicapped parking violation (RCW 46.19.050)
• $50 Blocking or obstructing traffic (may be towed if creating a safety hazard)
• $25 Parking adjacent to fire hydrant (may be towed if creating a safety hazard)
• $25 Parking in an area marked “no parking”

Parking Fine Appeal: parking fines, penalties, and permit revocations may be appealed in some cases. A formal request, including details of the circumstances surrounding the infraction should be submitted to the Campus Public Safety Sergeant, in writing, within five business days of receipt of the citation. If denied, it may be forwarded to the Director of Safety and Security for review. All decisions made by the Director of Safety and Security shall be final. Repeated or continued violations may result in having parking privileges revoked and/or vehicle impoundments at owner’s expense.

Safety
All campuses call 253.680.7111.
Campus Public Safety officers provide escorts for students and staff; respond to campus emergencies; patrol buildings, parking areas, and campus surroundings; and work with local law enforcement agencies. All personal property should be kept under lock and key. Safety officers are on duty and should be contacted in case of theft or other concerns about safety, property damage or physical endangerment.

School Delays and Closures
In the case of severe weather conditions or college emergencies, you can find information regarding the status of Bates operations on the college website, or you can call the weather and schedule information line, 253.680.7060. Your Bates email address is automatically subscribed to the Rave Alert system and you will receive a welcome email to your Bates email address that includes information on how to set up your profile and password. If you do not get an email from Rave, or you have forgot your password, click “Forgot your password?” on the Bates Rave Alert System login page. You can add your mobile phone to the system if you wish to receive text alerts after logging in.

College closure information will also be available on major Puget Sound radio and television stations through the Public Schools Emergency Communication System. If classes are cancelled, students and faculty do NOT report to the college. If classes are on a delayed schedule, the college will announce a specific start time for students to report, by 5:30 a.m. on the affected day, and by 4 p.m. for evening classes.

Student Clubs
Students are encouraged to participate in and create student clubs to enhance their college experience and gain leadership skills. Visit batestech.edu/clubs for a list of current clubs or information on starting a club. The club handbook and application are also available online.

Student Email
Students are encouraged to use Bates email as a reliable way to communicate with instructors, student services, fellow students and the community. Important information is sent to your college email address. To find out what is your email address, visit batestech.edu/whats-my-email/. Links to helpful IT services can be found in the Information Technology page, https://www.batestech.edu/information-technology/, or in the Quick Links section of MyBates (my.batestech.edu/)
Student Help Desk
For help with IT issues, please contact the Student Help Desk.
Monday - Friday, 7:30 a.m. - 4:00 p.m.
Phone: 253.680.7055
Email: studentemail@batestech.edu

Student Employment
The Bates Technical College Financial Aid Office offers on-campus work-study positions that help provide jobs for eligible students. Work-Study employment is meant to be a productive experience for everyone involved: the student, the employer, and the institution as well as the community. The Work-Study program encourages community service work and work related to your course of study. To apply for a work-study position, email your resume and student ID number to workstudy@batestech.edu. To learn more visit the webpage BatesTech.edu/workstudy.

ASG: The Associated Student Government also offers on-campus part time paid positions to all students, including career training, general education, tech high, and international students! To apply for these leadership roles, visit BatesTech.edu/ASG.

Tutoring Center
Tutoring services are available to all enrolled Bates students at no cost. Services include assistance with academic subjects such as math and English as well as assistance with textbook comprehension and study skills related to career programs. Students can also receive help determining their learning style and with test taking. Depending upon specific needs, tutoring may be arranged in an individual, group or lab setting.

Due to COVID-19 Pandemic, Bates is unable to provide on campus, face-to-face tutoring services. However, all registered students have access to eTutoring services. To access eTutoring, visit batestech.edu/student-resources/tutoring-services. Students are to use their ctcLink ID number for initial login for both username and password. If you have any question, please email tutor@batestech.edu.

Bates Technical College has joined eTutoring Consortium as of July 1, 2020. As members of the institution, Bates students will be able to have access to eTutoring services 24 hours a day, 365 days a year in a variety subjects, including Math, Writing, Microsoft Office, Intro to Psychology, Biology, Calculus, Physics and more. Live tutors are generally available from 5:00AM until 11:50PM.
STUDENT RIGHTS AND RESPONSIBILITIES

Student Right to Know

The Federal Student Right-To-Know and Campus Security Act requires institutions of higher education to report the percentages of completion and graduation rates for students enrolled full time, first time entering college, and degree or certificate students. Title II of this law, the Crime Awareness and Campus Security Act of 1990, requires publication of campus crime statistics and campus security policies. The third part of the law requires disclosure of student loan default rates.

These and other important, relevant statistics for each program, each campus, and the entire college, can be provided upon request by the Director of Outreach Advising and Conduct. Reports will reflect past student participation, completion rates, and placement wages 90 days after completion.

Chapter 495A-121-010 Preamble.

Bates Technical College is a two-year public institution of higher education. The college is maintained by the state of Washington for the provision of programs of instruction in higher education and related community services. Broadly stated, the purpose of the college is to provide opportunities for all who desire to pursue educational goals. Like any other institution having its own special purposes, the college must maintain conditions conducive to the effective performance of its functions. To implement this objective, it is necessary to ensure that an environment is created wherein all students may progress in accordance with their capability and intensity of interest. The responsibility to create and maintain such an environment is shared by all members of the college community.

[Statutory Authority: RCW 34.05.250 and 28B.50.140(13). WSR 19-14-073, § 495A-121-010, filed 6/30/19, effective 7/31/19. Statutory Authority: RCW 28B.50.140(10). WSR 00-11-147, § 495A-121-010, filed 5/24/00, effective 6/24/00.]

WAC 495A-121-011 Definitions.

The definitions set forth in this section shall apply throughout this chapter. The following words and phrases shall mean:

(1) "Assembly" means any activity engaged in by two or more persons, and the object of which is to gain publicity, advocate a view, petition for a cause, or disseminate information to any persons or group of persons.

(2) "Board of trustees" shall mean the five-member governance board appointed by the governor of the state of Washington for Bates Technical College, District 28.

(3) "Calendar day" means days will be counted by excluding the first day and including the last day of timelines. When the last day falls on a Saturday, Sunday, or holiday, the timeline runs until the next date on which the college is open for business.

(4) "College" shall mean Bates Technical College, District 28.

(5) "College community" means students, employees, trustees, and volunteers.

(6) "College facilities" and "college facility" mean and include any real and personal property owned, rented, leased,
or operated by the college, all buildings and appurtenances attached thereto, and all parking lots and other grounds. College facilities extend to distance education classroom environments and agencies or institutions that have educational agreements with the college.

(7) "College official" includes any person employed by the college performing assigned duties.

(8) "College premises" includes all campuses of the college where located and includes all land, buildings, facilities, vehicles, equipment, and other property owned, used, or controlled by the college.

(9) "College president" shall mean the chief executive officer of the college appointed by the board of trustees.

(10) "Complainant" is any person who submits a complaint alleging that a student violated the student conduct code, or in matters of sexual misconduct, a complainant is an alleged victim of sexual misconduct.

(11) "Conduct review officer" is the 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.

(12) "Consent" means a person gives 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 sexual activity. For consent to be valid there must be at the time of the act of sexual intercourse or sexual contact actual words or action indicating freely given agreement to have sexual intercourse or sexual contact.

A person may be incapable of giving consent by reason of age, threat, intimidation, lack of opportunity to object, disability, drug or alcohol consumption, or other cause. A person cannot consent if they are unable to understand what is happening, are disoriented, helpless, asleep, or unconscious for any reason including due to alcohol or other drugs.

