

**Lake Washington
Institute of Technology**

2011 - 2012

**Student Handbook
Event Calendar
Date Planner**

Name: _____

Address: _____

Phone: _____

Email: _____

Brought to you by your
Associated Student Government

Lake Washington Institute of Technology
11605 132nd Avenue NE
Kirkland, Washington 98034-8506
(425)739-8100, fax (425)739-8298

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Welcome to Lake Washington Institute of Technology

First and foremost, I would like to introduce myself to you as the new Associated Student Government President. On behalf of the ASG, I would like to welcome all of our new students to Lake Washington Institute of Technology. As an ASG officer, I will strive to answer any questions you have regarding the school, or anything else. If I do not know the answer to your question, I will find someone who has the answer for you. I am always willing to help in any way that I can, so please feel free to communicate any ideas or proposals that can improve our experience here at LWIT. In the ASG, our purpose is to work as an intermediate link between you the student, and the administrative staff. This means our job is based on the representation and presentation of your suggestions to the appropriate contact in administration. I am excited to see what this year holds in store for us, and I look forward to meeting all of you as well. Please have a fun, safe and productive year.

Sincerely,
Peter M. Huff - ASG President

Welcome to Student Life

There are many ways to be involved in student life at the college. Being a student government officer, joining or starting a club, or being involved with an academic program are ways students can be involved with campus life. See the information listed below or visit the Student Programs office to learn more about these opportunities.

Student Programs Office

East Building 214 (425) 739-8661
www.lwtc.edu/studentlife Hours are posted

Student Programs houses several components of student life including: ASG, student clubs, club lockers, sponsorship of various campus activities, commencement, and leadership development.

Associated Student Government

East Building 214 (425) 739-8661
www.lwtc.edu/asg

“To enhance the student experience by planning activities and providing representation to build a feeling of community.”

An active student government at LWIT provides excellent leadership opportunities for students as well as a forum for student’s issues. Involvement in ASG offers students a chance to:

- Learn and practice leadership skills
- Be involved in the campus community
- Contribute to the quality of life at the college

Student government consists of two bodies: an Executive Board with a President, Vice-President, Records Officer, Finance Officer, and Public Relations Officer, and a student Senate comprised of one senator and one alternate from each instructional division. All officer positions open each year for selection in spring quarter. Check with Student Programs for those opportunities. Whether a senator or a selected officer, students must have a 2.0 grade point average, be enrolled for 6 or more credits, and have no pending student conduct issues.

ASG Committees

Throughout the year, ASG looks for students to serve on various college committees. Campus committees include College Cabinet, faculty tenure, ASG Budget, ASG selections, ASG Activities and Events, and Diversity Committee. Sign up through the Student Programs office.

ASG Sponsored Student Activities

To fulfill their mission of planning activities to build a feeling of community, ASG plans and sponsors a variety of student oriented activities throughout the year. Look for advertisements throughout the college. Different activities have been: music, poetry, charitable events, speakers, leadership workshops, and wellness events.

Student Communities

Any student may charter a club through the Student Programs office. Clubs offer leadership and learning opportunities by being involved with college business processes, community building, and student government. Many clubs are funded through ASG with the Services and Activities fee, paid through student tuition.

Meetings are open to all. For more information, contact the Student Programs office.

Services & Activities Fee

The ASG, student senate, and college trustees annually approve a Services and Activities fee. Among other things, these fees make up the student government budget which is used to fund clubs, lectures, work-study positions, childcare services and emergency grants for students. Please take advantage of these and more opportunities by getting involved. For more information, contact the Student Programs office.

Commencement

The commencement ceremony is a time when student academic achievement is celebrated. Student Programs manages all aspects of the ceremony including: registering for the event and assigning honor cords. Information about commencement is available beginning fall quarter.

Student ID Cards

West Building 201 (425) 739-8104
www.lwtc.edu/studentlife

Photo identification cards are available at no extra charge for currently enrolled students at the Enrollment Services office, in West Building room 201 during posted hours. ID cards serve as the Library card and give access to the Academic Skills Center. Cards are valid throughout enrollment, up to 2 years. If an ID card is lost, a replacement fee of \$2 will apply.

Student Email

Tech Center, 213

Currently enrolled students may request a free LWIT email account for academic and personal use. To sign up for an account, go to the Library circulation desk T213.

Student Lounge

East 214/East Building Mall

The student lounge has several comfortable couches and chairs for you to enjoy. The lounge is a good place to relax, study, or to rest between classes. The conference room is also available for students

to use for study groups and meetings. See Student Programs for more information.

Taking Classes and Graduating

Listed below are a variety of services and information to help students successfully start and complete their college education. Items listed include applying for admission, paying for tuition and fees, financial aid, and graduation requirements.

Enrollment Services

West Building 201 (425) 739-8104
www.lwtc.edu/Offices_and_Services/Department_Pages/Enrollment_Services.xml



Enrollment Services assists students with applying for admission, paying tuition, obtaining transcripts, applying for a degree or certificate, and finding an advisor. Students are also directed to other available college services. Services offered through Enrollment services are included below.

Applying for Admission

West Building 201 (425) 739-8104
www.public.ctc.edu/ApplicantWebClient/Applicant/AppWelcome.aspx

Who should apply for admission?

Students pursuing a certificate, an Associate of Applied Science (AAS), or an Associate of Applied Science – Technology (AAS-T) degree, who enroll in 15 or more credits in a given quarter, or who have earned 25 college level credits at LWIT must apply for admission. Applying for admission also provides earlier registration appointment times for following quarters. Students may apply on-line, or forms are available at the Enrollment services office.

Complete all admission requirements for a program

Some programs have special admission requirements such as tests or prerequisite courses.

Check with Enrollment Services for current program admission requirements and complete them before registering for classes.

Student Toolbox

www.lwtc.edu/studenttoolbox

Using the Student Toolbox can help manage an educational career at a moment's notice without waiting in line. Accessing these services requires: student identification number (SID) and personal identification number (PIN); typically set as a month/day/year (MMDDYY) format.

Services include the ability to:

- Check grades
- Print an unofficial transcript
- Plan or view a quarterly class schedule
- Check registration appointments
- Add or drop courses and monitor wait lists
- Pay tuition and fees
- Check the status of financial aid applications
- Change a personal identification number (PIN)
- Update contact information
- Look up the Student Identification Number (SIN)

Note these restrictions: Certain categories of students cannot use online registration due to the need for advisor signatures. Additionally, certain courses are not available for online registration.

Wait Listing for Specific Classes

When trying to add a class that is full, students are asked if they would like to be placed on a class waitlist. If an opening appears in the class students from the waitlist are added in sequence. To be removed from a waitlist use web registration, or come to Enrollment Services. If still on a waitlist, students are encouraged to attend the first day of class and speak to the instructor. At that time other students may drop the class and enrollment may be possible.

Cashier's Office Paying Tuition and Fees

West Building 201F (425) 739-8403

When registering for courses you are obligated to pay the tuition and fees for those classes by the first day of the quarter.

Students are encouraged to pay at the time of registration or to enroll in the student payment plan. If you enroll in a payment plan you must withdraw by the scheduled refund dates to receive the level of refund outlined in the college's refund policy. Students who enroll after the first day of the quarter must pay tuition and fees at the time of registration. Students with tuition and fees that have not been received by the end of the 5th day of the quarter are subject to being dropped from classes. Unpaid balances may be subject to collections and you may be responsible for any collection and legal fees.

Student Accounts Office

West Building 201
www.lwtc.edu/pplan

(425) 739-8184



Contact the Student Accounts Office for information on tuition payments, third party funding, or the student payment plan. The Student Payment Plan allows students to pay tuition and fees on an installment plan. Payments are made in monthly installments for each academic quarter. NOTE: If you are expecting

financial aid or funding through a third party agency, do not sign up for the Student Payment Plan unless asked to do so by college personnel.

Full and Part-Time Student Status

Students enrolled in 12 or more credits are considered full-time for financial aid. Some programs may require higher quarterly credit loads to complete requirements in a specific time period and some external agencies use different credit values to calculate full-time status. Students registered for fewer than full-time credits are considered part-time. Note: for financial aid purposes, the Financial Aid office should be consulted for definitions of three-quarter time, half-time, and less than half-time.

General Requirements for Degrees and Certificates

Consult the college catalog for each program's requirements.

All degrees and certificates require the following:

- A minimum passing numeric grade 2.0 or higher in all required courses that receive a numeric grade, and a cumulative grade point average of 2.0

- At least 30% of the last technical credits must be earned in residence at LWIT. For certificates of completion, all technical credits must be earned at LWIT
- The final quarter must be completed in residence at LWIT

Graduating

Students must apply to graduate by completing the Application for Degree or Certificate form and submitting it to Enrollment Services for evaluation of the satisfaction of certificate and degree requirements. Registering for the commencement ceremony is a separate process than applying to graduate.

Financial Aid

West Building 209

(425) 739-8106

www.lwtc.edu/financialaid/ financialaid@lwtc.edu

Office hours are posted on the Financial Aid website.

Many students may be eligible to receive some form of federal, state, or institutional financial aid. Some of the aid programs include: Federal Pell grants, federal Supplemental Educational Opportunity grants(SEOG), federal Direct Stafford and PLUS student loans, Washington State Need grants, state and federal work-study jobs, scholarships, and institutional aid. Information and forms are available at www.lwtc.edu/financialaid or in the Financial Aid office.

The Financial Aid office also assists veterans applying for veterans educational benefits. To speak with the veteran's representative at the college, contact the Financial Aid office. Please note: depending on the time of the year, it may take up to 12 weeks to process financial aid applications.

Financial Aid Eligibility

To be eligible for financial aid:

- Apply each year; the financial aid award year is from July 1 to June 30 of the next year. Students must re-apply each year for assistance. See page 14 for application deadlines
- Attend LWIT for the express purpose of obtaining an eligible degree or certificate, for most types of aid
- Be a citizen of the United States or an eligible non-citizen

- Achieve and maintain satisfactory academic progress in the chosen program of study as defined by the financial aid satisfactory academic progress policy; see website or office for details
- Not be in default on any previous student loans or owing a refund on any grants
- Be registered with selective service or exempt per federal guidelines if male
- Be a high school graduate or have a GED, complete a two year program that is acceptable for full credit towards a bachelor's degree, or meet the minimum test requirements on an approved "ability to benefit" compass test
- Students with a bachelor's degree or equivalent from the U.S. or a foreign country are not eligible for most federal or state grants but may receive assistance from student loans, work-study, or scholarships where available

Need Determination

The amount of assistance received is based on the student's demonstrated need, determined by the completion of a federal application for student aid (FAFSA), available online at www.fafsa.ed.gov.

Attendance Costs

Student budgets estimate expenses for a nine-month academic year, or three quarters. This budget is used in determining a student's need. Budgets include standard, or average, expenses for a student's cost of attendance. Indirect educational expenses (room/board, transportation, etc.) are based on averages for Washington state students as determined by the Washington Financial Aid Association. Direct educational expenses are an average of tuition, fees, etc. For more information regarding student budgets, please contact the Financial Aid Office.

