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Welcome to LWTech!

I am excited to see so many new and returning faces! I am Amanda Pelly, your 2017-2018 Associated Student Government President. I have been attending LWTech since 2014 and am currently on my second year of BTAD. We are part of an exceptional student body known for our technical skills, hard work, dedication and creativity; I expect to see many great achievements from us this year. I can tell you from my experience LWTech is where you will find success. You are not alone on this journey. The whole LWTech staff is cheering for you and genuinely cares about providing you support. That said; please remember to seek help whenever you need it. Most people achieve their greatest success one-step beyond what looked like their greatest failure. The greatest piece of knowledge I've gained here in my time at LWTech is: you belong here, for as long as it takes.

~Amanda Pelly, Associated Student Government President

Getting Started and Making Transitions

Many services are available to get you started at LWTech and be a successful student. Use these services to start at LWTech and make a smooth transition to college life. We recommend you confirm your [college account user name](#) and your mailing [address](#), and review your [insurance options](#) and access your [student email account](#). If you are a [high school student](#) or [international student](#) you are supported through specific offices: High School Programs and International Student Services.

After completing those tasks, explore ways to get involved on campus through [Associated Student Government](#) and [Student Programs](#). Learn how to [manage your classes](#) and [pay tuition](#). Discover what [support services](#) and [resources](#) LWTech provides to help you succeed! Finally, make sure you know LWTech's [academic and enrollment policies](#) and [your rights as a student](#).

All these services are for you, ensuring you will be a successful LWTech student. Take advantage of them!

Admissions and Registration

West Building, W201

(425) 739-8104

[Apply for Admission](#)

(425) 739-8381

admission.coach@lwtech.edu

All students must apply for admission to the college. Depending on your program of study, there may be special admission requirements or procedures like test, prerequisite courses, or application materials. Working with our Admission Coach will leave you with a personalized admissions guide based on your needs, including applying for financial aid and a guide campus services and amenities! If you have any questions about being admitted talk with an Admission Coach.

Prior Learning Assessment

Prior learning is knowledge and skills gained through: work and life experience, military training and experience, formal and informal education, and training from in- and out-of-state institutions, including foreign institutions. Identifying credit for prior learning can be accomplished by an assessment process (PLA), conducted by qualified faculty. That may result in one or several courses being posted on your transcript. Up to 25% of the total credits required for a degree or certificate may be earned through the [PLA](#) process. LWTech awarding PLA credits does not guarantee or imply that other institutions will accept those credits. If credit is awarded you are responsible for paying the transcription charge.

College Account User Name

Generally, the college requires you to use your legal name for enrollment purposes, college email and CANVAS accounts. In some circumstances, this may impose a hardship. If you want to use an alternate name, please follow these steps:

- ⚙️ Notify the vice president of student services of the reason for the name change. Legitimate requests include, but may not be limited to:
 - Non legal name change due to gender identity
 - Confidential needs based on court documents like no contact or protection orders.

If approved, the vice president of student services will contact the information technology department and eLearning and request a name change. The reason for the request will not be shared with those departments.

Student Address Change

West Building, W201
(425) 739-8104

To receive information from the school through the mail please ensure Enrollment Services has your correct mailing address on file. Human Resources also requires an address change for student employment purposes. You may update any of your contact information using Student Toolbox.

Accident & Health Insurance

West Building, W201
(425) 739-8104

Accident and sickness insurance is available at a nominal cost through a plan designed for Washington State community and technical college students. The insurance covers time when students are enrolled in courses during the quarter. We recommend you obtain accident coverage, when other insurance is not available. Application forms are available at Enrollment Services. Due to the cost of tool sets, we also recommend you insure your program required tools and equipment.

Information Technology Services (IT)

Technology Building, T318
(425) 739-8100 x 8306

Student Email

my.lwtech.edu
helpdesk@lwtech.edu
(425) 739-8100 x 8603

When you are admitted to LWTech you receive a free to use email account. Use the email for academic and personal use, including digital storage for class assignments. Additionally, you will receive important college notices, so please check the email or forward your email to an account you use regularly. LWTech uses your email address to send you all required communication like:

- ⚙️ [Cleary Act Notices](#); required safety information
- ⚙️ [FERPA Notices](#); required privacy information
- ⚙️ Required [student conduct](#) notices
- ⚙️ [Financial Aid](#) information
- ⚙️ [Registration](#) information

For assistance with your college email please contact the information technology services help desk.

International Programs & Global Education Office

East Building, E215

(425) 739-8145

[International Programs & Global Education Office](#) provides diverse services and programs for international students and scholars. These services and programs include: immigration and academic advising, class registration, orientation to LWTech, medical insurance enrollment, cultural adjustment support, and assistance with applying for Practical Training work experience.