Intoxication is not a defense against allegations that an individual has engaged in nonconsensual sexual activity. An individual has engaged in nonconsensual sexual activity when the individual knows, or should know, that the other person is physically, emotionally, or mentally incapacitated.

(13) "Controlled substance" means and includes any drug or substance as defined in chapter 69.50 RCW as now law or hereafter amended.

(14) "Day" means a weekday, excluding weekends, college holidays, and college closures unless otherwise specified.

(15) "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 action does not include instructional decisions and actions that are under the authority of faculty members and instructional administrators, such as determination of academic credit and grading. These determinations and any review or appeal of these are outside the scope of this chapter.

(16) "Disciplinary appeal" is the process by which an aggrieved student can appeal the discipline imposed by the student conduct officer. Disciplinary appeals from a suspension in excess of ten days or a dismissal are heard by the student/faculty disciplinary committee. Appeals of all other disciplinary action that can be appealed is reviewed through brief adjudicative proceedings.
(17) "Employee" means any classified, faculty, administrator, exempt, student worker or volunteer person.

(18) "Family Educational Rights and Privacy Act" and "FERPA" mean the law and regulations known by those names (20 U.S.C. Sec. 1232g; 34 C.F.R. Part 99).

(19) "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 to the specified college official's email address.

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

(20) "Instructor" and "faculty" mean any employee of Bates Technical College, District 28 who is employed on a full-time or part-time basis as a teacher, instructor, counselor, faculty advisor, or librarian. Instructors have separate authority to impose academic sanctions. Bates Technical College's student code of conduct proceedings are not the exclusive means of addressing academic misconduct.

(21) "RCW" means Revised Code of Washington and can be accessed at http://apps.leg.wa.gov/rcw/.

(22) "Respondent" is the student against whom disciplinary action is initiated.

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

(a) Hand delivery of the document to the party; or

(b) By sending the document by email 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.

(24) "Sexual misconduct" is the definition ascribed to this term in WAC 495A-121-041(14) and chapter 495A-115 WAC.

(25) "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, continuing education, or contract courses. Persons meeting the following criteria are considered students:

(a) Who withdraw after allegedly violating the code;

(b) Who are not officially enrolled for a particular term but have a continuing relationship with the college; or

(c) Who have been notified of their acceptance for admission.

(26) "Student conduct officer" is a college administrator designated by the president to be responsible for investigating allegations of student misconduct and taking disciplinary action based on the prohibited conduct listed in WAC 495A-121-041 and 495A-115-020. The president may reassign any of the student conduct officer's responsibilities under this chapter as deemed appropriate.

(27) "Student organization" means any number of students who meet the college's formal requirements to form a
(28) "Visitors" means guests, applicants, contractors, vendors, advisory board members, foundation board members, and members of the public on college premises.

(29) "WAC" means the Washington Administrative Code and can be accessed at .

[Statutory Authority: RCW 34.05.250 and 28B.50.140(13). WSR 20-24-107, § 495A-121-011, filed 12/1/20, effective 1/1/21; WSR 19-14-073, § 495A-121-011, filed 6/30/19, effective 7/31/19. Statutory Authority: RCW 28B.50.140. WSR 04-11-043, § 495A-121-011, filed 5/13/04, effective 6/13/04. Statutory Authority: RCW 28B.50.140(10). WSR 00-11-147, § 495A-121-011, filed 5/24/00, effective 6/24/00.]

(1) WAC 495A-121-012 Jurisdiction.

Refer to WAC 495A-115-030 for Title IX violations jurisdiction as it applies to student conduct procedures relating to Title IX.

(1) The student conduct code shall apply to student conduct that occurs:

(a) In or on college facilities;

(b) At or in connection with college-sponsored activities; or

(c) Off campus when in the judgment of the college it adversely affects the college community or the pursuit of its objectives.

(2) This chapter applies to conduct which occurs at all locations where students are engaged in college activities, including:

(a) Foreign or domestic travel;

(b) Activities funded or sponsored by the associated students;

(c) Athletic or recreational events;

(d) Training internships or cooperative education;

(e) Distance education or online education;

(f) Practicums or supervised work experiences;

(g) Apprenticeship sites; or

(h) Any other college-sanctioned activities.

(3) This chapter applies to conduct from the time of application for admission through the actual receipt of a degree or certificate, including conduct that may occur before classes begin, after classes end, during the academic year, or during periods between terms of actual enrollment. This chapter shall apply to a student's conduct even if the student withdraws from the college while a disciplinary matter is pending.

(4) The college has sole discretion on a case-by-case basis to determine whether this student conduct code applies to conduct that occurs off campus.
(5) In addition to initiating disciplinary proceedings for violation of the student conduct code, the college may refer any violations of federal, state, or local laws to civil and criminal authorities for disposition. The college may continue with student disciplinary proceedings regardless of whether the underlying conduct is subject to civil proceedings or criminal prosecution.

[Statutory Authority: RCW 34.05.250 and 28B.50.140(13). WSR 20-24-107, § 495A-121-012, filed 12/1/20, effective 1/1/21; WSR 19-14-073, § 495A-121-012, filed 6/30/19, effective 7/31/19. Statutory Authority: RCW 28B.50.140(10). WSR 00-11-147, § 495A-121-012, filed 5/24/00, effective 6/24/00.]

(1) WAC 495A-121-020 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. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. 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 assured 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 assured 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 that are subject to the limitations of RCW 28B.50.090 (3)(b).

(c) The college protects students from academic evaluation that is arbitrary, prejudiced, or capricious. Students are responsible for meeting the standards of academic performance established by each instructor.

(d) Students have the right to a learning environment that is free of discrimination, inappropriate and disrespectful conduct, and all harassment including sexual harassment. Chapter 495A-115 WAC describes the college's student conduct procedures for handling Title IX complaints.

(2) Due process.

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

(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 student conduct code is entitled, upon request, to procedural due process as set forth in this chapter.

[Statutory Authority: RCW 34.05.250 and 28B.50.140(13). WSR 20-24-107, § 495A-121-020, filed 12/1/20, effective 1/1/21; WSR 19-14-073, § 495A-121-020, filed 6/30/19, effective 7/31/19. Statutory Authority: RCW 28B.50.140(10). WSR 00-11-147, § 495A-121-020, filed 5/24/00, effective 6/24/00.]

(a) WAC 495A-121-040 Code of conduct.
The college has special regulations regarding the conduct of the various participants in the college. Admission to the college carries with it the expectation that students will conduct themselves as responsible members of the college community.

[Statutory Authority: RCW 28B.50.140(10). WSR 00-11-147, § 495A-121-040, filed 5/24/00, effective 6/24/00.]

WAC 495A-121-041 Prohibited conduct.

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

(1) Academic dishonesty. Any act of academic dishonesty including, but not limited to, cheating, plagiarism, and fabrication.

(a) Cheating includes any attempt to give or obtain unauthorized assistance relating to the completion of an academic assignment.

(b) Plagiarism includes taking and using as one's own, without proper attribution, the ideas, writings, or work of another person in completing an academic assignment. Prohibited conduct also may include the unauthorized submission for credit of academic work that has been submitted for credit in another course.

(c) Fabrication includes falsifying data, information, or citations in completing an academic assignment and also includes providing false or deceptive information to an instructor concerning the completion of an assignment.

(d) Academic consequences for academic dishonesty or abetting in academic dishonesty may be imposed at the discretion of a faculty member up to and including a failing grade for the course. Students should refer to each of their faculty's course syllabus. Further academic consequences may follow consistent with the provisions in any program handbook. Incidents of academic dishonesty also may be referred to the student conduct officer for disciplinary action consistent with this chapter in addition to the academic consequences identified above.