Financial Aid Deadlines

To receive priority consideration for funding, students must meet the deadlines published below. Some financial aid funding is limited and the office cannot guarantee funds will be available. In order for students to meet the deadlines below, all applicable required items must be received by the Financial Aid office by the referenced date. Students not meeting the published application deadline will be considered for funding in the next quarterly deadline.

Application processing deadlines:

- Summer 2011: April 15, 2011
- Fall 2011: June 24, 2011
- Winter 2012: October 7, 2011
- Spring 2012: January 6, 2012
- Summer 2012: April 15, 2012

Special Considerations

In some cases, students may receive special consideration regarding a change in circumstances in applying for aid. Contact the Financial Aid office for information regarding these situations as they are determined on a case by case basis.

Federal Financial Aid Refund Policy

Students who receive federal financial aid are subject to the federal Return to Title IV Funds regulations. These regulations state that aid eligibility for a student receiving federal aid must be recalculated under most circumstances if the student withdraws from all classes early or ceases to attend during the quarter. Some students may owe a repayment of funds received. These regulations and any resulting amounts owed are separate from and may be in addition to the college's own tuition refund policy. For more information, go to www.lwtc.edu/financialaid.

Student Support Services

There are numerous services available to help students succeed at LWIT, including: academic advising, testing, employment placement, worker retraining, disability support and many other services. See the information listed below to learn more about these services.

Assessment Center

West Building 204 (425) 739-8115
www.lwtc.edu/assessment

The Assessment Center offers a variety of tests needed by LWIT students. Testing, except COMPASS, is by appointment only. Each assessment has specific hours, requirements, or fees; which may change at any time. Please see the Assessment Center website for more information and set up a testing appointment.

Assessments offered include:

- COMPASS Placement Test (computer-based)
- CASAS Test for ESL Course Placement (paper/pencil)
- College Level Examination Program (CLEP) (computer based)
- Emergency Medical Technician Pre-test (EMT) (computer based)
- General Education Development (GED) Certificate (paper/pencil)
- Test of Essential Academic Skills (TEAS) (computer based)
- Microsoft Office Specialist (MOS) (computer based)
- Microsoft Certified Application Specialist (MCAS) (computer based)
- Internet and Computing Core (IC3) (computer based)
- Adobe Certified Associate (ACA) (computer-based)
- WAOL, Distance Learning and Online Test Proctoring
- Keyboarding speed (computer based)

Academic Advising

West Building 207 (425) 739-8300
www.lwtc.edu/advising Hours are posted



The college has professional advising staff available to help students make academic decisions and succeed at LWIT. Students are encouraged to see an advisor regarding the following:

New Student Advising

- Academic planning (completed before or during the first quarter)
- Allied Health pre-requisite advising
- Registration process; entry codes for academic courses
- Interpretation of COMPASS test results
- General information about programs and classes
- Transferring to another college or university
- Student grievance and due process
- Study skills
- Standards of Academic Progress
- Referral to other campus resources

Faculty Advising

Once enrolled in a technical program, see the assigned faculty advisor for academic advising and registration assistance.

Transferring to Other Colleges

Students planning to transfer to another college or university should contact the other school to learn about admission requirements for transfer students. Many credit courses transfer to community and technical colleges or four-year universities, but exceptions do occur. For assistance with transferring to another college or university, contact an advisor.

Counseling

West Building 207 (425) 739-8300
www.lwtc.edu/counseling Hours are posted

LWIT has professional counseling staff available to help students achieve academic goals, even in difficult times. Students are encouraged to make an appointment with a counselor to talk about:

- Referral to community health and wellness resources
- Personal concerns
- Student grievances and due process

Disability Support Services

West Building 207 (425) 739-8300
www.lwtc.edu/current/studentsupport/disabilities/

If you have a physical, psychological, medical or learning disability that may impact your course work, please contact the DSS office. They will coordinate reasonable accommodations for students with documented disabilities. All information and documentation is confidential. A reasonable accommodation also applies to all services, programs, events, and facilities of the college.

Receiving adjustments, services and/or aids based on a disability is a three step process:

- Self-identifying to the DSS Office
- Providing written documentation from a qualified professional to the DSS Coordinator that outlines the nature and extent of the disability
- Requesting services through an intake interview with the DSS Coordinator. Students will need to provide notification to instructors of the request for academic adjustments quarterly.

Please refer to the DSS website for additional information on appropriate medical documentation and the college's non-discrimination policy.

TRiO Support Services for Students with Disabilities

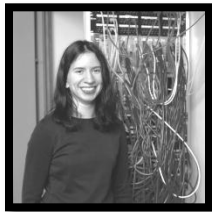
West Building 207 N (425) 739-8361

The TRiO student success program provides support services to eligible students with disabilities. Students must also be registered with Disability Support Services. TRiO services include:

- Academic tutoring
- Academic/transfer advising
- Educational planning
- Priority registration
- Study & life skills, FAFSA, financial literacy, career workshops
- Referrals to personal counseling

Worker Retraining Program

West Building 207 (425) 739-8206
www.lwtc.edu/workerretraining/ worker.retraining@lwtc.edu



The Worker Retraining Program helps pay educational expenses for individuals who are unemployed, in need of training to get a higher wage, in-demand job. The program serves those currently receiving (or have exhausted) unemployment insurance, military veterans, displaced homemakers and formerly self-employed who meet

eligibility criteria. In addition to educational funding eligible students receive priority registration for classes, academic and career counseling, and help with identifying and navigating resources that may be able to help with school and/or living expenses. Worker Retraining Orientations are held for students. Check the college's web calendar for more information.

WorkFirst

West Building 207 (425) 739-8339
www.lwtc.edu/Offices_and_Services/Department_Pages/Worker_Retraining/Workfirst.xml

WorkFirst offers training, support, resource referrals, and possible financial assistance to TANF recipients, to students attending Lake Washington Institute of Technology. Those services include:

- Assistance in finding financial aid resources
- Academic advising and career planning

- Short term training and assistance in finding employment
- GED preparation and testing
- Information and referrals to community based organizations
- Individualized support services

Lake Washington Technical Academy/Gateway to College

West Building 210 (425) 739-8107
www.lwtc.edu/academy

Lake Washington Technical Academy offers eligible high school students ages 16 – 21 an opportunity to earn a high school diploma while concurrently working toward a college degree or certificate. New students are accepted quarterly, however enrollment is limited. Students must:

- Be at least 16 years of age and not yet 21 before the 1st of September
- Not have earned a high school diploma, students may have a GED
- Have completed 10th grade
- Attend a required orientation and meet all eligibility requirements

Students who have a high school GPA of at least 2.0 may be selected to enter the Academy directly. Students with less than a 2.0, and are behind in credits, may be served through the Gateway to College program. Students receive additional academic support during their first quarter. Enrollment in Gateway to College is limited and there is a selective application process that includes an interview.

Running Start

West Building 210 (425) 739-8107

The Running Start program is a partnership between LWIT and local public high schools. Students classified as high school juniors and seniors may apply. Applications are available in the High School Programs Office.

International Programs Office

East Building 126 (425) 739-8145
www.lwtc.edu/international

International Programs Office (IPO) provides a way for international students on F-1 visas to study at LWIT. Many students begin their studies in the Intensive English Program (IEP) courses or Bridge (to take IEP and technical courses). Students who have not completed high school in their own country may be eligible for the International High School Completion Program, allowing them to take courses that will help earn high school and college credits for graduation. International Programs hosts private groups throughout the year for specialized programs. Special short term classes have been arranged to meet the immigration requirements for students with J-1 visas or Au Pairs. IPO staff help students with immigration and academic advising, class registration, orientation, medical insurance, cultural adjustment, and applying for Optional Practical Training work experience. Additionally, LWIT hosts scholars from visiting institutions on J-1 visas. Students seeking admission as F-1 students or scholars seeking J-1 visa status should contact the IPO for an application and admission assistance. Applications are accepted each quarter and applicants are encouraged to apply early, up until one month prior to orientation, to allow time to obtain the proper visa. Transfer students within the United States can apply until the day of orientation. The IPO is a resource and support for students, faculty and staff regarding international students, immigration, diversity outcomes, sister school relationships, study abroad opportunities, and development of special programs for students, faculty and staff.

Employment Resource Center

West Building 207
www.lwtc.edu/erc

(425) 793.8113

The Employment Resource Center (ERC) offers career exploration and job search assistance to students, alumni, and community members. In addition to the ERC staff, there are representatives from community based organizations that assist students with job search and training opportunities. Whether students are looking for a first job, needing a part time job while attending school, or are ready to start a career after graduation, the ERC is focused on providing tools needed to successfully reach employment goals. Services include:

- Career Services Online – Search for current job postings related to a program of study, post a resume and apply to jobs online. To register go to www.lwtc.edu/findajob

- Job search information and resources at the ERC website
- Job search resources and assistance by appointment
- Resume, interview, and networking assistance
- Career exploration workshops and resources
- Labor market information
- Information on local job fairs and hiring events
- On-campus employer recruiting opportunities
- Computer, fax, copy machine and phone are available to assist in job searches

Cooperative Education

East Building 221 (425) 739-8300

For information about programs that qualify, see a faculty advisor. Cooperative education is an opportunity to:

- Combine work experience with classroom learning
- Test career choices while completing degrees or certificates
- Interact with professionals in the workplace
- Improve self-confidence, communication skills, and human relation skills

Math Lab

Tech Center, 413 (425) 739-8100 ext. 563
Hours are posted

The Math Lab provides:

- Computer supported math coursework
- Computers with internet access for math
- Computer based math practice problems

Library Media Center

Tech Center, 213 (425) 739-8320
www.lwtc.edu/library
Hours are posted

The Library Media Center is an 18,000 square foot facility staffed by employees trained to assist LWIT students, staff and the community. Orientations to the Library and instruction sessions for individuals or classes are available any time during the year. The student ID card serves as the Library card.

Computers are available for use with assignments and the internet; wireless access is available. The Library's web page offers access to online databases along with a collection of useful and reliable

internet resources. Library materials have been selected to support all program and course areas and serve the unique needs of LWIT. Quarterly, the Library offers a 2-credit class intended to help students develop critical thinking skills, and learn to find and use information efficiently and effectively in their daily lives.

Academic Skills Center

Tech Center 217 (425) 739-8100 ext. 656

lwtclearningcommons.com

Hours are posted

The Academic Skills Center ensures students have equal opportunities to succeed. Help with any of the following skills is available:

- English, reading, writing and spelling
- Math
- GED preparation
- Tutoring

Writing Center

Tech Center, 217 (425) 739-8100 ext. 656

Hours are posted

As part of the Academic Skills Center located in the Library, the Writing Center is staffed with tutors at various times and provides:

- Computers with internet access
- Informational writing handouts and tutorials
- Software to practice grammar

Computer Lab

Tech Center, 413 (425) 739-8100 ext. 563

Hours are posted

The computer lab gives students free access to computers outside of class. The following services are offered:

- PC and Mac computers with the software currently used in most of classes
- Printers, scanners, and burners
- High speed internet connection
- Help from staff on projects

Campus Amenities



There are numerous on-campus amenities and services available to students. Information about all of these services, including hours of operation, is listed below. In addition, many LWIT training programs have consumer services available. Students enrolled in these programs provide reasonably priced services while learning skills.

