



2022-2023 LWTECH STUDENT CODE OF CONDUCT

5.P.45 Student Conduct Code—Statement of Purpose

Policy

1. The State of Washington operates Lake Washington Institute of Technology to provide programs of instruction in higher education and related community services. Like any other institution that has its own special purposes, the college must maintain conditions conducive to the effective performance of its functions. Consequently, the college has special expectations regarding the conduct of the participants in the college community.
2. Admission to the college carries the expectation that students will conduct themselves as responsible college community members. This includes an expectation that students will:
 1. Obey appropriate laws.
 2. Follow college and department rules.
 3. Maintain a high standard of integrity and honesty.
3. The college will deal with violations of college rules or conduct that interferes with the operation of college affairs. The college may impose sanctions independently of any action taken by civil or criminal authorities. Provisions of this code are subject to change. The college may report misconduct of students enrolled through the high school programs office to the student's parents. The college 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.
4. These definitions and policies apply, except in Title IX proceedings. Supplemental policies for Title IX proceedings begin in Policy 5.P.120 (WAC 495D-121-680).

Procedures, Forms, and Documents

5.P.47 Student Conduct Code—Jurisdiction (WAC 495D-121-320)

Policy

1. The student conduct code shall apply to student conduct that occurs:
 - a. On college premises.
 - b. At or in connection with college sponsored activities.
 - c. Off-campus when, in the judgment of the college, it adversely affects the college community or the pursuit of its objectives.
2. Jurisdiction extends to, but is not limited to, locations in which students engage in official college activities including, but not limited to:
 - a. Foreign or domestic travel
 - b. Activities funded by the associated students
 - c. Athletic events
 - d. Training internships
 - e. Cooperative and distance education
 - f. Online education
 - g. Practicums
 - h. Supervised work experiences
 - i. Any other college-sanctioned social or club activities
3. Students are responsible for their conduct from the time of application for admission through the actual receipt of a degree, even though conduct may occur before classes begin or after

classes end, as well as during the academic year and during periods between terms of actual enrollment.

4. These standards shall apply to a student's conduct even if the student withdraws from college while a disciplinary matter is pending. The college has sole discretion, on a case by case basis, to determine whether the student conduct code will be applied to conduct that occurs off-campus.

Procedures, Forms, and Documents

No applicable procedures, forms, and documents available.

5.P.49 Student Conduct Code—Definitions (WAC 495D-121-330)

Policy

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

1. "Business day" means a weekday, excluding weekends and official college holidays.
2. "College premises" shall include all campuses of the college, wherever located, and includes all land, buildings, facilities, vehicles, equipment, and other property the college owns, uses, or controls.
3. "Complainant" means an alleged victim of sexual misconduct.
4. "Conduct review officer" means the vice-president of student services or other college administrator the president designates to have responsibility to receive and review or refer appeals of student disciplinary actions consistent with the procedures of this code. The president can reassign any and all of the conduct review officer's duties or responsibilities as set forth in this chapter as reasonably necessary.
5. "Disciplinary action" means the process by which the student conduct officer imposes discipline against a student for a violation of the student conduct code.
6. "Disciplinary appeal" means the process by which an aggrieved student can appeal the discipline imposed by the student conduct officer. The student conduct committee hears disciplinary appeals for a suspension in excess of ten (10) instructional days or a dismissal. The college will review appeals of all other appealable disciplinary action through brief adjudicative proceedings.
7. "Filing" means the process by which a document is officially delivered to a college official responsible to facilitate a disciplinary review. Unless otherwise provided, filing shall be accomplished by:
 - a. Hand delivery of the document to the specified college official or college official's assistant; or
 - b. Sending the document by e-mail or first class mail to the specified college official's office and college e-mail address.

Papers required for filing are considered filed when the specified college official actually receives the papers during office hours.

7. "President" means the president of the college. The president is authorized to:
 - a. Delegate any of their responsibilities as set forth in this chapter as may be reasonably necessary; and
 - b. Reassign any and all duties and responsibilities as set forth in this chapter as may be reasonably necessary.
8. "Respondent" means the student against whom the college initiates disciplinary action.
9. "Service" means the process by which a document is officially delivered to a party. Unless otherwise provided, service upon a party shall be accomplished by:
 - a. Hand delivery of the document to the party; or

- b. Sending the document by e-mail or by certified mail or first class mail to the party's last known address.

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

10. "Sexual misconduct" has the meaning ascribed to this term in WAC 495D-121-590(18).
11. "Student" includes all persons who take classes at or through the college, whether on a full-time or part-time basis, and whether such classes are credit courses, noncredit courses, online courses, or otherwise. People who withdraw after allegedly violating the code, who are not officially enrolled for a particular term but who have a continuing relationship with the college, or who were notified of their acceptance for admission are considered students for purposes of this chapter.
12. "Student conduct committee" means a college committee as described in WAC 495D-121-400.
13. "Student conduct officer" means a college administrator to whom the president or vice-president of student services designates responsibility to implement and enforce the student conduct code. The president or vice-president can reassign any and all of the student conduct officer's duties or responsibilities as set forth in this chapter as reasonably necessary.
14. "Title IX Coordinator" means a college administrator to whom the president designates responsibility to implement and enforce the guidelines of federal Title IX legislation.

Procedures, Forms, and Documents

- [WAC 495D-121-400](#)

5.P.51 Student Conduct Code—Initiation of Discipline (WAC 495D-121-340)

Policy

1. The student conduct officer initiates all disciplinary actions. If that officer is the subject of a complaint the respondent initiates, the president will, upon request and when feasible, designate another person to fulfill any such disciplinary responsibilities that relate to the complainant.
2. The student conduct officer initiates disciplinary action by personally informing the student of the allegations or serving the respondent with written notice directing them to attend a disciplinary meeting. The notice will briefly describe the:
 - A. Factual allegations.
 - B. Provision(s) of the conduct code the respondent allegedly violated.
 - C. Range of possible sanctions for the alleged violation(s).
 - D. Time and location of the meeting.

At the meeting, the student conduct officer will present the allegations to the respondent and the respondent will be afforded an opportunity to explain what took place. If the respondent fails or refuses to attend the meeting after proper service of notice, the student conduct officer may take disciplinary action based upon the available information.

3. The student conduct officer, prior to taking disciplinary action in a case involving allegations of sexual misconduct, will make a reasonable effort to contact the complainant to discuss the results of the investigation and possible disciplinary sanctions and/or conditions (if any) that may be imposed upon the respondent if the allegations of sexual misconduct are found to have merit.
4. Within ten (10) calendar days of the initial disciplinary meeting, and after considering the evidence in the case, including any facts or argument presented by the respondent, the student conduct officer will give the respondent a written decision that states:
 - A. The facts and conclusions that supports the decision.

- B. The specific student conduct code provisions that were violated.
 - C. The discipline imposed, if any.
 - D. A notice of any appeal rights with an explanation of the consequences of not filing a timely appeal.
5. The student conduct officer may take any of the following disciplinary actions:
 - A. Exonerate the respondent and terminate the proceedings.
 - B. Impose a disciplinary sanction(s), as described in (WAC 495D-121-290)
 - C. Refer the matter directly to the student conduct committee for such disciplinary action as the committee deems appropriate. The student conduct officer will make this referral in writing, to the attention of the student conduct committee's chair with a copy served on the respondent.
 6. In cases involving allegations of sexual misconduct, the student conduct officer, on the same date that a disciplinary decision is served on the respondent, will serve a written notice informing the complainant whether the allegations of sexual misconduct were found to have merit and describing any disciplinary sanctions and/or conditions imposed upon the respondent for the complainant's protection, including disciplinary suspension or dismissal of the respondent. The notice will also inform the complainant of their appeal rights. If protective sanctions and/or conditions are imposed, the student conduct officer shall make a reasonable effort to contact the complainant to ensure that prompt notice of the protective disciplinary sanctions and/or conditions.