(e) The decision to bring a student conduct proceeding under this student code of conduct for academic dishonesty is at the sole discretion of the student conduct officer. Nothing in this student code of conduct prohibits instructors and/or academic administrators from imposing academic sanctions up to and including a failing grade in an academic course or dismissal from an academic program in response to academic dishonesty. Policies and procedures governing the imposition of academic sanctions for academic dishonesty can be found in the college's policy on academic standards, the instructor's course syllabus, and any applicable program handbook.

(2) Other dishonesty. Any other acts of dishonesty that include, but are not limited to:

(a) Forgery, alteration, submission of falsified documents, or misuse of any college document, record, or instrument of identification;

(b) Tampering with an election conducted by or for college students; or

(c) Furnishing false information or failing to furnish correct information in response to the request or requirement of a college officer or employee.
(3) Obstruction or disruption. Obstruction or disruption of:

(a) Any instruction, research, administration, disciplinary proceeding, or other college activity, including the obstruction of the free flow of pedestrian or vehicular movement on college property or at a college activity; or

(b) Any activity that is authorized to occur on college property.

(4) Assault, intimidation, and harassment. Assault, physical abuse, verbal abuse, threat(s), intimidation, harassment, bullying, stalking, or other conduct that harms, threatens, or is reasonably perceived as threatening the health or safety of another person or another person's property.

(5) Bullying is severe or pervasive physical or verbal (written or oral) abuse.

(6) Cyber misconduct. Cyberstalking, cyberbullying, or online harassment. Use of electronic communications including, but not limited to, email, instant messaging, online bulletin boards, and social media sites to harass, abuse, bully, or engage in other conduct that harms, threatens, or is reasonably perceived as threatening the health or safety of another person. Prohibited activities include, but are not limited to, unauthorized monitoring of another's email communications directly or through spyware, sending threatening emails, disrupting electronic communications with spam or by sending a computer virus, sending false messages to third parties using another's email identity, nonconsensual recording of sexual activity, and nonconsensual distribution of a recording of sexual activity.

(7) Property violation. Damage to, theft, or misuse of real or personal property or money of:

(a) The college or state;

(b) Any student, college officer, or employee;

(c) Any other member of the college community or visitors; or

(d) Possession of such property or money after it has been stolen.

(8) Failure to comply with a directive from a college officer or employee who is acting in the legitimate performance of their duties or failure to properly identify oneself to said person when requested to do so.

(9) Weapons. The possession, transportation, and use of firearms or other dangerous weapons on campus apparently capable of producing bodily harm is prohibited on the college campus subject to the following exceptions:

(a) Certified law enforcement officers acting within the scope of their employment;

(b) Private contracted security with expressed prior written permission from the college to possess firearms or dangerous weapons while employed by the college or for a permitted or contracted event;

(c) Knives, tools, and other objects that are being used for a legitimate educational purpose as part of a college instructional program;

(d) A student with a valid concealed weapons permit may store a firearm in the student's vehicle parked on campus in accordance with RCW 9.41.050 (2) or (3), provided the vehicle is locked and the weapon is concealed from view; or

(e) The president may grant permission to bring a weapon on campus upon a determination that the weapon is reasonably related to a legitimate pedagogical purpose. Such permission shall be in writing and shall be subject to
such terms or conditions incorporated in the written document.

(10) Hazing. Hazing includes, but is not limited to, any initiation into a student organization or involvement in any pastime or amusement with said organization that causes or is likely to cause a student bodily danger, physical harm, and serious mental or emotional harm.

(11) Alcohol, drug, and tobacco violations.

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

(b) Marijuana. The use, possession, delivery, sale, or being observably under the influence of marijuana or the psychoactive compounds found in marijuana regardless of form including edibles. While state law permits the recreational use of marijuana, federal law prohibits the use on all college premises and in connection with all college activities.

(c) Drugs. The use, possession, delivery, sale, or being observably under the influence of any legend drug, including anabolic steroids, androgens, or human growth hormones as defined in chapter 69.41 RCW or any other controlled substance under chapter 69.50 RCW except as prescribed for a student's use by a licensed practitioner.

(d) Tobacco, electronic cigarettes, and related products. Use of tobacco, electronic cigarettes, smoking devices, and related products on or in any college facility is prohibited. Exceptions include in a designated smoking area or in a closed private vehicle when in compliance with applicable Washington state laws and college policies. Related products include, but are not limited to, cigarettes, pipes, bidi, clove cigarettes, water pipes, hookahs, chewing tobacco, and snuff.

(12) Disorderly conduct. Conduct that:

(a) Disrupts campus operations or the educational, social, or housing programs; or

(b) Assisting or encouraging another person to engage in said disruptive behavior.

(13) Discriminatory conduct. Discriminatory conduct that harms or adversely affects any member of the college community or visitor. The misconduct includes, but is not limited to, race; color; national origin; sensory, mental, or physical disability; use of a service animal; gender, including pregnancy; marital status; age; religion; creed; genetic information; sexual orientation; gender identity; veteran's status; or any other legally protected classification as defined by the college's nondiscrimination statement.

(14) Sexual misconduct. The term sexual misconduct includes sexual harassment, sexual intimidation, and sexual violence.

(a) Sexual harassment. Sexual harassment that does not meet the Title IX definition or is a one-time offense is included in this chapter. In such cases, the term sexual harassment means unwelcome conduct of a sexual nature that is sufficiently serious as to deny or limit, or that does deny or limit based on sex, the ability of a student to participate in or benefit from the college's educational, social, or housing programs. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature or that creates an intimidating, hostile, or offensive environment for students, other college community members, or visitors. For a description of prohibited conduct under Title IX refer to WAC 495A-115-020.

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

(c) Sexual violence outside of Title IX. Sexual violence outside of Title IX is a type of sexual discrimination and sexual harassment. Nonconsensual sexual intercourse, nonconsensual sexual contact, domestic violence, intimate partner violence, and stalking are all types of sexual violence.

(i) Nonconsensual sexual intercourse outside of Title IX is any sexual intercourse (anal, oral, or vaginal), however slight, that is without consent or by force by a person upon another person or with any object. Sexual intercourse includes anal or vaginal penetration by a penis, tongue, finger, or object and also defined as oral copulation by mouth to genital contact or genital to mouth contact.

(ii) Nonconsensual sexual contact outside of Title IX is any intentional sexual touching, however slight, by a person upon another person or with an object that is without consent or by force. Sexual touching includes any bodily contact with the breasts, groin, mouth, other bodily orifice of another individual, or any other bodily contact in a sexual manner.

(iii) Domestic violence outside of Title IX includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

(iv) Intimate partner violence outside of Title IX is violence by a person who is or has been in a dating, romantic, or intimate relationship with the victim.

(v) Stalking outside of Title IX is intentional and repeated harassment or following another person which places that person in reasonable fear that the perpetrator intends to injure, intimidate, or harass that person. Stalking also includes instances where the perpetrator knows or reasonably should know that the person is frightened, intimidated, or harassed even if the perpetrator lacks such intent.

(15) Harassment. Unwelcome and offensive verbal, nonverbal, or physical conduct that is directed at a person because of said person's protected status and that is sufficiently serious:

(a) As to deny or limit or that does deny or limit the ability of a student to participate in or benefit from the college's educational, social, or housing programs; or

(b) That creates an intimidating, hostile, or offensive environment for other community college members or visitors.

Harassing conduct may include, but is not limited to, physical, verbal, written, social media, and electronic communications. 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; religion; creed; genetic information; sexual orientation; gender identity; veteran's status; or any other legally protected classification. See WAC 495A-115-020 for the definition of sexual harassment.