Bakery

East Building 151
Hours are posted

(425) 739-8304

A variety of delicious pastries, pies, cakes, and breads may be purchased from our student-run bakery located next to the cafeteria in the East Building.

Bookstore

East Building 127
www.efollett.com

(425) 739-8108

Instructor's required and recommended textbooks are listed and stocked in the bookstore, or can be ordered online. In addition to books and course-related supplies, the bookstore sells a variety of snacks, drinks, sundries, clothes and gift items.

Cafeteria

East Building 149

The cafeteria is located on the lower level of the East Building and serves hearty foods throughout the day. Food and beverage vending machines are available at all times next to the cafeteria.

Chef City Grill

East Building 147
www.chefcitygrill.com

(425) 739-8310

Chef City Grill, LWIT's award-winning restaurant, is operated by faculty and students of the Culinary Arts program. The seasonal menu features upscale cuisine offered at affordable prices.

Actual dates of operation vary, so be sure to call for the most current information. Reservations are required for groups of six or more.

Computer Repair

Tech Center, 219 (425) 739-8316

The computer science, network and technology shop services computer hardware or software problems for LWIT students and staff. Parts are supplied by the customer, labor is at no cost.

Copy Machines

Tech Center 213

For a fee, printer and copy machines are available for use by the public in the Library Media Center.

Dental Care

East Building 107 (425) 739-8130

The Dental Assisting and Dental Hygiene programs operate a non-profit full service dental clinic, which is open to the public. This allows chair-side education for our Dental Assisting and Dental Hygiene students. Licensed dentists and dental hygienists provide dental treatment at low cost. Call or stop by for fees, information, and appointments.

Early Learning Center

South Portables 1-8 (425) 739-8117
Hours are posted 18 months to seven years of age

The ELC provides nurturing care in an educationally enriched environment. The professional staff plan developmentally appropriate activities based on the needs and interests of the children in care. Priority enrollment and reduced fees are provided for students. The ELC also serves state employees and the local community. Community members are served on a space available basis.

Equipment and Vehicle Repair

East Building (425) 739-8783
www.lwtc.edu/Community/Community_Mall/Auto_Repair.html

Repair services are available for student or general public vehicles and equipment, if they fit course curriculum and training needs. Students in the following courses do the work as part of their hands-on practice:

- Collision repair body/paint technician (425) 739-8372
- Diesel and heavy equipment technician (425) 739-8367
- Power equipment, marine, and motorcycle technician (425) 739-8360

Fitness Center

East Building 116 (425)739-8319

Hours are posted quarterly

Students can take advantage of cardio and strength training in the fitness center through enrolling in the Fitness 100 (FTNS 100) course. Student personal trainers may be provided to assist clients in establishing, attaining and maintaining fitness goals, and are assigned on an as needed, first come, first serve basis as a part of this course.

Gardens & Plant Sales

Horticulture Complex (425) 739-8356

The environmental horticulture program offers a study arboretum with a broad selection of well-established landscape plants. Picnic tables are available for gathering with friends, studying, or a refreshing pause. Look for the fall and spring plant sales during October and late April/early May.

Lockers

East/West Buildings (425) 739-8218

A limited number of student lockers are available in the East and West buildings on a first-come, first-served basis. Students must provide their own lock and are responsible for the safety of the locker's contents. The lockers remain the property of the college. In the event of an emergency or unusual situation, the college may conduct a search of any locker. Should assistance be required for opening a locker, please call Campus Services. Lockers are emptied and cleaned routinely and advance notices are posted before lockers are cleaned. Any padlocks left attached to either the locker or the locker door will be cut and disposed of on the day of the cleanout. Any items not cleared before cleaning will be treated as lost and found.

Massages

(425) 739-8356

The Massage Practitioner program offers massages performed by LWIT students under the supervision of qualified faculty. Students are trained to provide customers with quality and professional services.

Public Transportation Information

East Building 145

The college is a regular stop on Metro bus route 236/238. For up-to-date information, call Metro at (206) 553-3000 or use their website at: metro.kingcounty.gov. Metro's number for the hearing impaired is (206) 684-1855 or TTY Relay: 711. Find a ride match partner through Metro by calling (206) 625-4500, or 1 (888) 814-1300, or visit www.rideshareonline.com.

Campus Safety and Security

East Building 145 (425) 739-8224

Safety and Security offer a variety of services to students. More information about those services is described below. General safety information and immediate campus emergency response information can be found on the multi-colored emergency flipcharts located throughout the campus. In addition, specific program (classroom) safety information is available from any instructor. Whenever an accident occurs, please notify LWIT Campus Safety and Security. Call 911 (9-911 from on-campus phones) for all criminal or medical emergencies needing police, fire, or emergency response. Notify Campus Security at ex #224 or call the LWIT non-emergency number at #611.

Any police, fire, or medical emergency should be reported immediately by calling 911 (9-911 from college phones). Please notify campus security immediately after making any call for emergency services.

Building Evacuation/Lockdown

If an emergency on campus requires the evacuation of a building or buildings, notification to evacuate will be sent via fire alarm, the college-wide P.A. system, or through cell phone texts, e-mails, or phone calls via the college's subscriber-based emergency notification system (E2-Campus) and the subscriber-based SchoolReport.org. In all cases, evacuate calmly to the designated safe assembly area for your specific building. Evacuation routes and safe assembly areas are noted in each room. Remain at the location until given an "all clear" announcement from an authorized LWIT official.

In the event of a building lockdown, the campus will be advised of the situation via the P.A. system and E2-campus. Follow announced instructions and stay inside until an "all clear" announcement is given.

Campus Emergency Alert System

Sign Up:

For E2-Campus: www.e2campus.net/my/lwtc/

For SchoolReport.org: www.lwtc.edu/alerts

LWIT campus emergency alert systems are available to LWIT faculty, staff, students, family and friends, and area community members. These two systems send emergency alerts anytime there is a campus emergency or an unplanned campus closure.

Emergency Closures

www.schoolreport.org

The college has developed an emergency management manual for emergencies such as earthquake, fire, bad weather conditions, power failures, or other conditions impacting normal college operations. In the event of snow or other bad weather, tune to local radio and TV stations, or visit the web for information on college operations.

First Aid

To prevent spread of disease through contact with human blood or bodily fluids during emergencies, and in selected clinic courses, wearing protective gloves is advised. For courses with potential exposure to blood or body fluids, protective equipment is available in the classroom. First aid kits are available in many locations across the campus, as shown on campus emergency flipcharts. Dispose of used first aid products through campus services.

Lost & Found

Unclaimed (found) items on campus should be turned in to safety and security. To inquire about lost items contact safety and security.

Parking

For complete rules and policies associated with parking please visit safety and security. Free general parking, only within marked, painted parking stalls, is available to all faculty, staff, and students. Rules have been established for student and visitor safety. Anyone involved in an on-campus vehicle accident resulting in injury or damage exceeding \$500 must immediately report the accident to safety and security.

Parking in any other place not specifically designated by painted stalls or signed as a motor vehicle parking space is prohibited. State motor vehicle regulations also apply. Contact safety and security if temporarily disabled or inoperative vehicles must be left on campus. After 72 hours vehicles may be impounded at the owner's expense.

Citations may be issued for violating parking regulations. Vehicles that violate parking and traffic regulations may be cited and/or towed and impounded under WAC 495D-116-170 (at the owner's expense). The speed limit on the LWIT campus is 10 miles per hour. Kirkland police may issue citations for violations of traffic law and parking infractions as they apply throughout the City of Kirkland.

Bicycle Parking: Bicycle racks and bike box lockers are available and rental is coordinated through safety and security. Bikes may not be secured inside buildings.

Car Pool Parking: Carpool permits are issued yearly and are available at the safety and security Office. Carpool regulations require two or more people per vehicle and permit holders may register multiple vehicles. Carpool parking areas are restricted to current permit holders 7:30 a.m. to 5 p.m., Monday through Friday. Carpool parking areas are open to general parking after 5 p.m. during the week and anytime on weekends.

Accessibility Parking: Accessibility parking spaces are located on campus, in accordance with ADA Regulations.

A valid state accessible parking placard or accessible license plate must be visible when parking. Violations of accessible parking rules may be reported to safety and security.

Visitor Parking: Visitor parking spaces are available to guests, in the west parking lot. Visitors must sign in at the visitor computer located in the West Building at the information desk. Visitor parking spaces are open to general parking after 5 p.m. during the week, and anytime on weekends.

Dental Parking: A limited number of parking spaces are reserved and available for dental patients, from 7:30 a.m. to 5 p.m., Monday through Friday. Faculty, staff, and students may park in dental spaces only after 5 p.m. during the week, and anytime on weekends.

Motorcycle Parking: A limited number of motorcycle spaces are located throughout campus. While motorcycles may park in any designated, painted parking space, 4-wheeled vehicles may not park in spaces designated (signed) for motorcycles only.

Pets

Pets are not permitted anywhere on campus, or inside parked vehicles. An exception to this is if the animal is prescribed to accommodate a person's disability. The person responsible for a service animal on campus must keep direct and positive control of the animal at all times. Pets left in locked cars may be reported to Kirkland Police; if the animal appears endangered Police may enter the vehicle as needed to rescue and impound an endangered animal; pet owners are liable for all associated costs.

Personal Safety Escorts

If faculty, staff, or students feel unsafe while walking across campus LWIT safety and security offers personal safety escorts.

Smoking

Smoking on campus is not a right; the College, nonetheless, recognizes the privilege of personal choice. The guidelines of Washington State Law prohibit smoking within 25 feet of any Campus Building entry door, window, or building air intake. Smoking on campus is limited to the following areas:

- In the fenced areas on the west and east ends of the east Building (facing north)
- The north parking lot
- The south parking lot
- The Horticulture building (SW) parking lot
- The west parking lot
- The Tech building parking lot (Outside Parking area ONLY)
- That section of the fire lane directly adjacent to the outside Tech building parking lot
- The Allied Health building (NE) parking lot

Do not litter the grounds with cigarette or cigar butts; put all cigarette and cigar butts in ashtrays provided for that purpose. Failure to comply with LWIT smoking regulations may result in Student Conduct Code violations.

LWIT Redmond Campus

www.lwtc.edu/Redmond (425)497.3679

Located next to Marymoor Park, LWIT's Redmond Campus provides access for students in business-related programs and academic courses. Please visit our webpage for a quarterly bulletin of classes located at Redmond Campus. The Campus offers:

- Academic course
- Business Applications Skills (Excel, Word, etc.)
- Continuing Education Classes
- Conference Services
- Student Computer Lab
- Library Services
- Meeting Rooms
- Free Parking

Other Campus Information

Accident and Health Insurance

West Building 201

School-time accident and sickness insurance is available at a nominal cost through a plan designed for Washington State community and technical college students. It is strongly recommended that students obtain accident coverage if no other insurance is available. Application forms are available at

Enrollment Services. It is also suggested students insure tools and equipment.