Procedures, Forms, and Documents

- [WAC 495D-121-600](#)

5.P.53 Student Conduct Code—Appeal From Disciplinary Action (WAC 495D-121-350)

Policy

1. The respondent may appeal a disciplinary action by filing a written notice of appeal with the conduct review officer within ten (10) days of service of the student conduct officer's decision. Failure to timely file a notice of appeal constitutes a waiver of the right to appeal and the student conduct officer's decision shall be deemed final.
2. The notice of appeal must include a brief statement explaining why the respondent is seeking review.
3. The parties to an appeal shall be the respondent and the conduct review officer.
4. A respondent, who timely appeals a disciplinary action or whose case is referred to the student conduct committee, has a right to a prompt, fair, and impartial hearing as provided for in these procedures.
5. On appeal, the college bears the burden of establishing the evidentiary facts underlying the imposition of a disciplinary sanction by a preponderance of the evidence.
6. Imposition of disciplinary action for violation of the student conduct code shall be stayed pending appeal, unless respondent has been summarily suspended.
7. The student conduct committee shall hear appeals from:
 - A. the imposition of disciplinary suspensions in excess of ten (10) instructional days;
 - B. dismissals; and
 - C. discipline cases referred to the committee by the student conduct officer, the conduct review officer, or the president.
8. Student conduct appeals from the imposition of the following disciplinary sanctions shall be reviewed through a brief adjudicative proceeding:
 - A. suspensions of ten instructional days or less;

- B. disciplinary probation;
 - C. written reprimands; and
 - D. any conditions or terms imposed in conjunction with one of the foregoing disciplinary actions.
9. Except as provided elsewhere in these rules, disciplinary warnings and dismissals of disciplinary actions are final action and are not subject to appeal.
 10. In cases involving allegations of sexual misconduct, the complainant has the right to appeal the following actions by the student conduct officer following the same procedures as set forth above for the respondent:
 - A. the dismissal of a sexual misconduct complaint; or
 - B. any disciplinary sanction(s) and conditions imposed against a respondent for a sexual misconduct violation, including a disciplinary warning.
 11. If the respondent timely appeals a decision imposing discipline for a sexual misconduct violation, the college shall notify the complainant of the appeal and provide the complainant an opportunity to intervene as a party to the appeal.
 12. Except as otherwise specified in this Chapter, a complainant who timely appeals a disciplinary decision or who intervenes as a party to respondent's appeal of a disciplinary decision shall be afforded the same procedural rights as are afforded the respondent.

Procedures, Forms, and Documents

No applicable procedures, forms, and documents available.

5.P.55 Student Conduct Code—Brief Adjudicated Proceedings (BAPs) Authorized (WAC 495D-121-360)

Policy

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

1. Parking violations.
2. Outstanding debts owed by students or employees.
3. Use of college facilities.
4. Residency determinations.
5. Use of library—Fines.
6. Challenges to contents of education records.
7. Loss of eligibility for participation in institution sponsored athletic events.
8. Denials of requests for public records.
9. Student conduct appeals involving the following disciplinary actions:
 - A. suspensions of ten (10) instructional days or less;
 - B. disciplinary probation;
 - C. written reprimands;
 - D. any conditions or terms imposed in conjunction with one of the foregoing disciplinary actions; and
 - E. appeals by a complainant in student disciplinary proceedings involving allegations of sexual misconduct in which the student conduct officer:
 - i. dismisses disciplinary proceedings based upon a finding that the allegations of sexual misconduct have no merit; or

- ii. issues a verbal warning to respondent.
10. Appeals of decisions regarding mandatory tuition and fee waivers.

Brief adjudicative proceedings are informal hearings and shall be conducted in a manner which will bring about a prompt fair resolution of the matter.

Procedures, Forms, and Documents

- [RCW 34.05.482](#)

5.P.57 Student Conduct Code—Brief Adjudicated Proceedings—Agency Record (WAC 495D-121-370)

Policy

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

Procedures, Forms, and Documents

No applicable procedures, forms, and documents available.

5.P.59 Student Conduct Code—Brief Adjudicative Proceedings—Initial Hearing (WAC 495D-121-380)

Policy

1. Brief adjudicative proceedings shall be conducted by a conduct review officer. The conduct review officer shall not participate in any case in which they are a complainant or witness, or in which they have direct or personal interest, prejudice, or bias, or in which they have acted previously in an advisory capacity.
2. Before taking action, the conduct review officer shall conduct an informal hearing and provide each party (a) an opportunity to be informed of the agency's view of the matter and (b) an opportunity to explain the party's view of the matter.
3. The conduct review officer shall serve an initial decision upon both the parties within ten (10) days of consideration of the appeal. The initial decision shall contain a brief written statement of the reasons for the decision and information about how to seek administrative review of the initial decision. If no request for review is filed within ten (10) days of service of the initial decision, the initial decision shall be deemed the final decision.
4. In cases involving allegations of sexual misconduct, the conduct review officer, on the same date as the initial decision is served on the respondent, will serve a written notice upon the complainant informing the complainant whether the allegations of sexual misconduct were found to have merit and describing any disciplinary sanctions and/or conditions imposed upon the respondent for the complainant's protection. The notice will also inform the complainant of their appeal rights.
5. If the conduct review officer upon review determines that the respondent's conduct may warrant imposition of a disciplinary suspension of more than ten (10) instructional days or dismissal, the matter shall be referred to the student conduct committee for a disciplinary hearing.

Procedures, Forms, and Documents

No applicable procedures, forms, and documents available.

5.P.61 Student Conduct Code—Brief Adjudicative Proceedings—Review of an Initial Decision (WAC 495D-121-390)

Policy

1. An initial decision is subject to review by the president, provided a party files a written request for review with the conduct review officer within ten (10) days of service of the initial decision.
2. The president shall not participate in any case in which they are a complainant or witness, or in which they have direct or personal interest, prejudice, or bias, or in which they have acted previously in an advisory capacity.
3. During the review, the president shall give all parties an opportunity to file written responses explaining their view of the matter and shall make any inquiries necessary to ascertain whether the sanctions should be modified or whether the proceedings should be referred to the student conduct committee for a formal adjudicative hearing.
4. The decision on review must be in writing and must include a brief statement of the reasons for the decision and must be served on the parties within twenty (20) days of the initial decision or of the request for review, whichever is later. The decision on review will contain a notice that judicial review may be available. A request for review may be deemed to have been denied if the president does not make a disposition of the matter within twenty (20) days after the request is submitted.
5. If the president upon review determines that the respondent's conduct may warrant imposition of a disciplinary suspension of more than ten (10) instructional days or dismissal, the matter shall be referred to the student conduct committee for a disciplinary hearing.
6. In cases involving allegations of sexual misconduct, the president, on the same date as the final decision is served on the respondent, will serve a written notice upon the complainant informing the complainant whether the allegations of sexual misconduct were found to have merit and describing any disciplinary sanctions and/or conditions imposed upon the respondent for the complainant's protection, including suspension or dismissal of the respondent. The notice will also inform the complainant of their appeal rights.

Procedures, Forms, and Documents

No applicable procedures, forms, and documents available.

5.P.63 Student Conduct Code—Student Conduct Committee (WAC 495D-121-400)

Policy

1. The student conduct committee shall consist of five members:
 - A. Two full-time students appointed by the student government;
 - B. Two faculty members appointed by the president;
 - C. One administrative staff member (other than an administrator serving as a student conduct or conduct review officer) appointed by the president at the beginning of the academic year.
2. The administrative staff member shall serve as the chair of the committee and may take action on preliminary hearing matters prior to convening the committee. The chair shall receive annual training on protecting victims and promoting accountability in cases involving allegations of sexual misconduct.

3. Hearings may be heard by a quorum of three members of the committee so long as one faculty member and one student are included on the hearing panel. Committee action may be taken upon a majority vote of all committee members attending the hearing.
4. Members of the student conduct committee shall not participate in any case in which they are a party, complainant, or witness, in which they have direct or personal interest, prejudice, or bias, or in which they have acted previously in an advisory capacity. Any party may petition for disqualification of a committee member pursuant to RCW 34.05.425(4).