(16) Retaliation. Any intentional, adverse action taken by an accused individual or allied third party, absent legitimate nondiscriminatory purposes, as reprisal against any individual for reporting, providing information, exercising one's rights or responsibilities, or otherwise being involved in the process of responding to, investigating, or addressing allegations or violations of federal, state, or local law, or college policies including, but not limited to, student conduct code provisions prohibiting discrimination and harassment. For a definition of violations of Title IX see chapter 495A-115 WAC. Retaliatory actions include, but are not limited to, threats or actual violence against the person or their property, adverse educational or employment consequences, ridicule, intimidation, bullying, or ostracism.
(17) Theft or misuse of electronic resources. Theft or other misuse of computer time or other electronic information resources of the college includes, but is not limited to:

(a) Unauthorized use of such resources or opening of a file, message, or other item;

(b) Unauthorized duplication, transfer, or distribution of a computer program, file, message, or other item;

(c) Unauthorized use or distribution of someone else's password or other identification;

(d) Use of said computer time or resources to interfere with someone else's work;

(e) Use of said computer time or resources to send, display, or print an obscene or abusive message, text, or image;

(f) Use of said computer time or resources to interfere with normal operation of the college's computing system or other electronic information resources;

(g) Use of said computer time and resources in violation of applicable copyright or other laws;

(h) Adding to or altering the infrastructure of the college's electronic information resources without authorization; or

(i) Failure to comply with the student computing resources policy.

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

(19) Safety violations. Safety violations include any nonaccidental conduct that interferes with or otherwise compromises any college policy, equipment, or procedure relating to the safety and security of the college community or visitors, including tampering with fire safety equipment and triggering false alarms or other emergency response systems.

(20) Violation of other laws or policies. Violation of any federal, state, or local law, rule, or regulation, or college policies or rules, including college traffic and parking rules.

(21) Ethical violation. The breach of any generally recognized and published code of ethics or standards of professional practice that governs the conduct of a particular profession for which the student is taking a course or is pursuing as an educational goal or program.

[Statutory Authority: RCW 34.05.250 and 28B.50.140(13). WSR 20-24-107, § 495A-121-041, filed 12/1/20, effective 1/1/21; WSR 19-14-073, § 495A-121-041, filed 6/30/19, effective 7/31/19. Statutory Authority: RCW 28B.50.140. WSR 04-11-043, § 495A-121-041, filed 5/13/04, effective 6/13/04. Statutory Authority: RCW 28B.50.140(10). WSR 00-11-147, § 495A-121-041, filed 5/24/00, effective 6/24/00.]

(a) WAC 495A-121-042 Performance dishonesty.

(1) Honest assessment of student performance is of crucial importance to all members of the college community. It is the responsibility of the college administration and teaching faculty to provide reasonable and prudent security measures designed to minimize opportunities for acts of performance dishonesty which occur at the college.

(2) The student code of conduct shall not be construed as preventing an instructor from taking immediate disciplinary action when the instructor is required to act upon such breach of performance dishonesty in order to preserve order and prevent disruptive conduct in the classroom. This section shall also not be construed as preventing an instructor
from adjusting the student's grade on a particular project, paper, test, or class grade for performance dishonesty. Acts of performance dishonesty shall be cause for disciplinary action. Acts of dishonesty shall consist of, but not be limited to, the following:

(a) Any student who, for the purpose of fulfilling any assignment or task required by a faculty member as part of the student's program of instruction, shall knowingly tender any work product that the student fraudulently represents to the faculty member as their own work, shall be deemed to have committed an act of performance dishonesty.

(b) Any student who aids or abets the accomplishment of an act of performance dishonesty as described in (a) of this subsection.

[Statutory Authority: RCW 34.05.250 and 28B.50.140(13). WSR 19-14-073, § 495A-121-042, filed 6/30/19, effective 7/31/19. Statutory Authority: RCW 28B.50.140(10). WSR 00-11-147, § 495A-121-042, filed 5/24/00, effective 6/24/00.]

WAC 495A-121-043 Classroom conduct.

(1) Faculty members have the authority to take appropriate action to maintain order and proper conduct in their classroom and maintain the effective cooperation of students in fulfilling the objectives of the course.

(2) Bringing any person, thing, or object to a teaching and learning environment that may disrupt the environment or cause a safety or health hazard without the expressed approval of the faculty member is prohibited.

(3) Faculty members have the right to temporarily suspend any student(s) from their classroom/course/lab/clinical/activity for up to three days if the student's misconduct creates disruption to the point that it is difficult or impossible to maintain the decorum of the class, related activity, or the learning and teaching environment. The faculty member's syllabus shall outline how an absence of this type will impact the student's responsibilities in completing assignments, other coursework, or activities. The faculty member shall report this temporary suspension to the student conduct officer or designee on the same day. In consultation with the faculty member, the student conduct officer may set conditions for the student that must be followed upon returning to the class or activity.

(4) The suspension of up to three days discussed in subsection (3) of this section shall not be subject to any further appeal or review. However, any further discipline imposed by the student conduct officer or designee shall be processed in accordance with this chapter.

(5) Any suspension initiated by a faculty member or instructional administrator under this section will not affect any student grading that is based directly on attendance.

[Statutory Authority: RCW 34.05.250 and 28B.50.140(13). WSR 20-24-107, § 495A-121-043, filed 12/1/20, effective 1/1/21; WSR 19-14-073, § 495A-121-043, filed 6/30/19, effective 7/31/19. Statutory Authority: RCW 28B.50.140(10). WSR 00-11-147, § 495A-121-043, filed 5/24/00, effective 6/24/00.]

(1) WAC 495A-121-044 Disciplinary sanctions.

The following disciplinary sanctions may be imposed upon students found to have violated the student conduct code. Depending upon the misconduct, more than one sanction may be imposed. Other than college dismissal or revocation or withholding of a degree or certificate, disciplinary sanctions are not made a part of the student's academic record but are part of the student's disciplinary record. Violation of any term or condition of a disciplinary sanction constitutes a new violation and may subject the student to additional sanctions.
(1) Disciplinary warning. A verbal statement to a student that there is a violation and that continued violations may be cause for further disciplinary action.

(2) Written reprimand. Notice in writing that the student has violated one or more terms of this code of conduct and that continuation of the same or similar behavior may result in more severe disciplinary action.

(3) Disciplinary probation. Formal action placing specific conditions and restrictions upon the student's continued attendance depending upon the seriousness of the violation and may include a deferred disciplinary sanction. If the student subject to a deferred disciplinary sanction is found in violation of any college rule during the time of disciplinary probation, the deferred disciplinary sanction may include, but is not limited to, a suspension or a dismissal from the college that shall take effect immediately. If the deferred sanction is a suspension in excess of ten days or a dismissal, the student shall have a right to appeal to the student/faculty disciplinary committee. Other deferred sanctions shall be subject to brief administrative proceedings as described in this chapter.

Any sanction shall be in addition to any sanction or conditions arising from the new violation. Probation may be for a limited period of time or may be for the duration of the student's attendance at the college.

(4) Disciplinary suspension. Dismissal from the college and from the student status for a stated period of time. There will be no refund of tuition or fees for the quarter in which the action was taken.

(5) Dismissal. The revocation of all rights and privileges of being a student at Bates Technical College and exclusion from all college campuses and college owned or controlled facilities without any possibility of returning. There is no refund of tuition or fees for the quarter in which the action is taken.

Disciplinary terms and conditions that may be imposed in conjunction with the imposition of a disciplinary sanction include, but are not limited to, the following:

(6) Educational sanction. The college may require the student to complete an educational activity or experience directly related to the violation committed at the student's expense.