Student Address Change

West Building 201

In order to receive any information from the school, please ensure your correct mailing address is on file with Enrollment Services. Go to <https://webapps.lwtc.edu/wts/stuaddr/waci203.html> to update your contact information.

AIDS Information

AIDS information is available at W 205, W 207 and the Library. In addition, periodic AIDS workshops are offered at the college, and are listed in the quarterly class schedule. A national AIDS Information Line is open 24 hours a day, seven days a week. The number is 1 (800) 342-AIDS (2437). The number for those who speak Spanish is 1 (800) 344-7432.

Field Trips

Field trips offer students an opportunity to transfer classroom learning directly into an area of study. Many instructors make them a regular part of an instruction plan. Field trip expenses are the student's responsibility and are considered a part of the cost of the training program. To drive other students on field trips, student drivers must have a valid Washington state driver's license and sufficient insurance coverage to meet Washington's insured motorist standards. Students under 18 years of age must have parent's permission to participate in field trips.

Other Enrollment Services Information

Grade Forgiveness

To compensate for the effects of circumstances in a student's past that may have negatively affected his or her GPA, LWIT offers a grade forgiveness policy. This procedure can be accomplished through a written appeal filed with Enrollment Services. The following criteria must be met to be eligible for such an appeal:

- Grades must be three or more years old

- Only quarters including credits graded below a 2.0 may be forgiven
- Grade forgiveness can include one or several quarters from a census point back, as requested by the student
- The student must demonstrate a 2.0 GPA in all decimal graded courses taken after the last date of the period for which a student is requesting forgiveness

All courses in a given quarter are removed from the GPA but remain on the student's transcript. This appeal can be requested by turning in a written appeal form to Enrollment Services. A determination will be made whether grade forgiveness is appropriate on a case by case basis.

Note: Grade forgiveness can only be granted once. Grades previously forgiven will not be reinstated. Also if a student is transferring to another college, that college may not recognize the grade forgiveness previously granted at LWIT.

Incoming Transcript Evaluation Procedures

Evaluation of credits will only occur for students who have been admitted to LWIT. Take the following steps to have courses at other accredited colleges transferred to LWIT:

- Bring official transcripts in sealed envelope directly to Enrollment Services; have the other school electronically transmit the transcript; have the other school mail the transcript
- Submit college catalogs or copies of course descriptions for the year attended to enrollment services; additional information may be required, and not all courses may be transferable for credit to the college; evaluation of out-of-state and international transcripts and courses more than five years old may require additional review
- For transfer of technical courses see a faculty advisor; courses that are more than five years old may not be transferable for technical courses
- Credit may be awarded for advanced placement and international baccalaureate credits

“Pass-Through” Fees Refund

Fees that are passed through to another agency may be refunded at 100% through the first week of the quarter only. No refund will be made if an insurance claim has been filed.

Change of “Major” Process

To change from one program to another, complete a “Change of Program” form prior to the beginning of classes. Students who change programs may need to wait for available space to begin the new program.

Record Accessibility

LWIT implements policies in compliance with the Family Educational Rights and Privacy Act (FERPA). LWIT is required to provide students access to educational records, and to permit challenges to those records on the grounds that they are inaccurate, misleading, or otherwise in violation of a student’s privacy or other rights. LWIT is further required to obtain written consent before releasing certain information and to notify students of these rights. Educational records may be inspected and reviewed upon request to Enrollment Services. Refer to WAC 495D-280 for additional information on record accessibility. A student’s name, major field of study, eligibility for and participation in officially recognized activities and organizations, dates of attendance, degrees, certificates, and awards received, and enrollment status full-time or part-time are the only information available for public access. This directory information may be disclosed at the discretion of the college and without the consent of the student unless he or she elects to prevent disclosure, as provided for in WAC 495D-280-070. Contact Enrollment Services for more information. Note the following additional releases of non-directory information:

- Student identification number SID is posted on checks for processing reasons
- Additional information beyond the preceding paragraph is released to military recruiters as required by the Solomon Amendment, a federal statute
- Enrollment information is releasable to entities contracted with the college to provide services, such as National Student Clearinghouse, which provides services such as processing of student loan deferrals
- Enrollment information releasable to state agencies to which the college reports, such as the State Board for Community and Technical Colleges (SBCTC)

- The college must comply with lawful requests from courts and other bodies for release of other information
- In cases of significant urgency or emergency, the college may release relevant information to appropriate parties
- Other releases as authorized by law may occur

Release of Information to Health Department

For the well-being of the community and as a legal obligation, the college cooperates with local health departments in their investigations of infectious disease. The college will assist in notifying students who may have come in contact with an individual who has tested positive for a communicable illness, including sexually transmitted diseases. Staff may be asked for directory information about a student. This will be provided, as appropriate, to the health department. The college has identified its counselors as primary contacts with the health departments for the purpose of communicable disease contact notification. Inquiries about students are directed to the counselors whenever possible. Information will be supplied in a manner which provides for the mental and physical health of the students while their rights to strict confidentiality are protected. Strict confidentiality will be maintained in regard to information about sexually transmitted diseases.

Refunds for Tuition and Fees

Students who officially withdraw from any or all classes may receive refunds for tuition and/or fees according to the refund conditions listed below. Refunds are made “in kind,” by credit back to credit cards, checks made to students who paid by check, cash or payment plan, or refunding money back to financial aid or other funding sources. For federal or state funded students, financial aid will be returned to aid programs on a pro-rata basis consistent with applicable federal and state rules. Students who are receiving funding from the Financial Aid office or other funding sources should check with the office involved before dropping courses, to avoid possible repayment or other problems. Not attending a class does not entitle a refund. Refunds are possible only when a student officially withdraws within published deadlines.

Refund amounts for official withdrawals are as follows:

All Courses

Cancellation of a course – 100%

State-supported credit courses that run the full quarter:

- Before the sixth instructional day of quarter – 100%
- Before the twenty-first calendar day of the quarter – 50%
- On/after the twenty-first day of the calendar – 0%

Self-supported non-credit courses

Classes with two or more meetings

- Before second class meeting – 100%
- On or after second class meeting – 0%

Classes with just one meeting

- Before first class meeting – 100%
- On or after first class meeting – 0%

Exceptions to the preceding refund rates:

Refunds for state-supported courses that start after the regular quarter begins, or for short courses that begin any time during the quarter, shall be made in proportion to the tuition and fee refund percentages for state-supported courses above. However, the college will use the start date of the student's longest course during the regular quarter when calculating refunds upon the student's withdrawal from all courses. The ratio depends on the total number of class sessions and the number of sessions already completed.

Repeating a Course

Students may repeat a course only once for credit. The highest credits and grade points earned in either the original or the repeated course are used in GPA computations.

Student ID Numbers and Social Security Numbers

The Student Identification Number (SID) is a college-assigned number unrelated to a social security number (SSN). To comply with federal laws, LWIT is required to ask for the SSN or Individual Tax Identification Number (TIN). We will use the SSN/TIN to report Hope Scholarship/Life Time tax credit to administer state/federal financial aid, to verify enrollment, degree and transcript records, and to conduct institutional research. If a SSN/TIN is not submitted, students will not be denied access to the college. However, students may be subject to civil penalties; refer to the Internal Revenue Service Treasury Regulation 1.6050S-1 e4 for more information. Pursuant to State law RCW 28B.10.042 and federal law FERPA, the college will protect a SSN from

unauthorized use and/or disclosure. A SSN will never be used as a SID.

Transcripts and Grades

A transcript is the official record of all courses and received grades. Academic progress is recorded after the completion of each term. Students may request official and unofficial transcripts by contacting Enrollment Services. Students may receive unofficial transcripts by accessing webapps.lwtc.edu/wts/student/index.html.

Withdrawing from Courses

Official withdrawal from a course occurs when a student drops a course in person, through web services, in writing, by faxing a signed copy, or by email with a student PIN to Enrollment Services. Note: The ability to drop courses via web services usually ends at the end of the 100% refund period as noted in the quarterly class schedule.

WARNING: Withdrawing from a funded class might reduce financial aid eligibility. Contact the Financial Aid office for information to determine eligibility.

Academic and Other Policies And Procedures

Students affected by the policies stated in this section are encouraged to consult with their advisor, counselor or members of the counseling staff to examine their objectives carefully before continuing enrollment. Students who are placed on academic alert, probation or suspension will be notified in writing sent to the last known address.

Academic Early Alert

West Building 201 (425) 739-8225

Faculty and staff members at LWIT want students to be successful. In 2007 the college instituted faculty early alert notices to students. The goal of these alerts is to connect students to services and resources designed to foster academic success. The alert is not a discipline action. The college sends alerts after the 4th week of the quarter. The alert comes by email or letter from the student

services division and informs students about progress in a particular class and includes helpful information about support services such as tutoring, counseling and advising. Students served by special population programs such as High School Programs or TRiO may receive multiple reports during the quarter.

Academic Standards and Regulations

Academic standards include regulations regarding student behavior, discipline, standards of progress, and academic performance. The guidelines for academic standards and related procedures are developed, maintained, and implemented by the Vice president of Instructional Services, or designee.

1. Academic Dishonesty

The college regards acts of academic dishonesty, including such activities as plagiarism or cheating, as very serious offenses. In the event that cheating, plagiarism or other forms of academic dishonesty on the part of student is discovered, each incident will be handled on an individual basis as deemed appropriate. Care will be taken that students' rights are not violated and that punitive measures are instituted only in cases where documentation or other evidence of the offenses exists. A description of all such incidents shall be forwarded to the Vice president of Instructional Services where a file of such occurrences will be maintained. The Vice president of Instructional Services or designee may institute action against a student according to college policy and the Student Handbook.

2. Academic Standards of Progress

LWIT is a state supported public institution. Washington State law RCW 28B.10.695 requires colleges to adopt policies to help ensure students seeking degrees and certificates complete these programs in a timely manner, and efficiently use state resources. LWIT expects its students to be serious about their education and plan for success. The college provides many types of assistance to students, including setting standards for academic success. The college has academic standards for low scholarship. Appropriate interventions will be available to assist students in their academic progress.

A. Procedure for Low Scholarship

Students in a degree or certificate program must earn a cumulative and/or quarterly grade point average of 2.0 or above. If not, the college will place the student progressively on academic alert,

probation, or suspension. The category depends upon how many times in consecutive quarters the student's GPA falls below 2.0. If the student's cumulative and most recent quarterly grade point average is 2.0 or above, the college will return the student to good standing from an academic alert, probation, or suspension status.