Procedures, Forms, and Documents

- [RCW 34.05.425\(4\)](#)

5.P.65 Student Conduct Code—Appeal—Student Conduct Committee (WAC 495D-121-410)

Policy

1. Proceedings of the student conduct committee shall be governed by the Administrative Procedures Act, Chapter 34.05 RCW.
2. The student conduct committee chair shall serve all parties with written notice of the hearing not less than seven (7) days in advance of the hearing date. The chair may shorten this notice period if both parties agree, and also may continue the hearing to a later time for good cause shown.
3. The committee chair is authorized to conduct prehearing conferences and/or to make prehearing decisions concerning the extent and form of any discovery, issuance of protective decisions, and similar procedural matters.
4. Upon request filed at least five (5) days before the hearing by any party or at the direction of the committee chair, the parties shall exchange, no later than the third (3rd) day prior to the hearing, lists of potential witnesses and copies of potential exhibits that they reasonably expect to present to the committee. Failure to participate in good faith in such a requested exchange may be cause for exclusion from the hearing of any witness or exhibit not disclosed, absent a showing of good cause for such failure.
5. The committee chair may provide to the committee members in advance of the hearing copies of (a) the student conduct officer's notification of imposition of discipline (or referral to the committee) and (b) the notice of appeal (or any response to referral) by the respondent. If doing so, however, the chair should remind the members that these "pleadings" are not evidence of any facts they may allege.
6. The parties may agree before the hearing to designate specific exhibits as admissible without objection and, if they do so, whether the committee chair may provide copies of these admissible exhibits to the committee members before the hearing.
7. The student conduct officer, upon request, shall provide reasonable assistance to the respondent and complainant in obtaining relevant and admissible evidence that is within the college's control.
8. Communications between committee members and other hearing participants regarding any issue in the proceeding, other than procedural communications that are necessary to maintain an orderly process, are generally prohibited without notice and opportunity for all parties to participate, and any improper "ex parte" communication shall be placed on the record, as further provided in RCW 34.05.455.
9. In cases heard by the committee, each party may be accompanied at the hearing by a non-attorney assistant of their choice. The respondent in all appeals before the committee, or a complainant in an appeal involving allegations of sexual misconduct before the committee, may elect to be represented by an attorney at their own cost, but will be deemed to have waived that right unless, at least four (4)

business days before the hearing, written notice of the attorney's identity and participation is filed with the committee chair with a copy to the student conduct officer. The committee will ordinarily be advised by an assistant attorney general. If the respondent and/or the complainant is represented by an attorney, the student conduct officer may also be represented by a second, appropriately screened assistant attorney general.

Procedures, Forms, and Documents

- [34.05 RCW](#)
- [10-08 WAC](#)

5.P.67 Student Conduct Code—Student Conduct Appeals Committee Hearings—Presentation of Evidence (WAC 495D-121-420)

Policy

1. Upon the failure of any party to attend or participate in a hearing, the student conduct committee may either
 - A. proceed with the hearing and issuance of its decision or
 - B. serve a decision of default in accordance with RCW 34.05.440.
2. The hearing will ordinarily be closed to the public. However, if all parties agree on the record that some or all of the proceedings be open, the chair shall determine any extent to which the hearing will be open. If any person disrupts the proceedings, the chair may exclude that person from the hearing room.
3. The chair shall cause the hearing to be recorded by a method that they select, in accordance with RCW 34.05.449. That recording, or a copy, shall be made available to any party upon request. The chair shall assure maintenance of the record of the proceeding that is required by RCW 34.05.476, which shall also be available upon request for inspection and copying by any party. Other recording shall also be permitted, in accordance with WAC 10-08-190.
4. The chair shall preside at the hearing and decide procedural questions that arise during the hearing, except as overridden by majority vote of the committee.
5. The student conduct officer (unless represented by an assistant attorney general) shall present the case for imposing disciplinary sanctions.
6. All testimony shall be given under oath or affirmation. Evidence shall be admitted or excluded in accordance with RCW 34.05.452.
7. In cases involving allegations of sexual misconduct, no party shall directly question or cross examine one another. Attorneys for the parties are also prohibited from questioning the opposing party absent express permission from the committee chair. Subject to this exception, all cross-examination questions shall be directed to the committee chair, who in their discretion shall pose the questions on the party's behalf.

Procedures, Forms, and Documents

- [34.05 RCW](#)
- [10-08 WAC](#)

5.P.69 Student Conduct Code—Student Conduct Committee—Initial Decision (WAC 495D-121-430)

Policy

1. At the conclusion of the hearing, the student conduct committee shall permit the parties to make closing arguments in whatever form it wishes to receive them. The committee also may permit each party to propose findings, conclusions, and/or a proposed decision for its consideration.
2. Within twenty (20) days following the later of the conclusion of the hearing or the committee's receipt of closing arguments, the committee shall issue an initial decision in accordance with RCW 34.05.461 and WAC 10-08-210. The initial decision shall include findings on all material issues of fact and conclusions on all material issues of law, including which, if any, provisions of the student conduct code were violated. Any findings based substantially on the credibility of evidence or the demeanor of witnesses shall be so identified.
3. The committee's initial order shall also include a determination on appropriate discipline, if any. If the matter was referred to the committee by the student conduct officer, the committee shall identify and impose disciplinary sanction(s) or conditions (if any) as authorized in the student code. If the matter is an appeal by a party, the committee may affirm, reverse, or modify the disciplinary sanction and/or conditions imposed by the student conduct officer and/or impose additional disciplinary sanction(s) or conditions as authorized herein.
4. The committee chair shall cause copies of the initial decision to be served on the parties and their legal counsel of record. The committee chair shall also promptly transmit a copy of the decision and the record of the committee's proceedings to the president.
5. In cases involving allegations of sexual misconduct, the chair of the student conduct committee, on the same date as the initial decision is served on the respondent, will serve a written notice upon the complainant informing the complainant whether the allegations of sexual misconduct were found to have merit and describing any disciplinary sanctions and/or conditions imposed upon the respondent for the complainant's protection, including suspension or dismissal of the respondent. Complainant may appeal the student conduct committee's initial decision to the president subject to the same procedures and deadlines applicable to other parties. The notice will also inform the complainant of their appeal rights.

Procedures, Forms, and Documents

- [34.05 RCW](#)
- [10-08 WAC](#)

[5.P.71 Student Conduct Code—Appeal from Student Conduct Committee Initial Decision \(WAC 495D-121-440\)](#)

Policy

1. A respondent who is aggrieved by the findings or conclusions issued by the student conduct committee may appeal the committee's initial decision to the president by filing a notice of appeal with the president's office within ten (10) days of service of the committee's initial decision. Failure to file a timely appeal constitutes a waiver of the right and the initial decision shall be deemed final.
2. The notice of appeal must identify the specific findings of fact and/or conclusions of law in the initial decision that are challenged and must contain argument why the appeal should be granted. The president's review shall be restricted to the hearing record made before the student conduct committee and will normally be limited to a review of those issues and arguments raised in the notice of appeal.

3. The president shall provide a written decision to all parties within twenty (20) days after receipt of the notice of appeal. The president's decision shall be final and shall include a notice of any rights to request reconsideration and/or judicial review.
4. In cases involving allegations of sexual misconduct, the president, on the same date that the final decision is served upon the respondent, shall serve a written notice informing the complainant of the final decision. This notice shall inform the complainant whether the sexual misconduct allegation was found to have merit and describe any disciplinary sanctions and/or conditions imposed upon the respondent for the complainant's protection, including suspension or dismissal of the respondent.
5. The president shall not engage in an ex parte communication with any of the parties regarding an appeal.

Procedures, Forms, and Documents

No applicable procedures, forms, and documents available.