(7) Professional evaluation. Referral for drug, alcohol, psychological, or medical evaluation by an appropriately certified or licensed professional may be required. The student may choose the professional within the scope of practice and with the professional credentials as defined by the college. The student will sign all necessary releases to allow the college access to the evaluation. The student's return to college may be conditioned upon compliance with recommendations set forth in a professional evaluation. If the evaluation indicates that the student is not capable of functioning within the college community, the student remains suspended until further evaluation recommends that the student is capable of reentering the college and complying with the rules of conduct.

(8) Not in good standing. If a student is deemed not in good standing with the college, the student is subject to the following restrictions:

(a) Ineligible to hold an office in any student organization recognized by the college;

(b) Ineligible to hold an elected or appointed office of the college; and

(c) Ineligible to represent the college to anyone outside the college community in any capacity including representing the college at any official function or any forms of intercollegiate competition or representation.

(9) Restitution or monetary fine. Reimbursement for damage to or misappropriation of property, for injury to persons, or for reasonable costs incurred by the college in pursuing an investigation or disciplinary proceeding. This
may take the form of monetary reimbursement, appropriate service, monetary fine, or other compensation.

(10) Revocation of admission, degree, or certificate. Admission to or the award of a degree or certificate from the college may be revoked for fraud, misrepresentation, violation of standards of conduct for students in obtaining the degree or certificate, or other serious violations committed by a student prior to graduation.

(11) Withholding degree or certificate. The college may withhold awarding a degree or certificate otherwise earned until the completion of the process set forth in this chapter and including the completion of all sanctions imposed.

(12) No trespass order. A student may be restricted from college property based on misconduct.

(13) No contact order. An order directing a student to have no contact with a specified member of the college community, visitor, or a particular college facility.

[Statutory Authority: RCW 34.05.250 and 28B.50.140(13). WSR 20-24-107, § 495A-121-044, filed 12/1/20, effective 1/1/21; WSR 19-14-073, § 495A-121-044, filed 6/30/19, effective 7/31/19. Statutory Authority: RCW 28B.50.140. WSR 04-11-043, § 495A-121-044, filed 5/13/04, effective 6/13/04. Statutory Authority: RCW 28B.50.140(10). WSR 00-11-147, § 495A-121-044, filed 5/24/00, effective 6/24/00.]

(1) WAC 495A-121-061 Initiation of disciplinary action.

(1) All disciplinary actions are initiated by the student conduct officer. If the respondent has submitted an active complaint against the student conduct officer, the president shall, upon request, designate another person to fulfill any disciplinary responsibilities relative to the complaint.

(2) For all complaints relating to violations of Title IX, the college shall follow chapter 495A-115 WAC.

(3) For all other disciplinary matters, the student conduct officer initiates disciplinary action by serving the respondent with written notice directing the student to attend a disciplinary meeting. The notice briefly describes the factual allegations, the provision(s) of the student conduct code that the respondent is alleged to have violated, the range of possible sanctions for the alleged violation(s) and specifies the time and location of the meeting. At the meeting the student conduct officer presents the allegations to the respondent, and the respondent is afforded an opportunity to explain what took place. If the respondent fails to attend the meeting after proper service of notice, the student conduct officer may take disciplinary action based upon the available information.

(4) 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 will serve the respondent with a written decision setting forth the facts and conclusions supporting the decision, the specific student conduct code provisions found to have been violated, the discipline imposed, if any, and a notice of appeal rights with an explanation of the consequences of failing to file a timely appeal.

(5) 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 495A-121-044; or

(c) Refer the matter directly to the student/faculty disciplinary committee for disciplinary action as the committee deems appropriate. This referral is in writing, to the attention of the chair of the student/faculty disciplinary committee, and with a copy served on the respondent.
WAC 495A-121-062 Summary suspension procedures.

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 or formal disciplinary procedure is pending.

(1) 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 student conduct code and presents an immediate danger to the health, safety, or welfare of members of the college community or visitors; or

(b) Poses an ongoing threat of substantial disruption of or interference with the operations of the college.

(2) Notice. Any respondent who has been summarily suspended will be served with oral or written notice of the summary suspension. If oral notice is given, a written notification will be served on the respondent within two days of the oral notice by the student conduct officer.

(3) The written notification is entitled "notice of summary suspension" and includes:

(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 college premises or communicate with members of the college community and visitors. If the respondent has been trespassed from the college premises, a notice against trespass will be included that warns the respondent that the privilege to enter into or remain on college premises has been withdrawn and that the respondent is considered trespassing and subject to arrest for criminal trespass. The respondent may only enter the college premises for a scheduled meeting with the student conduct officer or conduct review officer or to attend a disciplinary hearing.

(4) The conduct review officer shall conduct a hearing on the summary suspension as soon as practicable after imposition of the summary suspension.

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

(b) The respondent is 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 respondent fails to appear at the designated hearing time, the conduct review officer may order that the summary suspension remain in place pending the conclusion of the disciplinary proceedings.
(d) As soon as practicable following the hearing, the conduct review officer shall issue a written decision that includes a brief explanation for any decision continuing 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.

(5) In cases involving allegations of Title IX sexual misconduct, the college shall follow chapter 495A-115 WAC.

[Statutory Authority: RCW 34.05.250 and 28B.50.140(13). WSR 20-24-107, § 495A-121-062, filed 12/1/20, effective 1/1/21; WSR 19-14-073, § 495A-121-062, filed 6/30/19, effective 7/31/19. Statutory Authority: RCW 28B.50.140(10). WSR 00-11-147, § 495A-121-062, filed 5/24/00, effective 6/24/00.]

(1) WAC 495A-121-063 Appeals of disciplinary action.
For complaints involving alleged violations of Title IX refer to chapter 495A-115 WAC. For other disciplinary actions:

(1) The respondent may appeal a disciplinary action by filing a written notice of appeal with the conduct review officer within ten 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 is deemed final.

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

(3) The parties to an appeal are the respondent and the conduct review officer.

(4) A respondent who appeals a disciplinary action within the ten days of service or whose case is referred to the student/faculty disciplinary committee has a right to a prompt, fair, and impartial hearing as provided for in these procedures.

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

(6) Imposition of disciplinary action for violation of the student conduct code will be delayed pending appeal, unless the respondent has been summarily suspended.

(7) The student/faculty disciplinary committee shall hear appeals from:

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

(b) Dismissals; and

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

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

(a) Suspensions of ten 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.

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

(10) Brief adjudicative proceedings and the initial hearing shall be conducted by a conduct review officer. The conduct review officer will not participate in any case in which:

(a) The individual is involved as a complainant or witness;

(b) There is direct or personal interest, prejudice, or bias; or

(c) The conduct review officer has taken previous actions in an advisory capacity.

(11) The parties to a brief adjudicative proceeding are the respondent and the college, represented by the student conduct officer. Before taking action, the conduct review officer will conduct an informal hearing and provide the party:

(a) An opportunity to be informed of the college's view of the matter; and

(b) An opportunity to explain the party's view of the matter.

(12) The conduct review officer will service an initial decision upon both the respondent and the student conduct officer within ten days of the completion of the informal hearing. The initial decision contains 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 ten days of service of the initial decision, the initial decision is deemed the final decision.

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

(14) An initial decision from the brief adjudicative proceeding is subject to review by the president provided a party files a written request for review with the conduct review officer within ten days of service of the initial decision.

(15) The president will not participate in any case in which:

(a) They were involved as a complainant or witness;

(b) There is direct or personal interest, prejudice or bias; or

(c) Previous actions have been taken in an advisory capacity.

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

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

(18) If upon review the president determines that the imposed sanctions are insufficient and that the respondent's conduct may warrant imposition of a heightened disciplinary suspension of more than ten days or dismissal, the matter will be referred to the student/faculty disciplinary committee for a disciplinary hearing.