Level 1: Academic Alert

The first quarter after a quarter of good standing that the cumulative or quarterly grade point average falls below 2.0, the college notifies the student that he/she has been placed on academic alert status. Students will be advised that they are required to meet with their faculty advisor or advisors in the counseling and advising center to develop educational strategies and plan to correct this pattern. There is no appeal of this academic alert.

Level 2: Probation

The second time in a row of consecutive quarters of enrollment that the cumulative or quarterly grade point average falls below 2.0, the college will notify the student of probation status. Students will be advised that they are required to meet with their faculty advisor or advisors in the counseling and advising center to develop educational strategies and an educational plan to correct this pattern. The student's registration will be blocked and the signature of the advisor will be required in order for the student to register for classes. If the student fails to raise his/ her quarterly and cumulative GPA to 2.0, the student will be suspended. There is no appeal of this probation.

Level 3: Academic Suspension

The third time in a row of consecutive quarter enrollment the cumulative or quarterly grade point average falls below 2.0, the college will suspend the student for one quarter. During the student's suspension, the student may not register for any course. In addition, the student may not participate in events or activities reserved for students. The student may appeal this suspension. At the end of the suspension, the student may return as a continuing student, with an approved education plan, on a space available basis in the program. Some programs may have additional re-application requirements. The student will be placed on academic probation when returning and is required to raise the quarterly GPA to a 2.0 or better at the end of the quarter in which the student returns. If the cumulative GPA is remains below 2.0, the student will continue on probation even if the quarterly GPA is above 2.0.

If the quarterly GPA earned is below 2.0, the student will be subject to dismissal for up to one year.

Appeal of Academic Suspension

Only the Academic Suspension status level 3 can be appealed. The student must show proof of circumstances over which they did not have control and/or show proof of making measurable and substantial progress towards repairing their academic performance. The appeal is an informal meeting with the appropriate program dean. The dean reviews appeals on a case by case basis and may grant the appeal, allow the student to continue under certain conditions, or deny the appeal. The decision of the dean is final.

Grade Appeal Process

Students are responsible for maintaining standards of academic progress and following course procedures established by their instructors. The purpose of the grade appeal is to protect students from prejudiced, arbitrary or capricious academic evaluation.

Appeal Expectations and Conditions

A grade appeal only applies to the final course grade. The assignment of a grade is the right and responsibility of the instructor. Students have the right to appeal a grade deemed arbitrary or capricious. In a grade appeal, the appropriate instructional division dean will meet only with the student and the instructor. No other advocate may be present. The student is responsible for knowing and initiating the grade appeal process. The student must file grade appeals within the first three weeks of the academic quarter following the quarter in which the grade was received.

Process

The student must first meet with the instructor who assigned the grade. The instructor will explain the rationale for awarding the grade. The student is responsible for demonstrating grade error or that arbitrary or capricious assignment of the final course grade occurred.

If the result of the student's meeting with the instructor does not produce a satisfactory resolution of the student appeal, the student may appeal to the appropriate division dean. The dean will meet with the student, review the course materials and the

grade assigned and render a decision to deny, approve, or modify the appeal within ten working days. The decision of the dean is final.

Process when the instructor is no longer employed by the college

In the case of a grade appeal when the college no longer employs the course instructor, the division dean will convene a two-person faculty reading committee to consider the appeal. Whenever possible, at least one committee member will have expertise in the appropriate field of study or a related field. The reading committee will review course materials, including evaluation criteria, the student's work, and make a recommendation to the dean to deny, approve, or modify the appeal. They will also recommend a grade change if appropriate. The reading committee will complete its work within ten working days of being appointed. The dean will review the reading committee's work and render a decision on the appeal within five working days. The decision of the dean is final.

Grade Change

After grades have been posted to the student transcript, they can only be changed for the following reasons: a) to correct an error in the calculation of the grade; b) to take into account additional work done to remove an Incomplete grade; or c) as the result of a student grade appeal. Only the appropriate instructor or division dean may change a grade.

It is the student's responsibility to initiate a request for a change of grade with the instructor. A grade change form must be completed, signed by the appropriate instructor or division dean, and submitted to the Enrollment services by the instructor or dean before a grade change becomes official. Grade changes, not including grades under appeal, must be completed within one quarter following the end of the quarter that the class was officially scheduled. Incomplete grades must be made up not later than one quarter after the quarter in which the grade was given excluding summer. If the grade is not made up within this time period, the grade shall be an F 0.0 or a grade assigned by the instructor.

Campus Sex Crimes Prevention

Information provided by law enforcement agencies concerning registered sex offenders attending the college may be obtained from the office of the vice president of student services.

Children on Campus

7.A.120

In general, children are not permitted on campus unless they are directly supervised by a parent or other responsible adult. Children are not allowed in classrooms and are not permitted in labs, shops, or any other area where hazards exist. The appropriate location for children on campus is in the child care center. Individuals who bring children to campus are responsible for their supervision at all times and may not leave a child unattended. Parents or other responsible parties will be contacted regarding children left unattended on campus and informed that children must be properly supervised. Individuals who fail to properly supervise children on campus will be referred to security personnel and are subject to student disciplinary sanctions, as appropriate.

Drugs and Alcohol

Students, faculty, staff and administration support the board policy and the law in having a drug and alcohol-free campus. Drugs and alcohol are not permitted anywhere on campus. This includes in parking lots and cars. Violation of this rule may result in immediate termination or suspension. Furthermore, anyone consuming, distributing, possessing or under the influence of controlled or illicit substances on the campus is subject to suspension, probation, termination, arrest, and prosecution. Any involvement with drugs may also terminate eligibility for the financial aid program. Drug and alcohol prevention and assistance is available to students through Student Development & Retention, West Building 207. There are also several community Help-Line numbers: 24-hour Crisis Clinic: (206) 461.3222, Drug and Alcohol Hot-Line: (206)722.3700 or 1.800.562.1240, Teen-Line: (206)722.4222 or 1.800.562.1240.

Harassment

Harassment is unacceptable, discriminatory, and against the law. It is defined as unwelcome verbal or physical advances, or any other conduct or behavior in which the intent or effect is to create an intimidating, hostile, or offensive environment. It will not be

tolerated on campus or at any off-campus events. If a student feels they have been subjected to such behavior, they should report it to the college's affirmative action officer who is the Director of Human Resources. Students concerns will be promptly investigated. Students will not suffer retaliation from reporting such concerns. The college strictly forbids harassment based on other types of unlawful discrimination such as race, creed, color, national origin, sex, marital status, sexual orientation, age, religion, disability, or veteran status.

Equal Opportunity Title IX

LWIT is committed to maintaining an educational environment that is free from discrimination. The college does not discriminate on the basis of race or ethnicity, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam-era veteran in admissions, educational programs, and employment or school activities. Any student having concerns or questions about equal educational opportunity at the college can contact a counselor, dean, or the director of human resources. Copies of the equal opportunity policy and due process procedures are available from the college. If it is believed a grievance is present, contact the college's affirmative action officer who is the director of human resources. The college has identified three 3 separate methods, informal, formal, and other remedies outlined in college policy 2.P.82-84 that are consistent with WAC 495D-300-010 through 495-D-300-040, to make a grievance:

Informal Procedure

Discuss the perceived discrimination with the individual immediately in-charge, such as the supervisor or instructor, to see if the situation can be resolved informally. Any college official receiving a complaint shall contact the college's affirmative action officer or designee as soon as reasonably convenient.

Formal Procedure

Make a formal written complaint concerning the discriminatory behavior to the college's affirmative action officer or designee. Student's concerns will be promptly investigated. Students will not suffer retaliation for reporting such concerns.

Other Remedies

Make a formal complaint with an external agency such as the Office of Civil Rights, Equal Opportunity Employment Commission, or the Washington State Human Rights Commission.

Sexual Harassment Policy Statement

2.P.17

Sexual harassment is a violation of federal and state law and has the capacity to tarnish the academic and work environment of an educational institution. Sexual harassment in any form, by any member of the college community, including employees, agents, volunteers and representatives, students, and all other persons authorized to be present on the campus or to represent the college at any time or place, is therefore prohibited by LWIT. While it is the responsibility of the college to publish and make known this policy to members of the college community, it is the responsibility of the members to be familiar and comply with its provisions. Sexual harassment can occur between members of the opposite sex or between members of the same sex, among college employees, among students, among other persons on campus, or between any of these persons.

In some cases, sexual harassment may occur when a third party reasonably believes that a person in some position of authority gives or appears to give preferential treatment to another person in consideration of a romantic or sexual relationship. It is a violation of college policy for any member of the college community to engage in sexual harassment. Furthermore, it is a violation of policy to retaliate against any individual or group of individuals who brings an allegation or files a complaint of sexual harassment, or who participates in any proceeding to determine if sexual harassment has occurred. Violations of these policies may result in disciplinary action up to and including dismissal from the college. Complaints of sexual harassment or violations of these policies must be filed with the affirmative action officer or designee in accordance with policy 2.P.82 or 2.P.83.

Definitions:

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other oral or written communications or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing;
2. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or such conduct creates an intimidating, hostile or abusive work or academic environment.

Sexual harassment is further defined as conduct which places an objectionable emphasis on the sexuality or sexual identity of a person when:

1. The objectionable acts are directed toward persons of either sex;
2. The intent or effect of the objectionable acts is to limit or deny full and equal participation in employment or educational services, opportunities or benefits; or
3. The intent or effect of the objectionable acts is to create an intimidating, hostile or offensive academic or work environment for the members of either sex.

Conflicts of Interest and Abuses of Power: Sexual or Romantic Relationships with Students, Employees, or Members of the Campus Community

2.P.18

There is an inherent inequality in relationships between students and those college employees with a professional responsibility to teach, advise, counsel or otherwise facilitate students in their academic careers. Consequently the ability of students to genuinely consent to the romantic or sexual advances of such college personnel must be considered questionable. Such relationships may also create an appearance of favoritism in the eyes of third parties which may contribute to the creation of a hostile educational environment. There is a similar inherent inequality between supervisors and administrators and those college employees whom they supervise when the supervisor or administrator has the ability to affect the employees' career advancement, pay, job assignments, or other terms and conditions of employment. Such relationships may also create the appearance of favoritism in the eyes of third parties and contribute to the creation of a hostile work environment.

Therefore, college employees are prohibited from engaging in any romantic or sexual relationship with or from making any overt romantic or sexual advances upon students whom they have a professional responsibility to teach, advise, counsel or otherwise facilitate in their the students' academic careers. College employed administrators or supervisors at any level are prohibited from engaging in any romantic or sexual relationship with or from making any overt romantic or sexual advances upon any employee or member of the college community they supervise or the terms and conditions of whose employment or position at the college they have the ability to affect.

Complaints may be initiated by a student, employee or other member of the college community who is or has been in a romantic or sexual relationship or is or has been the subject of overt romantic or sexual advances, or by third parties who allege they have been specifically adversely affected by such a relationship.

The President may initiate formal proceedings on his or her own initiative. Any complainant who files a complaint under this policy in willful disregard of the truth may be subject to appropriate disciplinary proceedings.