5.P.73 Student Conduct Code—Summary Suspension (WAC 495D-121-450)

Policy

1. Summary suspension is a temporary exclusion from specified college premises or denial of access to all activities or privileges for which a respondent might otherwise be eligible, while an investigation and/or formal disciplinary procedures are pending.
2. The student conduct officer may impose a summary suspension if there is probable cause to believe that the respondent:
 - A. Has violated any provision of the code of conduct; and
 - B. Presents an immediate danger to the health, safety or welfare of members of the college community; or
 - C. Poses an ongoing threat of substantial disruption of, or interference with, the operations of the college.
3. Notice. Any respondent who has been summarily suspended shall be served with oral or written notice of the summary suspension. If oral notice is given, a written notification shall be served on the respondent within two (2) business days of the oral notice.
4. The written notification shall be entitled "Notice of Summary Suspension" and shall include:
 - A. The reasons for imposing the summary suspension, including a description of the conduct giving rise to the summary suspension and reference to the provisions of the student conduct code or the law allegedly violated;
 - B. The date, time, and location when the respondent must appear before the conduct review officer for a hearing on the summary suspension; and
 - C. The conditions, if any, under which the respondent may physically access the campus or communicate with members of the campus community. If the respondent has been trespassed from the campus, a notice against trespass shall be included that warns the student that their privilege to enter into or remain on college premises has been withdrawn, that the respondent shall be considered trespassing and subject to arrest for criminal trespass if the respondent enters the college campus other than to meet with the student conduct officer or conduct review officer, or to attend a disciplinary hearing.
5. Hearing procedures:
 - A. The conduct review officer shall conduct a hearing on the summary suspension as soon as practicable after imposition of the summary suspension.

- B. During the summary suspension hearing, the issue before the conduct review officer is whether there is probable cause to believe that the summary suspension should be continued pending the conclusion of disciplinary proceedings and/or whether the summary suspension should be less restrictive in scope.
 - C. The respondent shall be afforded an opportunity to explain why summary suspension should not be continued while disciplinary proceedings are pending or why the summary suspension should be less restrictive in scope.
 - D. If the student fails to appear at the designated hearing time, the conduct review officer may order that the summary suspension remain in place pending the conclusion of the disciplinary proceedings.
 - E. As soon as practicable following the hearing, the conduct review officer shall issue a written decision which shall include a brief explanation for any decision continuing and/or modifying the summary suspension and notice of any right to appeal.
 - F. To the extent permissible under applicable law, the conduct review officer shall provide a copy of the decision to all persons or offices who may be bound or protected by it.
6. In cases involving allegations of sexual misconduct, the complainant shall be notified that a summary suspension has been imposed on the same day that the summary suspension notice is served on the respondent. The college will also provide the complainant with timely notice of any subsequent changes to the summary suspension order.

Procedures, Forms, and Documents

No applicable procedures, forms, and documents available.

5.P.75 Student Conduct Code—Discipline Procedures for Cases Involving Allegations of Sexual Misconduct—Supplemental Sexual Misconduct Procedures (WAC 495D-121-460)

Policy

Both the respondent and the complainant in cases involving allegations of sexual misconduct shall be provided the same procedural rights to participate in student discipline matters, including the right to participate in the initial disciplinary decision-making process and to appeal any disciplinary decision.

Procedures, Forms, and Documents

No applicable procedures, forms, and documents available.

5.P.83 Student Conduct Code—Free Movement on Campus (WAC 495D-121-500)

Policy

The president or designee is authorized in the instance of any event that they deems impedes the movement of persons or vehicles or which they 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 they may designate.

Procedures, Forms, and Documents

No applicable procedures, forms, and documents available.

5.P.85 Student Conduct Code—Right to Demand Identification (WAC 495D-121-510)

Policy

To determine if probable cause exists to apply any section of this code to any behavior by any person on a college facility, any college employee or other authorized personnel may demand that anyone on college facilities produce identification and/or evidence of student enrollment at the college by any of the following:

1. Student identification card.
2. Registration schedule.
3. Receipt for payment of fees for a current course.

Procedures, Forms, and Documents

No applicable procedures, forms, and documents available.

5.P.87 Student Conduct Code—Civil Disturbances (WAC 495D-121-520)

Policy

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

Procedures, Forms, and Documents

- [RCW 28B.10.571](#)
- [RCW 28B.10.572](#)

5.P.89 Student Conduct Code—Authority to Prohibit Trespass (WAC 495D-121-530)

Policy

1. Individuals who are not students or members of the faculty or staff and who violate Lake Washington Institute of Technology's rules, or whose conduct threatens the safety or security of its students, staff, or faculty will be advised of the specific nature of the violation, and if they persist in the violation, they will be requested by the campus president, or their designee, to leave the college property. Such a request will be deemed to prohibit the entry of, withdraw the license or privilege to enter onto or remain upon any portion of the college property by the person or group of persons requested to leave, and subject such individuals to arrest under the provisions of chapter 9A.52 RCW.

2. Members of the college community (students, faculty, and staff) who do not comply with these regulations will be reported to the appropriate college office or agency for action in accord with established college policies.
3. When the college revokes the license or privilege of any person to be on college property, temporarily or for a stated period of time, that person may file a request for review of the decision with the vice-president of administrative services or designee within ten (10) days of receipt of the trespass notice. The request must contain the reasons why the individual disagrees with the trespass notice. The trespass notice will remain in effect during the pendency of any review period. The decision of the vice-president of administrative services or designee will be the final decision of the college and should be issued within five (5) business days.

Procedures, Forms, and Documents

No applicable procedures, forms, and documents available.

5.P.91 Student Conduct Code—Academic Dishonesty/and Classroom/Lab/Clinic Conduct (WAC 495D-121-540)

Policy

1. Honest assessment of student performance is of crucial importance to all members of the academic community. The college views acts of dishonesty as serious breaches of honor and will deal with them using the following:
 - A. College administration and faculty will provide reasonable and prudent security measures designed to minimize opportunities for acts of academic dishonesty.
 - 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 are cause for disciplinary action.
 - C. Any student who aids or abets an act of academic dishonesty, as described in B of this subsection, may be subject to disciplinary action.
 - D. Faculty 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 a faculty from taking immediate disciplinary action when they must act upon such breach of academic dishonesty to preserve order and prevent disruptive conduct in the classroom.
2. Instructors have the authority to take whatever summary actions necessary to maintain order and proper conduct in the classroom and to maintain the effective cooperation of the class in fulfilling the course objectives.
 - A. Any student who, by any act of misconduct, substantially disrupts a class by engaging in conduct that renders it difficult or impossible to maintain the decorum of the faculty's class is subject to disciplinary action.
 - B. The faculty of each course, or the managing authority of distance learning courses, can take steps as necessary to preserve order and to maintain the effective cooperation of the class in fulfilling the course objectives, given that a student shall have the right to appeal the disciplinary action to the faculty's supervisor.

Procedures, Forms, and Documents

No applicable procedures, forms, and documents available.

5.P.93 Student Conduct Code—Hazing Prohibited (WAC 495D-121-550)

Policy

1. The college strictly bans hazing.
2. Hazing: 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 who attends any institution of higher education or post-secondary institution.
3. Penalties.
 - A. Any student organization, association or club that knowingly permits hazing is:
 - i. Liable for harm caused to people or property that result from hazing.
 - ii. Denied recognition by the college as an official organization, association, or club on campus. If the organization, association, or club is a corporation (for profit or non-profit), the college may hold individual directors of the corporation individually liable for damages.
 - B. A person who takes part in hazing another gives up 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 apply 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.

Procedures, Forms, and Documents

- [RCW 9A.20.021](#)

5.P.95 Student Conduct Code – Authority (WAC 495D-121-570)

Policy

The board of trustees, acting pursuant to RCW 28B.50.140(13), delegates to the president of the college the authority to administer disciplinary action. Administration of the disciplinary procedures is the responsibility of the vice-president of student services or designee. The student conduct officer shall serve as the principal investigator and administrator for alleged violations of this code.