If you are seeking admission as F-1 student contact the International Programs & Global Education Office for an application and admission assistance. Applicants are encouraged to apply early, until one month prior to the quarterly orientation date. This allows time to obtain proper visas. International transfer students within the United States may apply up until two weeks prior to the quarterly orientation date. Mandatory orientation tailored for all new international students, including transfer students, occurs one week prior to the start of each quarter.

Many international students begin their studies in the Intensive English Program before progressing to academic programs. If you are an international student and have not completed high school in your home country you may be eligible for the international high school completion program. This allows you to take courses that will help earn high school and college credits at the same time.

High School Programs

West Building, W210

(425) 739-8107

At Lake Washington Institute of Technology (LWTech), the High School Program's comprehensive approach to student selection is the product of national best practices, bounded by state regulation, and supported by intensive training and a dedicated, professional, highly qualified team. One point to emphasize is that meeting the eligibility requirements does not guarantee acceptance

[Lake Washington Technical Academy](#)

[Lake Washington Technical Academy](#) offers eligible high school students ages 16 – 21 an opportunity to earn a high school diploma while concurrently working toward a college degree or certificate. Enrollment is limited and there is an application process. If interested you must:

- ⚙ Be at least 16 years of age and not yet 21 before the 1st of September
- ⚙ Not have earned a high school diploma but may have earned a GED
- ⚙ Have completed grade 10
- ⚙ Attend a required orientation and meet all eligibility requirement
- ⚙ Complete a selective admissions process including essays and an interview

After admission processes are completed advisors will make a recommendation whether or not to admit. Admission recommendation will be to either the Academy as a direct entry student, or the "Open Doors" program.

Direct Entry

- ⚙ For those who have a high school grade point average of at least 2.4 and are on track to graduate may be selected to enter the academy directly. Students may start any quarter.

Open Doors

- ⊗ For those who have less than a 2.4 grade point average, and are behind in credits, may be served through the open doors program. Students receive additional academic support during a foundation period of two quarters. Open doors students may begin Fall or Winter quarters.

Running Start

The [Running Start program](#) is a partnership between LWTech and local public high schools. Students classified as high school juniors and seniors may apply. Applications are available in the high school programs office.

Getting Involved On Campus

There are many ways to be involved in your college's student life. Being a student government officer, joining or starting a student club or volunteering with academic programs are pathways to campus life involvement. See the information listed below or visit the Student Programs office to learn more about these opportunities.

LWTech Associated Student Government (ASG)
(425) 739-8707
East Building, E128

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

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

Student government is a group of students selected by a cross member committee, during spring quarter, to fulfill the constitution and by-laws for LWTech students. A president, vice president, records officer, finance officer, and public relations Officer staff the executive board. All officer positions open each year for selection in spring quarter. Check with the student programs office for opportunities to serve as an officer. All officers must have a 2.0 grade point average, be enrolled for 6 or more credits, and have no pending student conduct issues.

ASG Committees

Throughout the year, ASG looks for students to serve on various college committees. There are a variety of committees that need student input. To sign up for a committee, visit East Building, E128.

Services & Activities Fee

The ASG and college trustees annually approve a services and activities fee based budget. Among other things, these fees make up the student government budget that funds clubs, lectures, student employment positions, childcare services and emergency grants for students. Please take advantage of these and more opportunities by getting involved. For more information, contact Student Programs staff or an ASG officer.

Technology Fee

The ASG, Student Body and Board of Trustees approved a technology fee for use by students to fund technology improvements. This fee is managed by the college and expended by students through annual proposals. For more information about this fee contact Student Programs.

Student Programs
East Building, E128
(425) 739-8314

student.programs@lwtech.edu

Student Programs houses several components of student life including: Associated Student Government, leadership development, student clubs, campus life activity planning and volunteering, equity and diversity activities, and engaging experiences for new students that are fun. Look for opportunities throughout the year. Student Programs also employs students to accomplish many of the events above. Look for job opportunities throughout the year. Lastly, Student Programs also acts as a resource for all students. Student Programs will: post for sale fliers, rent TI-80 and TI-84Plus calculators, help you volunteer at the college, schedule study spaces, fax financial aid paperwork, and answer various questions about the college.

Campus Life Activities

To fulfill their mission of planning activities to build a campus community, Student Programs sponsors a variety of student oriented activities throughout the year. Look for advertisements throughout the college. Different activities have been: music, poetry, speakers, leadership workshops, and wellness events. The Campus Life Activity team of student leaders plans and implements all events. To suggest an event visit East Building, E128.

Student Chartered Clubs

Student clubs are a great way to meet new friends or learn about an interesting topic with others. Any currently enrolled student may charter a club through Student Programs. Clubs offer leadership and learning opportunities by being involved with college business processes, community building, and student government. Clubs receiving quarterly funding and are eligible to fundraise. Club meetings are open to all students. For more information about joining or starting a club, contact Student Programs staff.