Limitation of Liability

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

Student Dress

Students should dress appropriately for training in their chosen occupational area. Instructors inform students of dress expectations found in industry and advise on appropriate classroom dress.

Student Protection

No one in the college community shall suffer recrimination or discrimination because of participation in the due process grievance procedure. Confidentiality will be observed pending

resolution. A grievance shall be considered resolved if timelines are not maintained.

Students as Minors

Students younger than 18 years of age may be affected by certain laws and policies that do not apply to older students. Those student's parents will need to sign the "Parent Acknowledgment" form. Upon signature, students will be treated as an adult and will be expected to conform to the same conduct expected of adult students. Please pick up the form at the High School Programs office.

Student Conduct Code

Disciplinary action may be taken for a violation of any provision of this student code, for a violation of other college rules, which may from time to time be properly adopted; these rules are found in the student handbook or the college policy manual.

Student Conduct Code: Statement of Purpose

7.P.45 WAC 495D-121-010

1. Lake Washington Institute of Technology is operated by the State of Washington to provide programs of instruction in higher education and related community services. Like any other institution having its own special purposes, the college must maintain conditions conducive to the effective performance of its functions. Consequently, it has special expectations regarding the conduct of the various participants in the college community.
2. Admission to the college carries with it the prescription that the student will conduct himself or herself as a responsible member of the college community. This includes an expectation that the student will obey appropriate laws, will comply with the rules of the college and its departments, and will maintain a high standard of integrity and honesty.
3. Violations of college rules or conduct that interfere with the operation of college affairs will be dealt with by the college, and the college may impose sanctions independently of any action taken by civil or criminal authorities. Provisions of this code are subject to change. Misconduct of students under the age of 18 who attend the Lake Washington Technical Academy will be reported to the student's parents. The college and the

academy may report misconduct to any parent who claims the student as a dependent or as otherwise provided by the Family Educational Rights and Privacy Act of 1972, as amended.

Definitions

7.P.47 WAC 495D-121-020

The definitions set forth in this section apply throughout this chapter.

1. "Board" means the board of trustees of College District 26.
2. "College" means Lake Washington Institute of Technology.
3. "Liquor" means the definition of liquor as contained within RCW 66.04.010.
4. "Drugs" means a narcotic drug as defined in RCW 69.50.101, a controlled substance as defined in RCW 69.50.201 through 69.50.212, or a legend drug as defined in RCW 69.41.010.
5. "College facilities" means the real property controlled or operated by the college and includes all buildings and appurtenances affixed thereon or attached thereto, including various distance learning environments not limited to online courses, telecourses, Washington Online, and interactive video.
6. "President" means the chief executive officer of the college appointed by the board of trustees.
7. "Disciplinary official" means the instructor or administrator who takes disciplinary action as authorized in this chapter.
8. "Student" means a person who is enrolled at the college, including enrollment in distance learning courses.
9. "Disciplinary action" means one or more of the sanctions described in WAC 495D-121-170.
10. "Good Standing" means that the student is currently enrolled in the college, has no restrictions on the use of college facilities and/or services, is eligible to participate in college activities, and is not under any current disciplinary or academic sanctions.

Jurisdiction

7.P.49 WAC 495D-121-030

All rules in this chapter concerning student conduct and discipline apply to every student enrolled at the college whenever the student is engaged in or present at a college-related activity whether occurring on or off college facilities. A non-student who violates any provisions of this conduct code may be referred to civilian

authorities for criminal prosecution and/or may be barred from the campus and be subject to prosecution for trespass.

The vice president of student services or designee is responsible for the administration of the conduct code. The vice president's responsibilities include the authority to adjudicate and administer sanctions pursuant to the initiation of discipline

WAC 495D-121-040.

1. Off-Campus Conduct. When a student violates the Student Conduct Code by an offense committed off campus that is not associated with a college-connected activity, the disciplinary authority of the college will not be used merely to duplicate the penalty involved for such an act under applicable ordinances and laws.
2. The college will take disciplinary action against a student for such an off-campus offense only when the nature of the offense is such that, in the judgment of the vice president of student services, the student's conduct is likely to interfere with the educational process, the orderly operation of the college, or the student presents an imminent danger to college property or to himself or herself or other persons on or off campus.

Initiation of Discipline

7.P.51 WAC 495D-121-040

1. Any college faculty, or administrator, or managing authority of a distance learning course except the president and the vice-president who would hear any appeal, may initiate proceedings and recommend to take any of the disciplinary actions defined in **WAC 495D-121-170**, except that only the president, a vice president, or designee may expel, dismiss, or suspend a student from the college. Before taking the action, the disciplining official will notify his/her supervisor and meet or attempt to meet with the student to explain the seriousness of the matter and hear any explanation by the student.

Disciplinary Proceedings

- a. Any person shall have the right to request disciplinary proceedings for violations of the Student Conduct Code. All requested or referred disciplinary proceedings will be initiated by the Vice president of student services who may also establish advisory panels to advise or act for the office in disciplinary proceedings. Any student accused of

violating any provision of the rules of student conduct will be called for a meeting with the Vice president of student services or designee and will be informed of what provision or provisions of the Code of Student Conduct he/she is charged with violating and what appears to be the range of penalties which might result from consideration of the disciplinary proceeding. After considering the evidence in the case and interviewing the accused, the Vice president of student services or designee may take the following actions:

- i. Terminate the proceeding, exonerating the accused;
- ii. Dismiss the case after whatever counseling and advice may be appropriate;
- iii. Impose minor sanctions directly such as warning, reprimand, restitution, and/or disciplinary probation;
- iv. Impose major sanctions such as deferred suspension, suspension, dismissal or expulsion
- v. Refer the matter to the student conduct board for a recommendation to the college vice president as to appropriate action; A student accused of violating any provision of the code of student conduct shall be given written notification of the vice president of student services or designee's action.

Disciplinary action recommended by the vice president of student services is final unless the accused exercises his/her right of appeal within 10 working days as provided in WAC 494D-121-190.

The student should be given written notice of any disciplinary action except a verbal warning. Such written notice shall be either delivered personally or mailed by first-class mail to the student's last known address. The notice or warning should advise the student of his/her right to appeal under these rules.

Free Movement on Campus

7.P.53 WAC 495D-121-050

The president or designee is authorized in the instance of any event that he or she deems impedes the movement of persons or vehicles or which he or she deems to disrupt the ingress or egress of persons from the college facilities, to prohibit the entry of, or withdraw the license of, or privileges of a person or persons or any group of persons to enter onto or remain upon any portion of the

college facility. The president may act through the vice-president of administrative services or any other person he or she may designate.

Right to Demand Identification

7.P.55 WAC 495D-121-060

For the purpose of determining whether probable cause exists for the application of any section of this code to any behavior by any person on a college facility, any college personnel or other authorized personnel may demand that any person on college facilities produce identification and/or evidence of student enrollment at the college by tender of that person's student identification card, registration schedule, and/or receipt for payment of fees for a current course.

Civil Disturbances

7.P.57 WAC 495D-121-070

In accordance with provisions contained in RCW 28B.10.571 and 28B.10.572:

1. It shall be unlawful for any person, singly or in concert with others, to interfere by force or violence with any administrator, faculty, staff member, or student of the college who is in the peaceful discharge or conduct of his/her duties or studies.
2. It shall be unlawful for any person, singly or in concert with others, to intimidate by threat of force or violence any administrator, faculty, staff member or student of the college who is in the peaceful discharge of his/her duties or studies.
3. The crimes described in RCW 28B.10.571 and 28B.10.572 shall not apply to any administrator, faculty, or staff member who is engaged in the reasonable exercise of their disciplinary authority.
4. Any person or persons who violate the provisions of subparagraphs 1. and 2. above will be subject to disciplinary action and referred to the authorities for prosecution.

Authority to Prohibit Trespass

7.P.59 WAC 495D-121-080

In the instance of any event that is deemed to impede the movement of persons or vehicles or which is deemed to disrupt or threatens to immediately disrupt the ingress and/or egress of persons from college facilities or for violations of this chapter by

non-students, the president or designee, acting through the Vice president of student services or such other designated person shall have authority and power to:

1. Prohibit the entry of, or withdraw the license or privilege of a person or persons or any group of persons to enter onto or remain upon any portion of a college facility; or
2. Give notice against trespass to any person, persons, or group of persons against whom the license or privilege has been withdrawn or who have been prohibited from entering onto or remaining upon all or any portion of a college facility; or
3. Order any person, persons or group of persons to leave or vacate all or any portion of a college facility.

Any student or person who shall disobey a lawful order given by the college president or designee pursuant to the requirements of this rule shall be subject to disciplinary and/or legal action.

Notice of Summary Suspension

7.P.61 WAC 495D-121-090

If the college president or designee determines that it is necessary to desires to exercise the authority to summarily suspend a student for more than ten 10 instructional days, the president or designee shall cause notice and an order thereof to be served on that student by registered and/or certified mail at the student's last known address, or by personal service of such notice and order to the student. The notice shall be entitled Notice and Order of Summary Suspension together with a statement of charges and shall state:

1. The statement of charges against the student including reference to provisions of the Student Conduct Code and/or law.
2. The order of summary suspension shall contain a brief statement of the findings of fact, conclusions of law, and policy reasons for the decision to justify the determination of an immediate danger and the college's decision to take the specific action.
3. The Notice of Summary Suspension shall inform the student that the student charged must appear before the vice president of student services or designee for a Summary Suspension Hearing at a date and time specified in the notice.

Initiation of Summary Suspension Proceedings

7.P.63 WAC 495D-121-100

The college president or designee may suspend any student for not more than ten instructional days pending investigation, action, or prosecution on charges of an alleged violation of the Student Conduct Code violation if the president or designee has reason to believe the student's physical or emotional safety and well-being, or the safety and well-being of other college community members, or the safety and well-being of the college or its functioning renders the normal disciplinary process ineffectual and commands such suspension. Any summary suspension for more than ten 10 instructional days requires a formal Notice and Order of Summary Suspension.

Summary Suspension Hearing Procedures

7.P.65 WAC 495D-121-110

At the Summary Suspension Hearing, the student against whom the violation or violations are alleged shall have the opportunity to prove to the vice president of student services that the findings and conclusions in the Order of Summary Suspension are not supported by probable cause to believe that the violations cited on the Notice of Summary Suspension did occur, and do not justify summary action and that Summary Suspension is not necessary or justifiable pursuant to WAC 495D-121-170.

The student may offer oral testimony, present witnesses, submit any statement, declaration or affidavit, examine any document offered into evidence affidavit or cross-examine any witness who may appear against him/her and submit any matter in extenuation or mitigation of the offense or offenses charged.

The vice president of student services shall at the time of the Summary Suspension hearing determine whether there is probable cause to believe that a violation of the law or believe summary suspension continues to be necessary pursuant to RCW 34.05.479 and WAC 495D-121-170, WAC 495D 121-040, and WAC 495D-121-190. In the course of making such decisions, the vice president may consider only the sworn affidavits or declarations, and oral testimony, or other competent evidence presented at the hearing of persons who alleged that the student charged has committed a violation of law or the student conduct code and the oral testimony and affidavits submitted by the student charged.