Procedures, Forms, and Documents

- [RCW 28B.50.140\(14\)](#)

5.P.97 Student Conduct Code – Statement of Student Rights (WAC 495D-121-580)

Policy

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

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

1. Academic freedom.
 - A. Students are guaranteed the rights of free inquiry, expression, and assembly upon and within college facilities that are generally open and available to the public.
 - B. Students are free to pursue appropriate educational objectives from among the college's curricula, programs, and services, subject to the limitations of RCW 50.090 (3)(b).
 - C. Students shall be protected from academic evaluation which is arbitrary, prejudiced, or capricious, but are responsible for meeting the standards of academic performance established by each of their instructors.
 - D. Students have the right to a learning environment which is free from unlawful discrimination, inappropriate and disrespectful conduct, and any and all harassment, including sexual harassment.
2. Due process.
 - A. The rights of students to be secure in their persons, quarters, papers, and effects against unreasonable searches and seizures is guaranteed.
 - B. No disciplinary sanction may be imposed on any student without notice to the accused of the nature of the charges.
 - C. A student accused of violating this code of student conduct is entitled, upon request, to procedural due process as set forth in this chapter.

Procedures, Forms, and Documents

- [RCW 50.090 \(3\)\(b\)](#)

5.P.99 Student Conduct Code – Prohibited Student Conduct (WAC 495D-121-590)

Policy

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

1. Academic Dishonesty: Any act of academic dishonesty, including but not limited to cheating, plagiarism, and fabrication.
 - A. Cheating includes any attempt to give or obtain unauthorized assistance relating to the completion of an academic assignment.
 - B. Plagiarism includes taking and using as one's own, without proper attribution, the ideas, writings, or work of another person in completing an academic assignment. Prohibited

conduct may also include the unauthorized submission for credit of academic work that has been submitted for credit in another course.

- C. Fabrication includes falsifying data, information, or citations in completing an academic assignment and also includes providing false or deceptive information to an instructor concerning the completion of an assignment.
 - D. Academic consequences for academic dishonesty or abetting in academic dishonesty may be imposed at the discretion of a faculty member up to and including a failing grade for the course. Students should refer to each of their faculty's course syllabus. Further academic consequences may follow consistent with the provisions in any program handbook. Incidents of academic dishonesty may also be referred to the Student Conduct Officer for disciplinary action consistent with this chapter in addition to the academic consequences identified above.
2. Other Dishonesty: Any other acts of dishonesty. Such acts include, but are not limited to:
 - A. Forgery, alteration, submission of falsified documents or misuse of any college document, record, or instrument of identification;
 - B. Tampering with an election conducted by or for college students; or
 - C. Furnishing false information, or failing to furnish correct information, in response to the request or requirement of a college officer or employee.
 3. Obstructive or Disruptive Conduct: Conduct, not otherwise protected by law, that interferes with, impedes, or otherwise unreasonably hinders:
 - A. Any instruction, research, administration, disciplinary proceeding, or other college activity;
 - B. The free flow of pedestrian or vehicular movement on college property or at a college activity;
 - C. Any student's ability to profit from the instructional program; or
 - D. Any activity that is authorized to occur on college property, whether or not actually conducted or sponsored by the college.
 4. Assault, Intimidation, and/or Harassment: Unwanted touching, physical abuse, verbal abuse, threat(s), intimidation, harassment, bullying, or other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person or another person's property. For purposes of this code, "bullying" is defined as repeated or aggressive unwanted behavior, not otherwise protected by law that intentionally humiliates, harms, or intimidates the victim.
 5. Imminent Danger: Where the student presents an imminent danger to college property, or to themselves, or other students or persons in college facilities on or off campus, or to the education processes of the college.
 6. Cyber Misconduct: Cyber-stalking, cyber-bullying or online harassment. Use of electronic communications, including, but not limited to, electronic mail, instant messaging, electronic bulletin boards, and social media sites, to harass, abuse, bully or engage in other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person. Prohibited activities include, but are not limited to, unauthorized monitoring of another's email communications directly or through spyware, sending threatening emails, disrupting electronic communications with spam or by sending a computer virus, sending false messages to third parties using another's email identity, non-consensual recording of sexual activity, and non-consensual distribution of a recording of sexual activity.
 7. Property Violation: Damage to, misappropriation of, unauthorized use or possession of, vandalism, or other non-accidental damaging or destruction of college property or the property of another person. Property for purposes of this subsection includes computer passwords, access codes, identification

cards, personal financial account numbers, other confidential personal information, intellectual property, and college trademarks.

8. Noncompliance: Failure to comply with:
 - A. The direction of a college officer or employee who is acting in the legitimate performance of their duties, including failure to properly identify oneself to such a person when requested to do so;
 - B. A college rule or policy as set forth in the Lake Washington Institute of Technology Policies and Procedures Manual which may be found in the library or online.
9. Weapons: Possession, holding, wearing, transporting, storage or presence of any firearm, dagger, sword, knife or other cutting or stabbing instrument, club, martial arts weapons, explosive device, dangerous chemicals, or any other weapon apparently capable of producing bodily harm is prohibited on the college campus, subject to the following exceptions:
 - A. Commissioned law enforcement personnel or legally- authorized military personnel while in performance of their duties; or
 - B. A student with a valid concealed weapons permit may store a firearm in their vehicle parked on campus in accordance with RCW 9.41.050, provided the vehicle is locked and the weapon is concealed from view; or
 - C. The president or designee may authorize possession of a weapon on campus upon a showing that the weapon is reasonably related to a legitimate pedagogical purpose. Such permission shall be in advance to bringing weapons to the college, in writing, and shall be subject to such terms or conditions incorporated therein.
10. Hazing: Hazing includes, but is not limited to, any initiation into a student organization or any pastime or amusement engaged in with respect to such an organization that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm, to any student.
11. Tobacco, Electronic Cigarettes, and Related Products: The use of tobacco, electronic cigarettes, and related products in any building owned, leased, or operated by the college or in any location where such use is prohibited, including twenty-five (25) feet from entrances, exits, windows that open, and ventilation intakes of any building owned, leased or operated by the college. "Related products" include, but are not limited to, cigarettes, pipes, bidi, clove cigarettes, water pipes, hookahs, chewing tobacco, and snuff.
12. Alcohol: Being observably under the influence of any alcoholic beverage, or otherwise using, possessing, selling, or delivering any alcoholic beverage, except as permitted by law and authorized by the college president.
13. Marijuana: The use, possession, delivery, sale, or being observably under the influence of marijuana or the psychoactive compounds found in marijuana and intended for human consumption, regardless of form. While state law permits the recreational use of marijuana, federal law prohibits such use on college premises or in connection with college activities.
14. Drugs: The use, possession, delivery, sale, or being observably under the influence of any legend drug, including anabolic steroids, androgens, or human growth hormones as defined in RCW 69.41, or any other controlled substance under RCW 69.50, except as prescribed for a student's use by a licensed practitioner. Being observably under the influence of any lawfully prescribed drug when enrolled in classes that require operation of heavy equipment or other dangerous equipment.
15. Disorderly Conduct: Conduct which is disorderly, lewd, obscene, or a breach of peace on college premises or at college sponsored activities that is not otherwise protected under the law.
16. Discriminatory Conduct: Conduct which harms or adversely affects any member of the college community because of her/his race; color; national origin; sensory, mental or physical disability; use of a service animal; gender, including pregnancy; marital status; age ; religion; creed; sexual orientation; gender identity; veteran's status; or any other legally protected classification.