Commencement

The [commencement ceremony](#) is a time when student academic achievement is celebrated. Student Programs staff manages all aspects of the ceremony including: registering for the event and assigning honor cords. Information about commencement is available online. High School Programs manages a High School graduation ceremony. Enrollment Services managed your application for degree or certificate and Student Programs manages the commencement ceremony.

Managing Your Classes/Registration & Advising

Enrollment Services
West Building, W201
(425) 739-8104

[Enrollment Services](#) coordinates a variety of services for students to get them admitted and enrolled. Below, are descriptions of services offered.

[Assessment Center](#)
[West Building, W204](#)
[\(425\) 739-8115](#)

The [Assessment Center](#) offers testing services for students, faculty, staff, and community members. Testing, except placement diagnostics, is by appointment only. Each assessment has specific hours, requirements, or fees and these may change at any time. Please see the Assessment Center website for more information and to schedule a testing appointment. Assessments include:

- ⚙ Computer Based Exams
- ⚙ Placement Diagnostics
- ⚙ College Level Examination Program (CLEP)
- ⚙ Test of Essential Academic Skills (TEAS)
- ⚙ Microsoft Office Specialist (MOS)
- ⚙ Microsoft Certified Application Specialist (MCAS)
- ⚙ Internet and Computing Core (IC3)
- ⚙ Adobe Certified Associate (ACA)
- ⚙ WAOL, Distance Learning and Online Test Proctoring
- ⚙ General Education Development (GED) Certificate

[Incoming Transcript Evaluation Procedures](#)
[West Building, W207](#)

Evaluation of credits will only occur for admitted students at LWTech. Use the following steps to have courses from other accredited colleges transferred to LWTech:

- ⚙ Official transcripts may be brought, electronically sent, or mailed to LWTech. If transcripts are brought to the college they must be in a sealed envelope. The initiating school (where you last attended) may also mail or electronically send transcripts to LWTech.
- ⚙ For the year you attended the prior college either college catalogs or course descriptions must be submitted to Enrollment Services. Additional information may be required and not all courses may be transferable. Evaluation of out-of-state and international transcripts and non-technical courses more than five years old may require additional review.
- ⚙ Transfer of technical courses requires faculty advisor review. Faculty may or may not accept for transfer technical courses more than five years old .
- ⚙ Credit may be awarded for advanced placement, international, baccalaureate, or CLEP credits.

[Student Toolbox](#)

[Student toolbox](#) helps manage your educational career without waiting in line. Accessing these services requires using the student identification number (SID) and personal identification number (PIN); typically set as a student's birthday in month/day/year (MMDDYY) format. These services allow access to manage the student's account, register for classes, monitor waitlists status, and check financial aid application status.

Specific Class Wait Lists

When registering for a full class students may add their name to that [classes' wait list](#). Once added, check the waitlist status using student toolbox. Check the student toolbox "my schedule" to verify class registration, if the waitlist disappears. Students may remove their name from the waitlist using the student toolbox "waitlist" option. Students are encouraged to attend the first day of class regardless of waitlist status. The instructor is able to add or drop students from the class.

Full and Part-Time Student Status

LWTech considers students enrolled in 12 or more credits full-time enrolled. This corresponds to financial aid full-time enrollment status. Some programs may require higher quarterly credit loads to complete requirements in a specific time period. Some external agencies use different credit values to calculate full-time status. LWTech considers students registered for fewer than 12 credits part-time. Please consult the Financial Aid Office for definitions of three-quarter time, half-time, and less than half-time.

Withdrawing From Courses

Course withdrawal occurs when a student drops a course in person, through web services, in writing, by signed fax, or using a college generated email address to contact the [Enrollment Services](#) department. The ability to drop courses via web services ends at the end of the 100% refund period as noted in the quarterly class schedule. Withdrawing from a class funded with financial aid may reduce financial aid eligibility. Contact the [Financial Aid](#) department for information to determine eligibility.

Transcripts and Grades

A [transcript](#) is the official record of all courses and received grades. Students may request official transcripts by ordering them online through [National Student Clearinghouse](#). Students may also order transcripts with a [records request](#). Use [Student Toolbox](#) to access unofficial transcripts.

Degree and Certificate General Requirements

Use the [college catalog](#) for each academic or technical program's course and graduation requirements. Receiving any degree or certificate requires the following:

- ⚙ A minimum numeric grade of 2.0 or higher in all required courses that receive a numeric grade and a cumulative grade point average of 2.0.
- ⚙ At least 30% of technical credits must be earned in residence at LWTech. For Certificates of Completion, all technical credits must be earned at LWTech.

Change of Program Process

Students wanting to change programs will complete a [change of program form](#) prior to the beginning of the quarter. Students changing programs may need to wait for available space or quarter start (for cohort programs) to begin the new program.