Summary Suspension Proceedings Not Duplicitous

7.P.67 WAC 495D-121-120

As indicated, the Summary Suspension Proceedings shall not substitute for disciplinary proceedings provided for in the Student Conduct Code. At the end of the suspension, the student suspended shall be reinstated to full rights and privileges as a student, subject to whatever sanctions may have been or may be in the future imposed pursuant to the Student Conduct Code or these rules of summary suspension.

Records and evidence presented during the course of any facet of a Summary Suspension Proceeding brought against the student shall be available for use by the student and the college in disciplinary proceeding initiated under the Student Conduct Code and shall be deemed admissible.

Decision by Vice President of Student Services

7.P.69 WAC 495D-121-130

On conclusion of the Summary Suspension hearing and review of evidence and testimony presented therein, the vice president of student services or designee may exercise a range of actions including but not limited to the following:

1. Sustain the summary suspension for its duration or portion thereof, subject to disciplinary actions which may be brought under the Student Conduct Code rules following the suspension.
2. Stay the summary suspension and impose any disciplinary actions enumerated in WAC 495D-121-170.
3. Take such other action as is necessary to alleviate the need for summary action pending a hearing on the merits.

Following the Summary Suspension hearing, the student shall be provided written notification of findings, conclusions, and disciplinary actions, if any. Notification and any attendant instructions or information will be provided through personal service or sent to the student by registered and/or certified mail at the student's last known address.

Academic Dishonesty/and Classroom/Lab/Clinic Conduct

7.P.71 WAC 495D-121-140

1. Honest assessment of student performance is of crucial importance to all members of the academic community. Acts of dishonesty are serious breaches of honor and shall be dealt with in the following manner:

- a. 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 academic dishonesty, which occur at the college.
 - b. 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 the student's work product, shall be deemed to have committed an act of academic dishonesty. Acts of academic dishonesty shall be cause for disciplinary action.
 - c. Any student who aids or abets the accomplishment of an act of academic dishonesty, as described in (b.) of this subsection, shall be subject to disciplinary action.
 - d. An instructor may adjust the student's grade on a particular project, paper, test, or class for academic dishonesty. This section shall not be construed as preventing an instructor from taking immediate disciplinary action when the instructor is required to act upon such breach of academic dishonesty in order to preserve order and prevent disruptive conduct in the classroom.
2. Instructors have the authority to take whatever summary actions may be necessary to maintain order and proper conduct in the classroom and to maintain the effective cooperation of the class in fulfilling the objectives of the course.
 - a. Any student who, by any act of misconduct, substantially disrupts any college class by engaging in conduct that renders it difficult or impossible to maintain the decorum of the faculty member's class shall be subject to disciplinary action.
 - b. The instructor of each course offered by the college, or the managing authority of distance learning courses, are authorized to take such steps as may be necessary to preserve order and to maintain the effective cooperation of the class in fulfilling the objectives of the course provided that, a student shall have the right to appeal such disciplinary action to the supervisor of the person imposing disciplinary action.

Hazing Prohibited

7.P.73 WAC 495D-121-150

1. Hazing is prohibited.
2. Hazing means any method of initiation into a student organization or living group or any pastime or amusement engaged in with respect to such an organization or living group that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm, to any student or other person attending any institution of higher education or post-secondary institution.
3. Penalties
 - a. Any student organization, association or club that knowingly permits hazing shall:
 - i. Be liable for harm caused to persons or property resulting from hazing; and
 - ii. Be denied recognition by Lake Washington Institute of Technology as an official organization, association, or club on this campus. If the organization, association, or club is a corporation, whether for profit or non-profit, the individual directors of the corporation may be held individually liable for damages.
 - b. A person who participates in the hazing of another shall forfeit any entitlement to state-funded grants, scholarships, or awards for a period of one year.
 - c. Forfeiture of state-funded grants, scholarships, or awards may include permanent forfeiture, based upon the seriousness of the violations.
 - d. The Student Conduct Code may be applicable to hazing violations.
 - e. Hazing violations are also misdemeanors punishable under state criminal law according to RCW 9A.20.021.
4. Sanctions for Impermissible Conduct Not Amounting to Hazing.
 - a. Impermissible conduct associated with initiation into a student organization or club or any pastime or amusement engaged in, with respect to the organization or club, will not be tolerated.
 - b. Impermissible conduct, which does not amount to hazing, may include conduct that causes embarrassment, sleep deprivation or personal humiliation, or may include ridicule or unprotected speech amounting to verbal abuse.
 - c. Impermissible conduct not amounting to hazing is subject to any sanctions available under the Student Conduct

Code, depending upon the seriousness of the violation.

Student Misconduct

7.P.75 WAC 495D-121-160

Disciplinary action may be taken for a violation of any provision of this student code, for a violation of other college rules, which may from time to time be properly adopted, or for any of the following types of misconduct:

1. Academic dishonesty, including cheating, plagiarism, or knowingly furnishing false information to the college;
2. Attempting, aiding, abetting, conspiring, hiring or being an accessory to any act prohibited by this code shall be considered to be the same extent as completed violations.
3. Breaching campus safety or security, to include but not limited to:
 - a. Unauthorized access to college facilities; intentionally damaging door locks; unauthorized possession of college keys or access cards; duplicating college keys or access cards; or propping open of exterior doors;
 - b. Tampering with fire safety equipment such as fire extinguishers, smoke detectors, alarm pull stations or emergency exits;
 - c. Placement of equipment or vehicles including bicycles so as to obstruct the means of access to/from college buildings;
 - d. Illegal Entry. Entering or remaining in any closed college facility or entering after the closing time of the college facility without permission of a college official;
4. Disorderly Conduct. Conduct that is disorderly, lewd, indecent or a breach of peace on college premises or at college-sponsored activities;
5. Disruptive Activity. Participation in promoting disruptive activity that would interfere with teaching, research, disciplinary proceedings or other college activities. Such activity may include, but is not limited to:

Classroom behavior that seriously interferes with either;

 - a. the instructor's ability to conduct the class or
 - b. the ability of other students to profit from the instructional program;
6. Failure to appear for a college disciplinary proceeding to respond to allegations or to testify as a witness when reasonably notified to do so;

7. Failure to comply with college attendance policy as published in the current edition of the Student Handbook or course syllabi;
8. Failure to comply with a college rule or policy, as set forth in the Lake Washington Institute of Technology Policies and Procedures Manual a copy of which may be found in the Lake Washington Institute of Technology library;
9. Failure to comply with the direction of college officials acting in the legitimate performance of his/her their duties;
10. False Statements. The intentional making of false statements or filing of false charges against the college, its employees, and members of the college community;
11. Forgery, alteration, or misuse of college documents, records, funds, or instruments of identification with the intent to defraud;
12. Harassment, including conduct physical, verbal, graphic, written, or electronic that is sufficiently severe, pervasive or persistent so as to threaten an individual or limit the ability of an individual to work, study or participate in the activities of the college;
13. Illegal Use of Alcoholic Beverages. The possession, use, sale, or distribution of any alcoholic beverage or illegal drugs on the college campus except as specifically provided for by board policy. The use of illegal drugs by any student attending a college-sponsored event is also prohibited, even though the event does not take place at the college. The use of alcohol by any student attending such events on non-college property shall conform to state law;
14. Illegal Use or Possession of Weapons. The unauthorized use, possession, display, or storage of any weapons, fireworks or explosives on college premises or at any college-sponsored activity. The term weapon means any object or substance designed to inflict a wound, cause injury, or incapacitate. Weapons may include, but are not limited to, all firearms whether lawfully or unlawfully possessed, pellet guns, slingshots, martial arts devices, switchblade knives and clubs. Legal defense sprays possessed or used for the purpose of self-defense are exempt from this section;
15. Imminent Danger. Where the student presents an imminent danger to college property or to himself or herself or other students or persons in college facilities on or off campus, or to the education processes of the college;

16. Interference with the Discipline Code. Action or conduct that hinders, obstructs or otherwise interferes with the implementation of this discipline code;
17. Interruption of instructional programs see policy 6.P.39;
18. Misuses of Information Technology. Failure to comply with laws, license agreements, and contracts governing network, software and hardware use. Abuse of communal resources. Use of computing resources for unauthorized commercial purposes or personal gain. Failure to protect passwords or use of computer accounts. Breach of computer security, unauthorized access to computer system networks, college or agent's web sites, codes and data, or computer back-end systems. Harmful access or invasion of privacy; use of another's password or identity, or use of anonymous or fictitious e-mail addresses, internet domains or name servers.
19. Physical abuse, including attempting or causing injury to an individual. Causing or threatening physical contact with another when the person knows or should reasonably believe that the other will regard the contact or threat as offensive or provocative;
20. Inciting others. Intentionally encouraging, preparing, or compelling others to engage in prohibited conduct.
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 major.
22. Sexual assault/rape, including the oral, anal, or vaginal penetration by a sexual organ of another or anal/vaginal penetration by any means against the victim's will or without his/her consent. An individual who is mentally incapacitated, unconscious, or unaware that the sexual assault is occurring is considered unable to give consent. The type of force employed may involve physical forces, coercion, and intentional impairment of an individual's ability to appraise the situation through the administering of any substance or threat of harm to the victim; Sexual abuse, including attempting or making sexual contact including, but not limited to, inappropriate touching or fondling against the person's will, or in circumstances where the person is physically, mentally or legally unable to give consent;
23. Smoking. Smoking in all enclosed college facilities and other areas so posted by college officials;

24. Stalking, including any repeated conduct directed specifically at another person that causes that person or a member of that person's family or household to fear for his/her safety. Such conduct includes following another person and acts that threaten or intimidate another person through fear of bodily injury or death of self or members of that person's family or household or an offense being committed against that person's property;
25. Theft and Damage. Theft from or damage to college premises or property, or theft of or damage to property of a member of the college community or college premises;
26. Unacceptable use of college facilities and equipment;
27. Violation of Laws. Violation of any law of the United States, law of the State of Washington, or applicable municipal or county ordinance;
28. Witness Retaliation. Retaliation upon witnesses or accusers under this chapter.

Student Conduct Sanctions

7.P.77 WAC 495D-121-170

Student conduct sanctions are categorized as primary and secondary. More than one primary sanction or any combination of primary sanctions and secondary sanctions may be imposed for any single violation. Once a student has been finally assessed a disciplinary sanction, however, no more severe primary sanctions may be assessed against him or her by any higher college authority.