17. Sexual Misconduct. The term “sexual misconduct” includes sexual harassment, sexual intimidation, and sexual violence. Sexual harassment prohibited by Title IX is defined in the Supplemental Procedures to this Code. See WAC 495D-121-680 (Supplemental Title IX Student Conduct Procedures).
- A. Sexual Harassment. The term “sexual harassment” means unwelcome sexual or gender based conduct, including unwelcome sexual advances, requests for sexual favors, quid pro quo harassment, and other verbal, nonverbal, or physical conduct of a sexual or a gendered nature that is sufficiently severe, persistent, or pervasive as to:
 - 1. deny or limit the ability of a student to participate in or benefit from the college’s educational program;
 - 2. alter the terms or conditions of employment for a college employee(s); and/or
 - 3. create an intimidating, hostile, or offensive environment for other campus community members.
 - B. Sexual Intimidation. The term “sexual intimidation” incorporates the definition of “sexual harassment” and means threatening or emotionally distressing conduct based on sex, including, but not limited to, nonconsensual recording of sexual activity or the distribution of such recording.
 - C. Sexual Violence. “Sexual Violence” is a type of sexual discrimination and harassment. Nonconsensual sexual intercourse, nonconsensual sexual contact, domestic violence, dating violence, and stalking are all types of sexual violence.
 - D. Nonconsensual sexual intercourse. Any actual or attempted sexual intercourse (anal, oral, or vaginal), however slight, with any object or body part, by a person upon another person, that is without Consent and/or by force. Sexual intercourse includes anal or vaginal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.
 - E. Nonconsensual sexual contact. Any actual or attempted sexual touching, however slight, with any body part or object, by a person upon another person that is without Consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.
 - F. Incest. Sexual intercourse or sexual contact with a person known to be related to them, either legitimately or illegitimately, as an ancestor, descendant, brother, or sister of either wholly or half related. Descendant includes stepchildren, and adopted children under the age of eighteen (18).
 - G. Statutory Rape. Consensual intercourse between a person who is eighteen (18) years of age or older, and a person who is under the age of sixteen (16).
 - H. Domestic violence. Physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of State of Washington, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the State of Washington, RCW 26.50.010.

- I. Dating violence, Physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed by a person
 1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 2. where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - i. The length of the relationship;
 - ii. The type of relationship; and
 - iii. The frequency of interaction between the persons involved in the relationship
 - J. Stalking. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
 1. fear for their safety or the safety of others; or
 2. suffer substantial emotional distress.
 - K. For purposes of this code, “consent” means knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. Each party has the responsibility to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be at the time of the act of sexual intercourse or sexual contact actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact. A person cannot consent if they are unable to understand what is happening or are disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has engaged in nonconsensual conduct. Intoxication is not a defense against allegations that an individual has engaged in nonconsensual sexual conduct
18. Harassment: Unwelcome and offensive conduct, including verbal, nonverbal, or physical conduct, that is directed at a person because of such person’s protected status and that is sufficiently serious as to deny or limit, and that does deny or limit, the ability of a student to participate in or benefit from the college’s educational program or that creates an intimidating, hostile, or offensive environment for other campus community members. Protected status includes a person’s race; color; national origin; sensory, mental, or physical disability; age; religion; creed; genetic information; sexual orientation; gender identity; veteran’s status; or any other legally protected classification. See “Sexual Misconduct” for the definition of “sexual harassment.” Harassing conduct may include, but is not limited to, physical conduct, verbal, written, social media and electronic communications.
19. Retaliation: Harming, threatening, intimidating, coercing, or taking adverse action of any kind against a person because such person reported an alleged violation of this code or college policy, provided information about an alleged violation, or participated as a witness or in any other capacity in a college investigation or disciplinary proceeding.
20. Misuse of Information Resources: Theft or other misuse of computer time or other electronic information resources of the college. Such misuse includes but is not limited to:
- A. Unauthorized use of such resources or opening of a file, message, or other item.
 - B. Unauthorized duplication, transfer, or distribution of a computer program, file, message, or other item.

- C. Unauthorized use or distribution of someone else's password or other identification.
 - D. Use of such time or resources to interfere with someone else's work.
 - E. Use of such time or resources to send, display, or print an obscene or abusive message, text, or image.
 - F. Use of such time or resources to interfere with normal operation of the college's computing system or other electronic information resources.
 - G. Use of such time or resources in violation of applicable copyright or other law.
 - H. Adding to or otherwise altering the infrastructure of the college's electronic information resources without authorization.
 - I. Failure to comply with the college's acceptable use policy.
21. Breach of Campus Safety: Safety violation includes any non-accidental conduct that interferes with or otherwise compromises any college policy, equipment, or procedure relating to the safety and security of the campus community. Breaching campus safety or security, includes but is 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; propping open of exterior doors; or unauthorized entry onto or into college property.
 - B. Tampering with fire safety equipment such as fire extinguishers, smoke detectors, alarm pull stations or emergency exits or triggering false alarms or other emergency response systems.
 - C. Placement of equipment or vehicles including bicycles so as to obstruct the means of access to/from college buildings.
 - D. Entering or remaining in any closed college facility or entering after the closing time of the college facility without permission of a college official.
 - E. Operation of any motor vehicle on college property in an unsafe manner or in a manner which is reasonably perceived as threatening the health or safety of another person.
22. Abuse of Procedures: Abuse or misuse of any of the procedures relating to student complaints or misconduct, including but not limited to:
- A. Failure to obey a subpoena.
 - B. Falsification or misrepresentation of information.
 - C. Disruption, or interference with the orderly conduct of a proceeding.
 - D. Interfering with someone else's proper participation in a proceeding.
 - E. Destroying or altering potential evidence, or attempting to intimidate or otherwise improperly pressure a witness or potential witness.
 - F. Attempting to influence the impartiality of, or harassing or intimidating, a student conduct committee member.
 - G. Failure to comply with any disciplinary sanction(s) imposed under this student conduct code.
23. Violation of Other Laws or Policies: Violation of any federal, state, or local law, rule, or regulation or other college rules or policies, including college traffic and parking rules.
24. 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.

In addition to initiating discipline proceedings for violation of the student conduct code, the college may refer any violations of federal, state or local laws to civil and criminal authorities for disposition. The college reserves the right to pursue student disciplinary proceedings regardless of whether the underlying conduct is subject to civil or criminal prosecution.

Procedures, Forms, and Documents

- [RCW 9.41.050](#)

5.P.101 Student Conduct Code—Student Conduct Code – Disciplinary Sanctions (WAC 495D-121-600)

Policy

1. The following primary disciplinary sanctions may be imposed upon students found to have violated the student conduct code.
 - A. **Disciplinary Warning:** A verbal statement to a student that there is a violation and that continued violation may be cause for further disciplinary action.
 - B. **Written Reprimand:** Notice in writing that the student has violated one or more terms of this code of conduct and that continuation of the same or similar behavior may result in more severe disciplinary action.
 - C. **Disciplinary Probation:** Formal action placing specific conditions and restrictions upon the student's continued attendance depending upon the seriousness of the violation and which may include a deferred disciplinary sanction. If the student subject to a deferred disciplinary sanction is found in violation of any college rule during the time of disciplinary probation, the deferred disciplinary sanction, which may include, but is not limited to, a suspension or a dismissal from the college, shall take effect immediately without further review. Any such sanction shall be in addition to any sanction or conditions arising from the new violation. Probation may be for a limited period of time or may be for the duration of the student's attendance at the college.
 - D. **Disciplinary Suspension:** Dismissal from the college and from the student status for a stated period of time. There will be no refund of tuition or fees for the quarter in which the action is taken. 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.
 - E. **Dismissal:** The revocation of all rights and privileges of membership in the college community and exclusion from the campus and college-owned or controlled facilities without any possibility of return. There will be no refund of tuition or fees for the quarter in which the action is taken.
2. Disciplinary terms and conditions that may be imposed in conjunction with the imposition of a disciplinary sanction include, but are not limited to, the following:
 - A. **Restitution:** Reimbursement for damage to or misappropriation of property, or for injury to persons, or for reasonable costs incurred by the college in pursuing an investigation or disciplinary proceeding. This may take the form of monetary reimbursement, appropriate service, or other compensation.
 - B. **Professional Evaluation:** Referral for drug, alcohol, psychological, or medical evaluation by an appropriately certified or licensed professional may be required. The student may choose the professional within the scope of practice and with the professional credentials as defined by the college. The student will sign all necessary releases to allow the college access to any such evaluation. The student's return to college may be conditioned upon compliance with recommendations set forth in such a professional evaluation including but not limited to drug and alcohol education, anger management coursework, or ongoing treatment. If the evaluation indicates that the student is not capable of functioning within the college community, the student will remain suspended

until future evaluation recommends that the student is capable of reentering the college and complying with the rules of conduct.