Apply for Graduation

To complete a degree or certificate use the [apply for graduation form](#). You will receive email correspondence describing the status of your application. Walking in graduation ceremony is a different process. Visit the [Student Programs](#) department or [High School Programs](#) department to learn more about walking in those graduation ceremonies.

Student Development Services

Academic Advising Services

West Building, W207

(425) 739-8300

[Academic Advising](#) staff help students make academic decisions related to program choice, registration requirements and success strategies while enrolled at LWTech. Students are encouraged to see an adviser regarding the following:

New Student Advising

- ⊗ Academic planning (completed before or during the first quarter)
- ⊗ Health Science pre-requisite advising
- ⊗ Registration process; entry codes for academic courses
- ⊗ Interpretation of placement assessment results
- ⊗ General information about programs and classes
- ⊗ Transferring to another college or university
- ⊗ Student grievance and due process
- ⊗ Study skills
- ⊗ Standards of Academic Progress
- ⊗ Referral to other campus resources
- ⊗ Advising services for international students are provided by the International Programs staff.

New Student Orientation

This [mandatory session](#) for all new students will explain:

- ⊗ How to begin classes at LWTech
- ⊗ Services that will help you succeed in college
- ⊗ How to choose and register for classes
- ⊗ How to access online services

Program Faculty as an Advisor

After students are enrolled in a technical program, the assigned faculty adviser will assist them with academic advising, quarterly registration and academic planning.

Transferring to Other Colleges

Students planning to transfer to another college or university should contact the other school regarding transfer student admission requirements. Many LWTech credit courses transfer to community and technical colleges or four-year universities, but exceptions do occur. For assistance with transferring to another college or university, contact academic advising services.

Academic Early Alert

The Student Development Office provides support to students who have received an [Academic Early Alert](#). Academic alerts connect students to services and resources designed to foster academic success. The alert is not a discipline action or violation of the student code of conduct. After the fourth week of the quarter the college sends academic alerts. The alert is delivered via email or letter and informs students about class progress. It also includes helpful information about support services such as tutoring, counseling, and advising. Students served by special population programs such as High School Programs or TRIO may receive multiple alerts during the quarter.

Paying For College

Business Office

The Business Office serves the financial needs of the college and helps to support overall operations by providing financial services to students, faculty and staff. Students may pay various fees at the cashier's office.

Cashier (Paying Bills)

West Building, W201F

(425) 739-8403

When registering for courses you must pay class tuition and fees by the first day of the quarter. Students are encouraged to pay at the time of registration or to enroll in the college's payment plan. If you enroll in a payment plan you must withdraw by the scheduled refund dates to receive the level of refund outlined in the college's refund policy. Students who enroll after the first day of the quarter must pay tuition and fees at the time of registration. Students with a balance due for tuition and fees at the end of the 5th day of the quarter are subject to being dropped from classes. Unpaid balances may be subject to collections and you may be responsible for any collection and legal fees.

Student Accounts Office

West Building, W207

(425) 739-8184

Contact the Student Accounts Office for information on tuition payments, third party funding, or the student payment plan. The Student Payment Plan allows students to pay tuition and fees on an installment plan. Payments are made in monthly installments for each academic quarter. If you are expecting financial aid or funding through a third party agency, do not sign up for the Student Payment Plan unless asked to do so by college personnel.

Policies for Refunds of Tuition and Fees

Refunds of tuition and fees are provided to students, under some particular situations. Please review the information below to familiarize yourself with the policies that impact receiving a refund upon withdrawing from classes or the college. Enrollment Services is the first stop to receive any assistance related to receiving tuition and fee refunds.

- ⊗ A refund will occur only when you officially withdraw within the refund period (see the Academic Calendar for dates) by completing an add/drop form, available in Enrollment Services
- ⊗ Refunds are provided back to students the same way they were distributed. If you pay with a credit card, the refund will be credited to that credit card account; if you pay by cash or check, a refund check will be mailed to your current address on file with Enrollment Services
- ⊗ Amounts of less than \$5 will not be refunded; allow up to four (4) weeks for processing

- ⊗ Refunds for students receiving financial aid will be refunded to the financial aid program or agency

Not attending a class does not make students eligible for a refund; which would include both tuition and fees

- ⊗ Students will forfeit all claims to refund of tuition and fees if they fail to withdraw from a course or are suspended or terminated for misconduct
- ⊗ For a first-time, federally funded student, the refund will be calculated on a prorated basis consistent with applicable federal rules, as determined by Financial Aid

Course Cancellations

If a class is canceled 100% of tuition and fees will be refunded.

Refund Policy for State-Supported Credit Courses

The refund schedule for state-supported credit courses is as follows:

- ⊗ 100% through first five (5) business days of the quarter
- ⊗ 50% after fifth (5th) business day of the quarter through 20th calendar day of the quarter. Contact Enrollment Services for information about refunds after the 20th calendar day

Refund Percentage Information

Please see the Tuition & Financial Aid section of quarterly class schedule for more information about refund percentages. The following policies are in place to explain the refund percentage.