[Statutory Authority: RCW 34.05.250 and 28B.50.140(13). WSR 20-24-107, § 495A-121-063, filed 12/1/20, effective 1/1/21; WSR 19-14-073, § 495A-121-063, filed 6/30/19, effective 7/31/19. Statutory Authority: RCW 28B.50.140(10). WSR 00-11-147, § 495A-121-063, filed 5/24/00, effective 6/24/00.]

WAC 495A-121-064 Student/faculty disciplinary committee.

(1) Proceedings of the student/faculty disciplinary committee shall be governed by the Administrative Procedure Act, chapter 34.05 RCW, and by chapter 10-08 WAC, Model rules of procedure. To the extent there is a conflict between this chapter and chapter 10-08 WAC, this chapter shall control. The student/faculty disciplinary committee will consist of five members:

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

(b) Two faculty members appointed by the president.

(c) One faculty member or administrator who is other than an administrator serving as a student conduct officer or conduct review officer and appointed as chair by the president for a term of up to two academic years.

(d) Members may be reappointed for subsequent terms. Any member may be replaced by the appointing authority for the remainder of the term for good cause shown.

(2) The faculty member or administrator appointed as the chair of the committee may take action on preliminary hearing matters prior to convening the committee. The chair will receive annual training on protecting victims and promoting accountability in cases involving allegations of sexual misconduct.

(3) Hearings may be heard by a hearing panel consisting of a quorum of three members of the committee provided 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/faculty disciplinary committee will not participate in any case in which:

(a) They are a party, complainant, or witness;

(b) They have direct or personal interest, prejudice, or bias; or

(c) They have acted previously in an advisory capacity.

(5) A party may petition for disqualification of a committee member.

[Statutory Authority: RCW 34.05.250 and 28B.50.140(13). WSR 19-14-073, § 495A-121-064, filed 6/30/19, effective 7/31/19. Statutory Authority: RCW 28B.50.140(10). WSR 00-11-147, § 495A-121-064, filed 5/24/00, effective 6/24/00.]
WAC 495-121-065 Procedural guidelines of the Student/Faculty Disciplinary Committee.

In addition to this chapter, the student/faculty disciplinary committee shall follow WAC 495A-115-050 through 495A-115-080 when handling allegations of Title IX violations. For other disciplinary actions:

(1) Proceedings of the student/faculty disciplinary committee shall be governed by the Administrative Procedure Act, chapter 34.05 RCW.

(2) The student/faculty disciplinary committee chair will serve all parties with written notice of the hearing not less than seven calendar days in advance of the hearing date. The chair may shorten this notice period if both parties agree and also may continue the hearing to a later time for good cause shown.

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

(4) A request filed at least five days before the hearing by a party or at the direction of the committee chair will result in the parties exchanging no later than the third day prior to the hearing the 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 the requested exchange may be cause for exclusion from the hearing of the witness or exhibit not disclosed, absent a showing of good cause for the failure.

(5) In advance of the hearing the committee chair may provide to the committee copies of:

   (a) The conduct officer's notification of the imposition of discipline or referral to the committee; and

   (b) The notice of appeal or response to the referral by the respondent. If doing so, the chair should remind the members that these pleadings are not evidence of any facts they may allege.

(6) Before the hearing the parties may agree to designate specific exhibits as admissible without objection and whether the committee chair may provide copies of these admissible exhibits to the committee members in advance of the hearing.

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

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

(9) Each party may be accompanied at the hearing by a non attorney assistant of the party's choice. A respondent or complainant may elect to be represented by an attorney at their own cost and will be deemed to have waived that right unless at least four 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 is ordinarily advised by an assistant attorney general. If the respondent or the complainant is represented by an attorney, the student conduct officer also may be represented by a second assistant attorney general.

(10) Upon the failure of any party to attend or participate in a hearing the student/faculty disciplinary committee may:

   (a) Proceed with the hearing and issuance of its decision; or
(b) Serve a decision of default in accordance with RCW 34.05.440.

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

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

(13) 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.

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

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

(16) At the conclusion of the hearing the student/faculty disciplinary committee shall permit the parties to make closing argument, and the committee will determine the form to be used. The committee also may permit each party to propose findings, conclusions, or a proposed decision for its consideration.

(17) Within thirty calendar 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 will include findings on all material issues of fact, conclusions on all material issues of law, and provisions of the student conduct code that were violated. Those findings based substantially on the credibility of evidence or the demeanor of witnesses will be identified.

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

(19) The committee's initial decision also will include a statement of the available procedures and time frames for seeking reconsideration or appeal.

(20) 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 also will promptly transmit a copy of the decision and the record of the committee's proceedings to the president.

[Statutory Authority: RCW 34.05.250 and 28B.50.140(13). WSR 20-24-107, § 495A-121-065, filed 12/1/20, effective 1/1/21; WSR 19-14-073, § 495A-121-065, filed 6/30/19, effective 7/31/19. Statutory Authority: RCW 28B.50.140(10). WSR 00-11-147, § 495A-121-065, filed 5/24/00, effective 6/24/00.]
(1) **WAC 495A-121-066 Appeal of the student/faculty disciplinary committee's decision.**

For complaints involving student misconduct that allege Title IX violations refer to WAC 495A-115-080 for a description of the appeal procedure. For other disciplinary complaints:

(1) A respondent who is aggrieved by the findings or conclusions issued by the student/faculty disciplinary committee may appeal the committee's initial decision to the president by filing a written notice of appeal with the president's office within ten 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 is deemed final.

(2) The written notice of appeal must identify the specific findings of fact and conclusions of law in the initial decision that are challenged and must contain arguments why the appeal should be granted. The president's review is restricted to the hearing record made before the student/faculty disciplinary committee and normally limited to a review of those issues and arguments raised in the notice of appeal. If necessary to aid review, the president may ask for additional briefings from the parties on issues raised on appeal.

(3) The president will provide a written decision to the respondent and the student conduct officer within thirty calendar days after receipt of the notice of appeal. The president's decision is final and includes a notice of the rights to request reconsideration or judicial review.

(4) The president has discretion to suspend the disciplinary action pending review of the merits of the findings, conclusions, and disciplinary actions imposed.

(5) Per RCW 34.05.455 the president shall not engage in improper "ex parte" communication with the parties regarding an appeal.

[Statutory Authority: RCW 34.05.250 and 28B.50.140(13). WSR 20-24-107, § 495A-121-066, filed 12/1/20, effective 1/1/21; WSR 19-14-073, § 495A-121-066, filed 6/30/19, effective 7/31/19. Statutory Authority: RCW 28B.50.140(10). WSR 00-11-147, § 495A-121-066, filed 5/24/00, effective 6/24/00.]

(1) **WAC 495A-121-070 Reporting, recording, and maintaining records.**

(1) The record in a brief adjudicative proceeding shall consist of all documents as required by law and as specified in RCW 34.05.476.

(2) The office of the senior administrator of student services will maintain records of student grievances and disciplinary proceedings for at least six years.

(3) The disciplinary record is confidential.

(4) Students may request a copy of their own disciplinary record at their own reasonable expense by making a written request to the senior administrator of student services. Personally identifiable student information is redacted to protect another student's privacy.

(5) Students may authorize release of their own disciplinary record to a third party in compliance with FERPA, 20 U.S.C. Sec. 1232g; 34 C.F.R. Part 99, by making a written request to the senior administrator of student services.
(6) The college may inform the complainant of the outcome of the disciplinary proceeding involving a crime of violence or nonforcible sex offense as permitted by FERPA, 20 U.S.C. Sec. 1232g; 34 C.F.R. Part 99.