- C. Not in Good Standing: A student may be deemed “not in good standing” with the college. If so the student shall be subject to the following restrictions:
 1. Ineligible to hold an office in any student organization recognized by the college or to hold any elected or appointed office of the college.
 2. 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
 - D. No Contact Orders and Other Summary Relief: The college may require a student to refrain from any form of contact with another student or college employee. Other forms or relief include, but are not limited to: switching to alternate sections of individual classes or programs, delaying admission to an instructional program, assigned seating during a class, or behavioral contracts.
3. 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. Loss of Parking Privileges on Campus: Revocation of parking privileges.

Procedures, Forms, and Documents

- [WAC 495D-121-340](#)

[5.P.103 Student Conduct Code—Loss of Eligibility, Student Activity Participation \(WAC 495D-121-610\)](#)

Policy

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.

Procedures, Forms, and Documents

- [69.50 RCW](#)
- [69.41 RCW](#)

[5.P.105 Student Conduct Code—Refunds and Access \(WAC 495D-121-620\)](#)

Policy

1. The college's refund policy covers refund of fees for the quarter in which disciplinary action occurs.
2. The college may deny a student access to all or any part of the campus or other facility if they was suspended on the basis of conduct, which disrupted the orderly operation of the campus or any facility of the district, may be denied.

Procedures, Forms, and Documents

No applicable procedures, forms, and documents available.

5.P.107 Student Conduct Code—Readmission after Dismissal or Suspension (WAC 495D-121-630)

Policy

The college will normally readmit any student suspended from the college for academic or disciplinary reasons on a space available basis in the students' program of study, when the suspension ends.

The college may readmit a student after receiving approval of a written petition submitted to the vice president, or other designated administrator, who imposed such suspension if:

1. A student who was suspended believes that circumstances merit reconsideration of the suspension before it ends.
2. The student was suspended with conditions imposed for readmission.

This petition must state reasons that support a reconsideration of the matter. The vice president's or designee's decision, after reviewing the petition, is final.

Procedures, Forms, and Documents

No applicable procedures, forms, and documents available.

5.P.109 Student Conduct Code—Reestablishment of Academic Standing (WAC 495D-121-640)

Policy

Students who were dismissed or suspended consistent with disciplinary procedures set forth in WAC 495D-121-340 and WAC 495D-121-600 and whose dismissal, or suspension upon appeal is found unwarranted will have the opportunity to reestablish their academic and student standing to the extent possible within the college's abilities, including an opportunity to retake exams or otherwise complete course offerings missed because of such action.

Procedures, Forms, and Documents

No applicable procedures, forms, and documents available.

5.P.111 Student Conduct Code—Campus Speakers (WAC 495D-121-650)

Policy

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:
 - A. Suitable space is available.
 - B. It does not interfere with the college's regularly scheduled programs.

Although allowed by the college, having such speakers on the campus does not imply the college's approval or disapproval of them or their viewpoints. For speakers who are candidates for political office, the college will make equal opportunities available to opposing candidates if they desire.

2. To ensure an atmosphere of open exchange and to not obscure the college's educational objectives, the president or designee, in a case with strong emotional feeling, may set conditions for conducting the meeting, such as requiring:
 - A. A designated member of the college community as chair, or
 - B. Permission for comments and questions from the floor.

The president or designee may encourage the appearance of one or more additional speakers at any meeting or at following meetings so people can express other points of view. The president may designate representatives to recommend conditions such as time, manner, and place for conducting particular meetings.

Procedures, Forms, and Documents

No applicable procedures, forms, and documents available.

5.P.113 Student Conduct Code—Distribution of Information (WAC 495D-121-660)

Policy

1. Students and members of recognized student organizations, or college employees, may sell or distribute handbills, leaflets, newspapers, and similar materials free of charge on or in college facilities at locations specifically designated by the appropriate administrator, as long as the distribution or sale:
 - A. Does not interfere with people's the ingress or egress;
 - B. Does not impede the free flow of vehicular or pedestrian traffic;
 - C. Is not obscene; or
 - D. Does not incite imminent violence.
2. All non-students must contact the director of student programs or designee and get directions on where, when, and the manner of distribution before distributing any handbill, leaflet, newspaper, or related matter. This ensures that such distribution or sale does not interfere with the free flow of vehicular or pedestrian traffic.
3. Anyone who violates provisions of subsections one and two of this section is subject to disciplinary action. Anyone who violates provisions of subsection two is subject to removal from the college campus.

Procedures, Forms, and Documents

No applicable procedures, forms, and documents available.

5.P.115 Student Conduct Code—Commercial Activities (WAC 495D-121-670)

Policy

1. No one can use college facilities for commercial solicitation, advertising, or promotional activities except when these 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.
 - b. Are conducted under the sponsorship or at the request of the college or official college organizations if the 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. Students cannot use college facilities, equipment, and supplies 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-121-660.

Procedures, Forms, and Documents

No applicable procedures, forms, and documents available.

5.P.120 Student Conduct Code—Supplemental Title IX Procedures – Order of Precedence (WAC 495D-121-680)

Policy

This supplemental procedure applies to allegations of Sexual Harassment subject to Title IX jurisdiction pursuant to regulations promulgated by the United States Department of Education. See 34 C.F.R. § 106. To the extent these supplemental hearing procedures conflict with Lake Washington Institute of Technology's standard disciplinary procedures, WAC 495D-121-320 through -670, these supplemental procedures shall take precedence. The college may, at its discretion, contract with an administrative law judge or other person to act as presiding officer and assign such presiding officer to exercise any or all of the duties in lieu of the student conduct committee and committee chair.

5.P.122 Student Conduct Code—Supplemental Title IX Procedures – Prohibited Conduct Under Title IX (WAC 495D-121-690)

Policy

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

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

1. Quid Pro Quo Harassment. A Lake Washington Institute of Technology employee conditioning the provision of an aid, benefit, or service of Lake Washington Institute of Technology on an individual's participation in unwelcome sexual conduct.
2. Hostile Environment. Unwelcome conduct that a reasonable person would find to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to Lake Washington Institute of Technology's educational programs or activities, or employment.
3. Sexual Assault. Sexual assault includes the following conduct:
 - a. Nonconsensual sexual intercourse. Any actual or attempted sexual intercourse (anal, oral, or vaginal), however slight, with any object or body part, by a person upon another

- person, that is without consent and/or by force. Sexual intercourse includes anal or vaginal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.
- b. Nonconsensual sexual contact. Any actual or attempted sexual touching, however slight, with any body part or object, by a person upon another person that is without consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.
 - c. Incest. Sexual intercourse or sexual contact with a person known to be related to them, either legitimately or illegitimately, as an ancestor, descendant, brother, or sister of either wholly or half related. Descendant includes stepchildren and adopted children under the age of eighteen (18).
 - d. Statutory Rape. Consensual sexual intercourse between someone who is eighteen (18) years of age or older and someone who is under the age of sixteen (16).
4. Domestic violence. Physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of State of Washington, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Washington, RCW 26.50.010.
 5. Dating violence. Physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed by a person (i) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (ii) where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - a. The length of the relationship;
 - b. The type of relationship; and
 - c. The frequency of interaction between the persons involved in the relationship.
 6. Stalking. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or suffer substantial emotional distress.

5.P.124 Student Conduct Code—Supplemental Title IX Procedures – Prohibited Conduct Under Title IX (WAC 495D-121-700)

Policy

1. This supplemental procedure applies only if the alleged misconduct:
 - a. Occurred in the United States;
 - b. Occurred during a Lake Washington Institute of Technology educational program or activity; and
 - c. Meets the definition of Sexual Harassment as that term is defined in this supplemental procedure.
2. For purposes of this supplemental procedure, an “educational program or activity” is defined as locations, events, or circumstances over which Lake Washington Institute of Technology exercised substantial control over both the respondent and the context in which the alleged

sexual harassment occurred. This definition includes any building owned or controlled by a student organization that is officially recognized by Lake Washington Institute of Technology.