Refund percentages are based on prior full payment of tuition & fees

- ⊗ If you are using the Student Payment Plan or have made partial payment you may still owe a balance if you drop your class during the partial refund periods noted previously
- ⊗ Refunds for state-supported courses that start after the regular quarter begins, or short courses that begin any time during the quarter, shall be made in proportion to the tuition and fee refund percentages above
- ⊗ Refund deadlines may differ for classes that begin after the first week of the quarter; and may also differ for Washington On-Line, extended learning classes, and classes with start dates mid-quarter and later
- ⊗ The college will use the start date of the student's longest course during the quarter when calculating refunds upon the student withdrawal from all courses; this ratio depends on the total number of class sessions and the number of sessions already held, regardless of attendance in those same classes

Petitions for Exceptions

The college considers extenuating circumstances for exceptions to the refund policy. The key reasons an exception might be made are:

- ⊗ Being called to active US military duty
- ⊗ Documented medical problems of self or a dependent

Please contact Enrollment Services for the general petition form and questions regarding required documentation of military orders or medical issues.

Pass-Through Fees Refund

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

Financial Aid
West Building, W209
(425) 739-8106
financialaid@lwtech.edu

Many students may be eligible to receive some form of federal, state, or institutional financial aid. Students do not need to be low income to receive some types of aid. Some of aid programs include: Federal Pell grants, Federal Supplemental Educational Opportunity grants (SEOG), Federal Direct Stafford and PLUS student loans, Washington State Need grant, state and federal work-study jobs, scholarships, institutional aid. Depending on the time of the year, it may take up to 12 weeks to process financial aid applications. Students may check the status of their application online by using the [Financial Aid Student Portal](#).

The Financial Aid department also assists Veterans applying for Veteran's educational benefits. Learn more by visiting the [Veteran Success Center Information Site](#).

Financial Aid Eligibility

To be eligible for financial aid:

- ⚙ Apply each year; the financial aid award year is from July 1 to June 30 of the next year. Students must re-apply each year for aid.
- ⚙ Attend LWTech for the express purpose of obtaining an eligible degree or certificate, for most types of aid.
- ⚙ Be a citizen of the United States or an eligible non-citizen.
- ⚙ Non-citizen students unable to file a Free Application for Federal Student Aid ([FASFA](#)), due to immigration status may be eligible to complete a Washington Application for State Financial Aid ([WASFA](#)). Requirements include:
 - graduation from a high school in Washington State;
 - GED and;
 - have lived in Washington State for three years prior to and continuously since earning a high school diploma or credential.
 - DACA students who are Washington State residents may also be eligible to complete the WASFA application.
- ⚙ Achieve and maintain satisfactory academic progress in the chosen program of study as defined by the financial aid [satisfactory academic progress policy](#);
- ⚙ Not be in default on any previous student loans or owing a refund on any grants;
- ⚙ Be registered with selective service or exempt per federal guidelines if male;
- ⚙ A high school diploma or equivalent such as a GED is generally required to receive aid; however, students without a high school diploma or GED may receive aid under certain conditions if they meet [Ability to Benefit requirements](#).
- ⚙ Students with a bachelor's degree or equivalent from the United State or a foreign country are not eligible for most federal or state grants but may receive assistance from student loans, work-study, or scholarships where available.

Need Determination

Need determination is the amount of assistance received based on the student's demonstrated need, determined by the completion of a Free Application for Federal Student Aid ([FAFSA](#)).

Attendance Costs

[Student budgets estimate](#) expenses for a nine-month academic year, or three quarters. This budget determines a student's financial need. Budgets include standard, or average, expenses for a student's cost of attendance. Indirect educational expenses (room/board, transportation, food, etc.) are based on averages for Washington State students; as determined by the Washington Financial Aid Association. Direct educational expenses are an average of tuition, fees, and other college costs.

Financial Aid Deadlines

To receive priority consideration for funding, students must meet [posted deadlines](#). Some financial aid funding is limited and the office cannot guarantee funds will be available. The deadline will be met when all applicable, required items are received by the Financial Aid office by posted deadlines. Applications turned in after the posted deadline will be considered for funding during the next quarterly deadline.

Application processing deadlines:

Fall 2017.....	June 16, 2017
Winter 2018.....	October 6, 2017
Spring 2018.....	January 5, 2018
Summer 2018.....	March 15, 2018

Federal Financial Aid Refund Policy

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

Workforce Development

West Building, W207

(425) 739-8300

Many programs exist to help you go from college to work. From economic support to career building to interviewing techniques, there is a service or resource to help you. Visit West Building, W207 for more information.