1. Primary Sanctions in order of severity:
 - a. **Expulsion:** Separation of the student from the college whereby the student is not eligible for reenrollment or readmission to the college.
 - b. **Dismissal:** Separation of the student from the college for an indefinite period of time. Readmission to the college may be possible in the future, but no specific time for a decision is established.
 - c. **Suspension:** Separation of the student from the college for a period of time with a review of the disciplinary action prior to readmission. The student is not guaranteed readmission at the end of such period of time, but is guaranteed a review of the case and a decision regarding eligibility for readmission.
 - d. **Deferred Suspension:** The sanction of Suspension may be placed in deferred status. If the student is found in violation of any college rule during the time of Deferred

Suspension, the Suspension takes effect immediately without further review. Additional student conduct sanctions appropriate to the new violation also may be taken. A student who has been issued a Deferred Suspension sanction is deemed “not in good standing” with the college. A student who is not in good standing is subject to the following restrictions:

- i. Ineligible to hold an office in any student organization recognized by the college or to hold any elected or appointed office of the college.
 - ii. Ineligible to represent the college to anyone outside the college community in any way, including representing the college at any official function, or any forms of intercollegiate competition or representation.
 - iii. May have additional restrictions or conditions also may be imposed, depending on the nature and seriousness of the misconduct.
- e. **Conduct Probation:** An official warning that the student’s conduct is in violation of Lake Washington Institute of Technology Student Conduct Code, but is not sufficiently serious to warrant expulsion, dismissal or suspension. A student on conduct probation is deemed “not in good standing” with the college.
 - f. **Letter of Enrollment Block:** A letter stating that the student may not reenter Lake Washington Institute of Technology without prior approval by the office of the vice president for student services if enrollment has been blocked for a previous student conduct problem or for medical reasons.
 - g. **Letter of Reprimand:** A letter that makes a matter of record any incident that reflects unfavorably on the student or the college.
 - h. **Warning:** Admonition of a student for actions unbecoming to the college community.
2. Secondary Sanctions no order of severity is established for secondary sanctions:
- a. **Community/College Service:** A student may be offered an opportunity to complete a specified number of hours of Community/College Service in lieu of other sanctions. The type of Community/College Service must be approved by the hearing officer.
 - b. **Educational Requirements:** A provision to complete a specific educational requirement directly related to the

violation committed. The provision will be clearly defined. Such educational requirements may include, but are not limited to, completion of an alcohol education workshop, a diversity awareness workshop, an anger management class, essays, or reports.

- c. **Restrictions:** The withdrawal of specified privileges for a definite period of time, but without the additional stipulations contained in the imposition of conduct probation. The restrictions involved will be clearly defined.
- d. **Restitution:** A payment for financial injury to an innocent party in cases involving theft, destruction of property or deception. The assessed costs to be paid may be in addition to receipt of any of the above sanctions.
- e. **Loss of Parking Privileges on Campus:** Revocation of parking privileges.

Loss of Eligibility—Student Activity Participation

7.P.79 WAC 495D-121-180

Any student found to have violated Chapter 69.50 RCW, the Uniform Controlled Substances Act, or Chapter 69.41 RCW, legend drugs, by virtue of a criminal conviction or by final decision of the college president or designee shall, in lieu of or in addition to any other disciplinary action which may be imposed, be disqualified from participation in any school-sponsored student events or activities.

Appeal of Academic Action or Disciplinary Action and Student Grievances

7.P. 81 WAC 495D-121-190

1. Definitions:
 1. **Academic Action:** Action taken by the college regarding instructional decisions regarding student progress, student attendance, and/or academic status.
 2. **Disciplinary Action:** Action taken by the college for student violations of college rules, policies and procedures, the Student Conduct Code, or applicable federal, state, county, or municipal laws.
 3. **Grievance:** A student appeal of a decision of the college, excluding academic actions or disciplinary actions, including those made by faculty, staff, and administration or the actions of another student.

4. **Major Disciplinary Actions:** Conduct discipline actions including deferred suspension, suspension, dismissal and expulsion.
 5. **Minor Disciplinary Action:** Conduct discipline actions including letter of enrollment block, conduct probation, letter of reprimand, warning and all secondary sanctions.
2. Filing of Appeals or Grievances:
- a. Grievance. Students may appeal an action of the college or grieve the actions of the college, its staff, or another student except for grade appeals and disciplinary actions, by filing a grievance with the appropriate Vice president within 10 working days, from the moment when the student had knowledge of the college action or grievable action. The grievance shall be filed with the Vice president of Instructional Services regarding academic actions, with the Vice president of Administrative Services for administrative and business service issues, and with the vice president of student services for other student matters. A student is deemed to have notice three working days after any notice is mailed to the student's last address on record with the college.

Students may have an advocate present during the grievance procedure with prior notice given the presiding officer. No attorney representative of any party may participate in a meeting or hearing unless he/she has filed with the presiding officer and served on all other parties, at least five days previously, a notice of appearance. In the event of such notice, any other party may also have counsel. Resolution of the grievance is attempted between the principals. The vice president or their designees involved with the grievance are responsible for conducting a hearing. This hearing will be completed within ten working days of the student filing of the grievance; the unit supervisor will consider the issues in the dispute and render a written decision on the issues within ten working days of hearing the grievance. The decision of the Vice president or designee presiding officer is final.

- b. Disciplinary Appeal:
 - i. Appeal of minor disciplinary actions should be filed with the Vice president of student services or designee within 10 days of the disciplinary action. The Vice president

will convene a Brief Adjudicated Procedure pursuant of WAC 495D-108-050 and RCW 34.05.485 within 10 days of receipt of the appeal. The Vice president will hear evidence and arguments in the matter and render a written decision within 10 working days. The decision of the presiding officer is final.

- ii. Appeals of major disciplinary actions should be filed with the Vice president of student services within 10 working days of the issuance of the action. The Vice president will convene a Judicial Board that will conduct a fully adjudicated hearing, pursuant to RCW 34.05.410-494, to hear the appeal within 10 days of receipt of the appeal. All parties to the appeal will have the opportunity to present information to the Judicial Board. A record of the Judicial Board's proceedings will be kept, which will entail at a minimum that the proceeding be tape-recorded. All testimony of witnesses and interpreters will be given under oath. The Judicial Board will conduct its hearing within ten 10 working days of receipt of the appeal. Students may have an advocate present during the grievance procedure with prior notice given the presiding officer. No attorney representative of any party may participate in a meeting or hearing unless he/she has filed with the presiding officer and served on all other parties, at least five days previously, a notice of appearance. In the event of such notice, any other party may also have counsel. The Judicial Board, after hearing the appeal, shall recommend disposition of the case to the appropriate vice president. The recommendation will be included the Board's findings of fact and a recommended course of action. The vice president shall consider the recommendations of the Judicial Board; respond with a written decision within ten working days of receipt of the Judicial Board's recommendations. The vice president's decision in the matter is final. Where violations of federal, state, or local statutes are alleged to have occurred, students may also be subject to additional actions in the courts.

Refunds and Access

7.P.83 WAC 495D-121-200

1. Refund of fees for the quarter in which disciplinary action is taken shall be in accordance with the college's refund policy.
2. A student suspended on the basis of conduct, which disrupted the orderly operation of the campus or any facility of the district, may be denied access to all or any part of the campus or other facility.

Readmission after Dismissal or Suspension

7.P.85 WAC 495D-121-210

Any student dismissed or suspended from the college for academic or disciplinary reasons will normally be readmitted on a space available basis in the students' program of study upon expiration of the time period for which the dismissal or suspension was issued.

If a student who has been dismissed or suspended believes that circumstances warrant reconsideration of the dismissal or suspension prior to its expiration; or, if the student was dismissed or suspended with conditions imposed for readmission, the student may be readmitted following approval of a written petition submitted to the vice president who imposed such suspension or such other designated administrator. Such petition must state reasons that support a reconsideration of the matter. Before readmission may be granted in any case, a petition must be submitted, reviewed in a conference with a counselor and an administrator, and approved by the appropriate Vice president.

Reestablishment of Academic Standing

7.P.87 WAC 495D-121-220

Students who have been expelled, dismissed, or suspended pursuant to disciplinary procedures set forth in WAC 495D-121-170 and WAC 495D-121-040 and whose expulsion, dismissal, or suspension upon appeal is found to have been unwarranted shall be provided the opportunity to reestablish their academic and student standing to the extent possible within the abilities of the college, including an opportunity to retake examinations or otherwise complete course offerings missed by reason of such action.

Reporting, Recording and Maintaining Records

7.P.89 WAC 495D-121-230

Records of all disciplinary and grievance cases shall be kept by the vice president for student services. All documentary or other physical evidence produced or considered in disciplinary proceedings and all recorded testimony shall be preserved, insofar as possible, for not less than six years.

Campus Speakers

7.P.91 WAC 495D-121-240

1. Student organizations officially recognized by the college may invite speakers to the campus to address their own membership and other interested students and faculty if suitable space is available and there is no interference with the regularly scheduled program of the college. Although properly allowed by the college, the appearance of such speakers on the campus implies neither approval nor disapproval of them or their viewpoints. In case of speakers who are candidates for political office, equal opportunities shall be available to opposing candidates if desired by them. Speakers are subject to the normal considerations for law.
2. In order to insure an atmosphere of open exchange and to insure that the educational objectives of the college are not obscured, the president or designee, in a case attended by strong emotional feeling, may prescribe conditions for the conduct of the meeting, such as requiring a designated member of the college community as chair, or requiring permission for comments and questions from the floor. Likewise, the president or designee may encourage the appearance of one or more additional speakers at any meeting or at a subsequent meeting so that other points of view may be expressed. The president may designate representatives to recommend conditions such as time, manner, and place for the conduct of particular meetings.

Distribution of Information

7.P.93 WAC 495D-121-250

1. Handbills, leaflets, newspapers, and similar materials may be sold or distributed free of charge by any student or students, or by members of recognized student organizations, or by college employees on or in college facilities at locations specifically designated by the appropriate administrator, provided such distribution or sale does not interfere with the ingress or

egress of persons or interfere with the free flow of vehicular or pedestrian traffic.

2. Such handbills, leaflets, newspapers, and related matter must bear identification as to the publishing agency and distributing organization or individual.
3. All non- students shall make contact with and receive directions from the director of Campus Services or designee on the time, place, and manner of distribution prior to the distribution of any handbill, leaflet, newspaper, or related matter to ensure that such distribution or sale does not interfere with the free flow of vehicular or pedestrian traffic.
4. Any person or persons who violate provisions of subsections 1. and 2. of this section will be subject to disciplinary action. Any person who violates provisions of subsection 2 shall be subject to removal from the college campus.

Commercial Activities

7.P.95 WAC 495D-121-260

1. College facilities will not be used for a commercial solicitation, advertising, or promotional activities except when such activities:
 - a. clearly serve educational objectives, including but not limited to display of books of interest to the academic community or the display or demonstration of technical or research equipment; and
 - b. are conducted under the sponsorship or at the request of the college or official organizations of the college if such solicitation does not interfere with or operate to the detriment of the conduct of college affairs or the free flow of vehicular or pedestrian traffic.
2. College facilities, equipment, and supplies may not be used by students for personal commercial gain.
3. For the purpose of this regulation, the term "commercial activities" does not include handbills, leaflets, newspapers, and similarly related materials as regulated in WAC 495D-121-250.

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