(7) Only with prior written consent of the student may the college communicate a student's disciplinary record to a person or agency outside the college, except as required or permitted by law. Exceptions include, but are not limited to, the student's parent(s) or legal guardian(s) who may review these records if the student is:

(a) A minor or a dependent;

(b) Is a minor and disciplinary action involves the use or possession of alcohol or controlled substance; or

(c) In connection with a health or safety emergency regardless if the student is a dependent or a minor as permitted by FERPA, 20 U.S.C. Sec. 1232g; 34 C.F.R. Part 99.

[Statutory Authority: RCW 34.05.250 and 28B.50.140(13). WSR 19-14-073, § 495A-121-070, filed 6/30/19, effective 7/31/19. Statutory Authority: RCW 28B.50.140(10). WSR 00-11-147, § 495A-121-070, filed 5/24/00, effective 6/24/00.]

(a) WAC 495-121-091 Student grievances

Grievances should be filed as soon as possible and no more than thirty days after the incident occurs. For matters relating to Title IX violations, the college shall follow chapter 495A-115 WAC.

(1) Step one. The student shall first schedule an informal meeting with the instructor or staff member to resolve the concern(s).

If an informal meeting does not resolve the concern(s), within ten working days from the time of the informal meeting, the student may present the grievance in writing to the instructor or staff member involved with a copy sent to the area administrator of student services. Within ten working days after receiving the grievance, the instructor or staff member shall respond to the grievance in writing.

(2) Step two. If the grievance is not resolved at step one, the student may within ten working days of the receipt of the written response, appeal to the area administrator by submitting the appropriate copy of the grievance form and all documents from step one to the area administrator.

(a) The area administrator shall hear the grievance within ten working days after receipt of the grievance form and shall render a decision in writing within ten working days after such hearing.

(b) The student will be afforded an adequate and fair opportunity to fully present their position and the relevant facts as they relate to the issues raised by the grievance.

(3) Step three. If the grievance is not resolved at step two, the student may within ten working days of receipt of the written response, provide the appropriate copy of the student grievance form and a written appeal, accompanied by documents and correspondence, to the senior administrator of student services.

(a) The senior administrator of student services shall hear the grievance within ten working days after receipt of the written appeal and shall render a decision in writing within ten working days after such hearing concludes.

(b) The student will be afforded an adequate and fair opportunity to fully present their position and the relevant facts and issues to be addressed in the grievance.
(c) The decision of the senior administrator of student services shall be final and binding on all parties involved in the grievance.

(d) Any settlement of the grievance shall be applicable to that grievance only and shall not be a precedent or have binding effect or disposition on any other grievances of similar nature.

Complaints should be filed as soon as possible and no more than thirty days after the incident occurs.

(1) Step one. The student shall first schedule an informal meeting with the instructor or staff member to resolve the concern(s).

If an informal meeting does not resolve the concern(s), within ten working days from the time of the informal meeting, the student may present the grievance in writing to the instructor or staff member involved with a copy sent to the area administrator of student services. Within ten working days after receiving the grievance, the instructor or staff member shall respond to the grievance in writing.

(2) Step two. If the grievance is not resolved at step one, the student may within ten working days of the receipt of the written response, appeal to the area administrator by submitting the appropriate copy of the grievance form and all documents from step one to the area administrator.

(a) The area administrator shall hear the grievance within ten working days after receipt of the grievance form and shall render a decision in writing within ten working days after such hearing.

(b) The student will be afforded an adequate and fair opportunity to fully present their position and the relevant facts as they relate to the issues raised by the grievance.

(3) Step three. If the grievance is not resolved at step two, the student may within ten working days of receipt of the written response, provide the appropriate copy of the student grievance form and a written appeal, accompanied by documents and correspondence, to the senior administrator of student services.

(a) The senior administrator of student services shall hear the grievance within ten working days after receipt of the written appeal and shall render a decision in writing within ten working days after such hearing concludes.

(b) The student will be afforded an adequate and fair opportunity to fully present their position and the relevant facts and issues to be addressed in the grievance.

(c) The decision of the senior administrator of student services shall be final and binding on all parties involved in the grievance.

(d) Any settlement of the grievance shall be applicable to that grievance only and shall not be a precedent or have binding effect or disposition on any other grievances of similar nature.

[Statutory Authority: RCW 34.05.250 and 28B.50.140(13). WSR 20-24-107, § 495A-121-091, filed 12/1/20, effective 1/1/21; WSR 19-14-073, § 495A-121-091, filed 6/30/19, effective 7/31/19. Statutory Authority: RCW 28B.50.140(10). WSR 00-11-147, § 495A-121-091, filed 5/24/00, effective 6/24/00.]

(a) WAC 495A-121-092 Records.

The senior administrator of student services will keep all written statements or transcripts associated with the complaint as part of the files. The files will be destroyed after six years from the initiation of the complaint.
WAC 495A-121-093 Time limits on filing a complaint.

The student must file a grievance within one quarter of the event, which caused the grievance to be filed. The senior administrator of student services may suspend this rule under exceptional circumstances such as extended illness or a leave of absence. No complaints will be considered after two quarters of the occurrence of the source of the grievance. When either party to the grievance is no longer present at the college and does not expect to return, the senior administrator of student services will give the absent party reasonable opportunity to reply to the grievance before making a decision.

The student must file a complaint within one quarter of the event, which caused the grievance to be filed. The senior administrator of student services may suspend this rule under exceptional circumstances such as extended illness, or a leave of absence. No complaints will be considered after two quarters of the occurrence of the source of the grievance. When either party to the complaint is no longer present at the college and does not expect to return, the senior administrator of student services will give the absent party reasonable opportunity to reply to the complaint before making a decision.

WAC 495A-121-094 Grievances excluded.

(1) The student grievance procedure described in this section is not intended to cover complaints of discrimination or sexual discrimination. The college has separate, specific procedures for such complaints. See the senior administrator of human resources for information on those specific procedures.

(2) A student may not use the provisions of these sections as the basis for filing a grievance based on the outcome of summary or other disciplinary proceedings described in earlier sections of this student rights and responsibilities code or for resolution of specific categories of student complaints where other procedures are required.

(3) Federal and state laws, rules and regulations, in addition to policies, regulations and procedures adopted by the state board for community and technical colleges or the board of trustees of Bates Technical College, District No. 28 are excluded from being grieved.
Gainful Employment

Bates Technical College is participating in early implementation of the rescission from the Gainful Employment requirements allowable by the Secretary’s authority under section 482(c) of the HEA to designate the regulatory changes to subpart Q and subpart R of the Student Assistance General Provisions at title 34, part 668, of the Code of Federal Regulations for early implementation beginning on July 1, 2019.

Nondiscrimination Statement

Bates complies with all Washington State anti-discrimination laws (RCW 49.60) and the following federal laws relating to equal opportunity: Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age of Discrimination Act of 1975, and the Americans with Disabilities Act (ADA) of 1990. Bates Technical College reaffirms its policy of equal opportunity and does not discriminate on the basis of race, ethnicity, color, national origin, creed, religion, sex, sexual orientation, gender identity, age, marital status, disability, or status as a disabled veteran or Vietnam era veteran in its programs and activities in accordance with college policy, and applicable federal and state statutes and regulations. Bates publications are available in alternate formats upon request by contacting the Disability Support Services Office at 253.680.7010. Inquiries regarding Bates’ non-discriminatory policies, including Title IX and ADA, should be directed to: For student matters, Director of Outreach, Advising and Conduct, Downtown Campus A211, 253.680.7102. For employee matters, Executive Director of Human Resources, Downtown Campus A326, 253.680.7180. If you need assistance due to sensory impairment or disability, contact the Disability Support Services Coordinator at 253.680.7010.