Basic Food, Employment & Training (BFET) program

West Building, W207

(425) 576-5811

The Basic Food, Employment & Training ([BFET](#)) program is a federally funded program designed to support students who are receiving federal food assistance, or food stamps.

Students in the [BFET](#) program may receive:

- ⊗ Funding for books & supplies, up to \$250 per quarter
- ⊗ Childcare assistance through Working Connections Childcare (DSHS)
- ⊗ Career and educational advising and planning

- ⊗ Clothing vouchers through YWCA
- ⊗ Eligibility for food stamps if previously denied

Eligibility guidelines to receive the grant include:

- ⊗ Must be receiving or eligible to receive federal food stamps
- ⊗ Cannot be receiving Temporary Assistance for Needy Families (TANF)
- ⊗ Must have a complete 2017-18 FAFSA
- ⊗ Must be enrolled in a professional-technical program (not a transfer or Bachelor program) or basic skills classes like GED, HS21+, ESL or ABED
- ⊗ Must be committed to getting a job upon program completion

Employment Resource Center

West Building, W207

(425) 793-8113

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

- ⊗ Career Services Online – Search for current job postings related to a program of study, post a resume and apply to jobs online; to register go to www.lwtech.edu/erc
- ⊗ Job search information and resources at the ERC website
- ⊗ Job search resources and assistance by appointment
- ⊗ Resume, interview, and networking assistance
- ⊗ [Career exploration](#) workshops and resources
- ⊗ Labor market information
- ⊗ Information on local job fairs and hiring events
- ⊗ On-campus employer recruiting opportunities
- ⊗ Computer, fax, copy machine and phone are available to assist in job searches

Opportunity Grant Scholarship

West Building, W207

(425) 739-8100 x 8448

The [Opportunity Grant \(OG\) Scholarship](#) is designed to help low-income students in high demand pathways to reach their educational and employment goals. Students in the OG program may receive:

- ⊗ Tuition and fees for up to 45 credits or up to 3 years; whichever comes first
- ⊗ Up to \$1000 per academic year for books and related supplies
- ⊗ Support services, academic advising, and career planning
- ⊗ Job search assistance and resources
- ⊗ Clothing vouchers through YWCA

Eligibility guidelines to receive the grant include:

- ⊗ Low income, determined by the 2017-18 FAFSA and 2017-18 income guidelines
- ⊗ Washington state resident for at least 1 year
- ⊗ Must be enrolled in Business Technology, Accounting, Healthcare or IBEST programs

[Worker Retraining Program](#)
West Building, W207
(425) 739-8206

The [Worker Retraining Program](#) provides tuition assistance, career counseling, academic guidance and other support services to students in career transition. The Worker Retraining Program serves laid off workers, displaced homemakers, formerly self-employed, military veterans, active duty military with separation orders, and those vulnerable to lay off. For more information, and to see if you are eligible, contact the Worker Retraining staff and attend an [orientation](#).

[WorkFirst](#)
West Building, W207
(425) 576-5811

[WorkFirst](#) offers access to training, support, resource referrals, and possible tuition assistance to TANF recipients attending LWTech, and referred by DSHS. Students must be enrolled in a professional technical program (not a transfer or Bachelor program) or basic skills classes like GED, HS21+, ESL or ABED. Support services include:

- ⊗ Assistance in finding financial aid resources
- ⊗ Academic advising and career planning
- ⊗ Short term training and assistance in finding employment
- ⊗ Information and referrals to community based organizations
- ⊗ Individualized support services
- ⊗ Clothing vouchers through YWCA

Support Services for All Students

[Academic Support Center](#)
Technology Building, T217
(425) 739-8359

The LWTech [Academic Support Center](#) offers group classes and individualized instruction for current and new students. Help with any of the following skills is available:

- ⊗ English, reading, writing, and spelling
- ⊗ GED preparation
- ⊗ Tutoring
- ⊗ CASAS testing
- ⊗ Computers with internet access
- ⊗ Informational writing handouts and tutorials

- ⊗ Software to practice grammar

Center of Excellence for Veteran Student Success

East Building, E131

(425) 739-8213

veterans@lwtech.edu

The [Veterans Center](#) provides a multitude of support services to students that identify as active duty, veteran (all eras), dependents, and spouses of veterans. Our mission is to assist our students' transition from military to civilian culture by connecting them to the local & campus community.

With help from our community partners, we can also provide:

- ⊗ Enrollment support
- ⊗ Program advising
- ⊗ Housing support services
- ⊗ Financial support
- ⊗ Transitional training & skill building
- ⊗ Social support services
- ⊗ VA benefit claims assistance
- ⊗ Employment assistance
- ⊗ Low/no cost mental health services
- ⊗ Access to VA Healthcare

Computer Lab

Technology Building, T215H

(425) 739-8563

The LWTech Library [Computer Lab](#) is a designated Quiet Area of the [Library](#) and offers both Windows and Mac computers, internet, and specialty software that is not available on computers in other areas of the Library. The computer lab is located in the Library Learning Commons and gives students free access to computers outside of class. It is for all students and our community members.