3. Proceedings under this supplemental procedure must be dismissed if the decision maker determines that one or all of the requirements of Section 1(a)-(c) have not been met. Dismissal under this supplemental procedure does not prohibit Lake Washington Institute of Technology from pursuing other disciplinary action based on allegations that the Respondent violated other provisions of Lake Washington Institute of Technology's student conduct code, WAC 495D-121-320 through -670.
4. If the Student Conduct Officer determines the facts in the investigation report are not sufficient to support Title IX jurisdiction and/or pursuit of a Title IX violation, the Student Conduct Officer will issue a notice of dismissal in whole or part to both parties explaining why some or all of the Title IX claims have been dismissed.

5.P.126 Student Conduct Code—Supplemental Title IX Procedures – Initiation of Discipline (WAC 495D-121-710)

Policy

1. Upon receiving the Title IX investigation report from the Title IX Coordinator, the Student Conduct Officer will independently review the report to determine whether there are sufficient grounds to pursue a disciplinary action against the Respondent for engaging in prohibited conduct under Title IX.
2. If the Student Conduct Officer determines that there are sufficient grounds to proceed under these supplement procedures, the Student Conduct Officer will initiate a Title IX disciplinary proceeding by filing a written disciplinary notice with either the Chair of the Student Conduct Committee or the college's appointed Title IX Hearing Officer and serving the notice on the Respondent and the Complainant, and their respective advisors. The notice must:
 - a. Set forth the basis for Title IX jurisdiction;
 - b. Identify the alleged Title IX violation(s);
 - c. Set forth the facts underlying the allegation(s);
 - d. Identify the range of possible sanctions that may be imposed if the Respondent is found responsible for the alleged violation(s);
 - e. Explain that the parties are entitled to be accompanied by their chosen advisors during the hearing and that:
 - i. The advisors will be responsible for questioning all witnesses on the party's behalf;
 - ii. An advisor may be an attorney; and
 - iii. Lake Washington Institute of Technology will appoint the party an advisor of Lake Washington Institute of Technology's choosing at no cost to the party, if the party fails to do so; and
3. Explain that if a party fails to appear at the hearing, a decision of responsibility may be made in their absence.

5.P.128 Student Conduct Code—Supplemental Title IX Procedures – Pre-Hearing Procedure (WAC 495D-121-720)

Policy

1. Upon receiving the disciplinary notice, the Chair of the Student Conduct Committee or the college's appointed Title IX Hearing Officer will send a hearing notice to all parties, in compliance with WAC 495D-121-410. In no event will the hearing date be set less than ten (10) days after the Title IX Coordinator provided the Final Investigation Report to the parties.
2. A party may choose to have an attorney serve as their advisor at the party's own expense. This right will be waived unless, at least five (5) days before the hearing, the attorney files a notice of appearance with the committee chair with copies to all parties and the student conduct officer.
3. In preparation for the hearing, the parties will have equal access to all evidence gathered by the investigator during the investigation, regardless of whether Lake Washington Institute of Technology intends to offer the evidence at the hearing.

[5.P.130 Student Conduct Code—Supplemental Title IX Procedures – Rights of Parties \(WAC 495D-121-730\)](#)

Policy

1. Lake Washington Institute of Technology's Student Conduct Procedures, WAC 495D-121-320 through -670, and this supplemental procedure shall apply equally to all parties.
2. The Lake Washington Institute of Technology bears the burden of offering and presenting sufficient testimony and evidence to establish that the Respondent is responsible for a Title IX violation by a preponderance of the evidence.
3. The Respondent will be presumed not responsible until such time as the disciplinary process has been finally resolved.
4. During the hearing, each party shall be represented by an advisor. The parties are entitled to an advisor of their own choosing and the advisor may be an attorney. If a party does not choose an advisor, then the Title IX Coordinator will appoint an advisor of Lake Washington Institute of Technology's choosing on the party's behalf at no expense to the party.

[5.P.132 Student Conduct Code—Supplemental Title IX Procedures – Evidence \(WAC 495D-121-740\)](#)

Policy

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

1. **Relevance:** The Committee Chair or the college's appointed Title IX Hearing Officer shall review all questions for relevance and shall explain on the record their reasons for excluding any question based on lack of relevance.
2. Relevance means that information elicited by the question makes facts in dispute more or less likely to be true.

3. Questions or evidence about a Complainant's sexual predisposition or prior sexual behavior are not relevant and must be excluded, unless such question or evidence:
 - a. Is asked or offered to prove someone other than the Respondent committed the alleged misconduct; or
 - b. Concerns specific incidents of prior sexual behavior between the Complainant and the Respondent, which are asked or offered on the issue of consent.
4. Cross-examination required: If a party or witness does not submit to cross-examination during the live hearing, the Committee or the college's appointed Title IX Hearing Officer must not rely on any statement by that party or witness in reaching a determination of responsibility.
5. No negative inference: The Committee or the college's appointed Title IX Hearing Officer may not make an inference regarding responsibility solely on a witness's or party's absence from the hearing or refusal to answer questions.
6. Privileged evidence: The Committee or the college's appointed Title IX Hearing Officer shall not consider legally privileged information unless the holder has effectively waived the privilege. Privileged information includes, but is not limited to, information protected by the following:
 - a. Spousal/domestic partner privilege;
 - b. Attorney-Client and attorney work product privileges;
 - c. Privileges applicable to members of the clergy and priests;
 - d. Privileges applicable to medical providers, mental health therapists, and counsellors;
 - e. Privileges applicable to sexual assault and domestic violence advocates; and
 - f. Other legal privileges identified in RCW 5.60.060.

[5.P.134 Student Conduct Code—Supplemental Title IX Procedures – Initial Order \(WAC 495D-121-750\)](#)

Policy

In addition to complying with WAC 495D-121-430, the Student Conduct Committee or the college's appointed Title IX Hearing Officer will be responsible for conferring and drafting an Initial Order that:

1. Identifies the allegations of sexual harassment;
2. Describes the grievance and disciplinary procedures, starting with filing of the formal complaint through the determination of responsibility, including notices to parties, interviews with witnesses and parties, site visits, methods used to gather evidence, and hearings held;
3. Makes findings of fact supporting the determination of responsibility;
4. Reaches conclusions as to whether the facts establish whether the Respondent is responsible for engaging in Sexual Harassment in violation of Title IX;
5. Contains a statement of, and rationale for, the Committee's or the college's appointed Title IX Hearing Officer's determination of responsibility for each allegation;
6. Describes any disciplinary sanction or conditions imposed against the Respondent, if any;
7. Describes to what extent, if any, Complainant is entitled to remedies designed to restore or preserve Complainant's equal access to Lake Washington Institute of Technology's education programs or activities; and
8. Describes the process for appealing the Initial Order to the Lake Washington Institute of Technology President.
9. The Committee Chair or the college's appointed Title IX Hearing Officer will serve the Initial Order on the Parties simultaneously.

5.P.136 Student Conduct Code—Supplemental Title IX Procedures – Initial Order (WAC 495D-121-760)

Policy

1. The Parties shall have the right to appeal from the Initial Order's determination of responsibility and/or dismissal of an allegation(s) of sexual harassment in a formal complaint. The right to appeal will be subject to the same procedures and timeframes set forth in WAC 495D-121-440.
2. The President or their delegate will determine whether the grounds for appeal have merit, provide the rationale for this conclusion, and state whether the disciplinary sanction and condition(s) imposed in the Initial Order are affirmed, vacated, or amended, and, if amended, set forth any new disciplinary sanction and/or condition(s).
3. President's Office shall serve the Final Decision on the parties simultaneously.