Bates Technical College Guiding Principles for Diversity, Equity, and Inclusion

We believe diversity, equity and inclusion are fundamental to Bates Technical College fulfilling its mission and for institutional excellence.

- **Respect:** We value, consider and accept everyone’s different perspectives, beliefs and life experiences.
- **Transformation:** We focus on efforts to transform our institutional culture so that it results in a sense of belonging and knowing that each member of our college community matters. We will continue our practice of engaged learning and creating an inclusive environment.
- **Equity:** We believe that access to high-quality education in an inclusive environment is the right of all individuals and imperative for the continued advancement of a strong democracy and workforce.
- **Education:** We will continue to improve access and retention of underrepresented students and create learning environments in which students of all backgrounds can succeed.
- **Inclusion:** We welcome and respect diversity and full inclusion of all people, regardless of race, cultural background, age, sexual orientation, gender identity expression, physical ability, citizenship, language or socioeconomic status.

**Title IX and Harassment Reporting**

In compliance with Title IX of the Education Amendments of 1972, Bates Technical College does not discriminate on the basis of sex in employment or in its educational programs and activities. It is Bates
Technical College’s goal to maintain an environment that is free from all forms of illegal harassment and discrimination, including bullying, hazing, sexual harassment, sexual violence, sexual coercion, rape and sexual assault.

Federal and State laws, as well as college policies, protect faculty, staff, and students against discrimination based on the following legally-protected characteristics: race, color, creed, religion, national origin, sex (including pregnancy and parenting status), age, disability, marital status, sexual orientation, gender identity and expression, genetic information and veteran status.

The college’s discrimination complaint procedure provides an administrative process (not legal or criminal) for prompt and equitable investigation and resolution of complaints alleging violations of civil rights laws, to include Title IX, unfair treatment based on any of the protected categories, bullying, hazing, sexual harassment, sexual violence, sexual coercion, rape, or sexual assault.

If you have experienced discrimination or harassment, sexual harassment, sexual assault or sexual violence, you have resources and reporting options. If an incident occurs to you, or you know of an incident, please immediately contact at least one of the people listed below.

**For Employees**
Executive Director of Human Resources  
DT Campus A326, 253.680.7180

**For Students**
Director of Outreach Advising and Conduct  
DT Campus A211D, 253.680.7102
Family Educational Rights and Privacy Act (FERPA):
Visit the Bates FERPA webpage for more information and a downloadable copy of the FERPA Policy.

The Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment, establishes that the educational records of students attending or having attended Bates Technical College are confidential and can be released only with the written consent of the students, or under limited and clearly defined circumstances.

All students admitted and registered at Bates are protected under FERPA, including former students of the College. Students have the following rights and protections related to the privacy of their educational records at the College:

- The right to be informed and inspect their educational records within 45 calendar days of the day the Director of Enrollment/Registrar’s Office at the College receives the request.
- The right to request, in writing, amendment of the records that the student believes are inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to waive their rights in writing.
- The right to file a complaint to the Department of Education if they feel their FERPA rights have been violated. The office at the Department of Education that administers FERPA is:

  Family Policy Compliance Office
  U.S. Department of Education
  400 Maryland Avenue S.W.
  Washington, DC 20202-4605

Education Records
Education records are defined as any record maintained by Bates Technical College, or an agent of the College, which are directly related to the student. Education records can exist in any medium, including handwritten, typed, computer generated, videotape, audiotape, film, microfilm, microfiche, and email, among others.

Education records do not include the following:
- Personal records kept by a staff member, not accessible or revealed to any other person, or kept on file;
- Records created and maintained by public safety for strictly law enforcement purposes;
- Employment records unless employment is contingent upon student status;
- Records maintained by the counseling center if the record is only used for treatment and not made available to others; or
- Alumni records containing only information about a student after they are no longer in attendance.
Directory Information
Directory information is generally not considered harmful or an invasion of privacy if released and may be disclosed without the prior written consent of the student. Students have the option of refusing the release of directory information, by contacting the Office of the Director of Enrollment/Registrar. The College has designated the following items as directory information:

- Student name
- Major field of study
- Enrollment status
- Dates of attendance
- Participation in recognized activities
- Degrees and certificates awarded
- Honors

Disclosure of Records
The College will disclose information from student’s educational records only with the written consent of the student, except under the following limited circumstances authorized by FERPA:

- To school officials with legitimate educational interests. A school official is defined as a person employed by the College in an administrative, supervisory, academic or support staff position (including College security)
- In connection with a student’s request for or receipt of financial aid to determine eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid
- To other organizations providing financial aid to the student
- Accrediting organizations
- To organizations conducting studies for or on behalf of the College
- To appropriate parties in a health or safety emergency
- To military recruiters, pursuant to the Solomon Amendment, as determined by the Department of Education
- To the Department of Homeland Security
- To the IRS in response to the 1997 Taxpayer Relief Act
- To the Department of Veterans Affairs for those students receiving veteran’s benefits
- In response to a legally served subpoena

Inquiries from all third parties, including family members, other students, outside agencies, groups and organizations, and the public are considered as coming from outside the college and will require written authorization from the student. The Family Educational Rights and Privacy Act (FERPA) requires that students be informed at least annually of their rights under FERPA.

Policy Prohibiting Hazing
Hazing is prohibited. Consistent with state law, hazing at Bates means any methods of initiation into a student organization or living group, or any pastime or amusement engaged in that causes or is likely to cause bodily danger, physical harm, or mental or emotional harm. Examples of prohibited activities, regardless of the location, include but are not limited to: forced consumption of alcohol or drugs, excessive exercise, activities that may threaten an individual’s health, or compelling individuals to engage in activities which violate Bates’ Student Code of Rights and Responsibilities.
**Sexual Harassment-No Tolerance**  
All students must be allowed to train and learn in an environment free from sexual harassment. Sexual harassment may include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature carried out by someone in the workplace or educational setting. Such behavior may offend the recipient, cause discomfort or humiliation, and interfere with job or school performance.

It is Bates’ policy that sexual harassment is unacceptable conduct and will not be tolerated. Anyone violating this policy is subject to disciplinary procedures. Bates is committed to communicating this policy to all staff and students, and to investigating and resolving promptly any complaints of sexual harassment. If a student feels their rights have been violated, contact the Director of Outreach, Advising and Conduct or Human Resources for guidance.

**Absence Due to Military Assignment**  
Per RCW 28B.10.270, students called to active duty for a period of 30 days or less may not be penalized for missed class time and must be provided the opportunity to make up work, labs, and exams within a reasonable period of time and without prejudice after they return. The student may not be dropped for non-attendance and no grade for the student’s work may be issued until the student has been given the opportunity to make up the work and/or participation. Written verification that the person is being, or has been, ordered to services must be provided prior to leaving for active duty.

A student ordered to active duty for more than 30 days is entitled to withdraw from any courses with tuition and fees credited back to their account or receive an incomplete grade and allowed to complete the course upon release from active duty under the college incomplete course procedures.

**Policy Student Absence for Faith or Conscience**  
Through this policy Bates Technical College aligns its practices for students with RCW 28B.137 – Religious Reasonable Accommodation. The college shall provide notice to students of its policy by publishing it on the institution’s web site and asking faculty to including either the policy or a link to the policy in course or program syllabi. The notice to students must also include notification of the institution’s grievance procedure.

- Students’ grades may not be adversely impacted by absences authorized under this policy.
- Students must make up the work missed during the absence.
- Students must notify the college in writing within two weeks of beginning the course in which they are requesting an absence under this policy.
- Each day taken will be counted as a full day and cannot be divided and taken incrementally over multiple days.

The college shall make no judgement about the legitimacy of reasons of faith or conscience.