The following services are offered:

- ⊗ PCs and MACs with up-to-date software used in most of the classrooms
- ⊗ A quiet atmosphere
- ⊗ Technical and computer help from staff
- ⊗ The Lab has the same hours as the Library Learning Commons

Disability Support Services
West Building, W207
(425) 739-8300

dss@lwtech.edu

If you have a physical, psychological, medical or learning disability that may impact your course work, please contact Disability Support Services ([DSS](#)) Department. They coordinate reasonable accommodations for students with documented disabilities. A reasonable accommodation also applies to all services, programs, events, and facilities of the college. All information and documentation is confidential. Receiving accommodations, services, and/or aids based on a disability is a three-step process:

- ⚙ Self-identifying to the DSS Office.
- ⚙ Providing typed documentation from a qualified professional to the DSS Office that outlines the nature and extent of the disability.
- ⚙ Requesting services through an intake interview with the DSS staff. Students must request accommodations through DSS Online Services quarterly. Once the request is made, DSS staff will email a letter of academic accommodations to instructors.

For [additional information](#) on appropriate medical documentation and the college's non-discrimination policy, please visit the [DSS](#) webpage.

eLearning
Technology Building, T313
(425) 739-8137

elearning@lwtech.edu

The [eLearning department](#) at LWTech provides support for online, hybrid, and web-enhanced courses using the [Canvas](#) learning management system. Canvas trainings for [students](#) are offered. Schedule a training via the online calendar request form or visit the link. Find your next learning opportunity by visiting our eLearning training calendar.

Library Learning Commons
Technology Building, T215
(425) 739-8320

library@lwtech.edu

[Library Learning Commons](#) librarians and staff assist LWTech students, staff, as well as members of the community to engage with unique learning materials selected to support all program and course areas. Orientations to the Library and instruction sessions for individuals or classes can be arranged with a Librarian.

Consider these resources when using the library.

Resource Check Out

Use your student ID card to check out books, a wide assortment of DVDs, equipment, books, journals, and additional resources.

Group Study

Small, group study rooms with various resources are available through the [reservation system](#) on a first come first served basis. 24 hour-advance notice is needed to book a room. Rooms may be reserved within the period of one month, for less than four hours at a time. This reservation system also includes a digital media studio.

Computer Resources

Internet and print ready computers are available for completing assignments and accessing resources and online databases like: Artsot, Credo Reference, CulturGrams, EBSCOhost, InfoBase Fat on File, Health Reference Center, LexisNexis, ProQuest and others!

RISE Center

East Building, E126
(425) 739-8693

The RISE Center: Resources for Inclusion, Support, and Empowerment aims to build an equitable and inclusive campus community for all students through educational programs and advocacy. Additionally, the center is a support service for students from traditionally underrepresented and underserved backgrounds, such as students from minoritized ethnic/racial groups, students with disabilities, first-generation college students (those who are the first in their family to attend/graduate from college), and members of the Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ) community.

Supplemental Instruction

Technology Building, T217
(425) 739-8427

The LWTech Supplemental Instruction ([SI](#)) is a free academic support program open to all LWTech students. The SI Study Center has student and faculty facilitators available to assist students with math and writing assignments for any class in any program. Student SI Facilitators also lead weekly [study sessions](#) for targeted high-impact academic core classes, and provide in-class support for students in introductory-level courses in technical programs.

SI Study Center

Student SI Leaders work alongside professors to provide support for high-impact core classes. SI Leaders provide in-class support for lower level classes and lead study sessions in the [SI Study Center](#) for specific courses. Courses supported include (but are not limited to):

- ⚙ Math 87, Math 90, Math 98, Math 99x, Math 141 (pre-calculus), and Math 146 (statistics)
- ⚙ English 99 and English 101
- ⚙ MMDP 122 (Photoshop) & MMDP 124 (3D/Maya) in the MMDP SI Lab (Tech bldg 1st floor)
- ⚙ Computer Science courses in the Computer Science SI Lab (2nd floor of the Library – Learning Commons)

The Learning Lab
East Building, E214
(425)739-8361

thelearninglab@lwtech.edu

The [Learning Lab](#) is a drop-in tutoring center that supports students in their math, English, science, social science, pre-requisite, and select program classes. Our goal is to provide support to LWTech students as they work toward completing their programs. We strive to make college a rewarding and successful experience for every student who walks through our door.

The Learning Lab offers FREE drop-in tutoring to all LWTech students, including:

- ⚙ Tutoring by faculty, staff, and certified tutors
- ⚙ Assistance in English, Math, Sciences, and more
- ⚙ Computer Lab
- ⚙ Small group study area

TRiO Projects
East Building, E214B
(425)739-8361

The goal of TRiO is to provide services to students who are low-income, first-generation (neither parent nor guardian has a bachelor's degree and neither does the student), or [students with disabilities](#).

We, at TRiO encourage students to complete their [degree or certificate](#) and [transfer to a four-year college](#) if possible. The staff at TRiO strive to make college a rewarding and successful experience for our students.

LWTech has two federal TRiO grant projects:

Student Support Services (SSS)

- ⚙ SSS provides academic support services for first-generation to college and/or low-income students.

Support Services for Students with Disabilities (SSSD)

- ⚙ SSSD provides academic support services for students with documented disabilities.

Both projects provide the following FREE services:

- ⚙ One-on-One Tutoring
- ⚙ Academic Advising/Educational Planning
- ⚙ Financial Education/Scholarship Application Assistance
- ⚙ Transfer/Career Planning
- ⚙ Copying, Printing, and Faxing

Campus Resources and Amenities

LWTech maintains a variety of resources and amenities for you to use throughout the day.

Eateries

Bakery

East Building, E151
(425) 739-8304

A variety of delicious pastries, pies, cakes, and breads may be purchased from our student-run bakery. The bakery opens around the third week of every quarter.

Cafeteria

East Building, E149

The cafeteria serves hearty foods throughout the day. Breakfast is served 7:00 a.m. - 10:00 a.m., lunch is served 10:00 a.m. – 1:30 p.m., Monday through Friday. Food and beverage vending machines are available at all times next to the cafeteria.

Chef City Grill

East Building, E147
(425) 739-8310

Chef City Grill, LWTech's award-winning restaurant, is operated by faculty and students of the Culinary Arts program. The seasonal menu features upscale cuisine offered at affordable prices. Actual dates of operation vary, so be sure to call for the most current information. Reservations are required for groups of six or more.

StopWatch Espresso

East Building, E180

StopWatch Espresso, and outside coffee company, is the college's espresso company offering a wide variety of drinks and snacks.

Amenities

Bookstore

East Building, E127
(425) 739-8108

bookstore@lwtech.edu

All required and recommended books/materials are available in the bookstore, or can be ordered online at www.lwtechshop.com. The bookstore offers up to 80% off the retail price through the book rental program, and will price match online competitors. Additionally, the bookstore sells a variety of snacks, drinks, sundries, LWTech apparel and gift items.

Calculator Rental

East Building, E128
(425) 739-8314

student.programs@lwtech.edu

Student Programs has calculators available to rent for all math classes. TI-84 Plus and TI-83 are both available for a quarterly, \$20.00 rental fee. Forms are available in Student Programs at the beginning of each quarter.

Computer Repair

Technology Building, T219

(425) 739-8100 ext. 8613

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

Dental Care

East Building, E107

(425) 739-8130

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

Early Learning Center

South Portables 1-8

(425) 739-8117

The ELC provides nurturing care in an educationally enriched environment for children 18 months to six years of age. The professional staff plan developmentally appropriate activities based on the needs and interests of the children in care. Priority enrollment and reduced fees are provided for students. The ELC also serves employees of the College and the local community. Community members are served on a space available basis. Spots fill up quickly, so be sure to fill out a wait list form in advance.

Auto Repair Shop

East Building, E139

(425) 739-8100

Repair services are available for students or general public vehicles and equipment, if they fit course curriculum and training needs. Students in the following programs, do the work as part of their hands-on practice. To have repair work considered, please contact the faculty at the following website pages:

- ⚙ [Automotive repair technician](#)
- ⚙ [Auto body technician](#)
- ⚙ [Diesel and heavy equipment technician](#)
- ⚙ [Power equipment, marine, and motorcycle technician](#)

Faxing

East Building, E128

(425) 739-8314

student.programs@lwtech.edu

Fax services are available when you need to fax financial documents. Stop by Student Programs, they can assist you.

Fitness Center
East Building, E116
(425) 739-8319

fitness.center@lwtech.edu

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

Annual Plant Sales
Horticulture Complex
(425) 739-8356

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

Lockers
West/East/Allied Health Buildings
(425) 739-8224

security@lwtech.edu

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

Posting Advertisements
East Building, E128
(425) 739-8314

student.programs@lwtech.edu

Student Programs post fliers from students for the following items: rooms for rent, textbooks for sale, and other approved advertisements. To submit a flier for posting, bring it to E128.

Printers and Copy Machines
Library-Learning Commons & Allied Health Building 2nd floor

For a fee, [printer and copy machines](#) are available for use for students. If you have issues with the copiers, please visit the reference desk (Library-Learning Commons) or Student Programs (Allied Health Building).

Student ID Cards
West Building, W201
(425) 739-8104

The Enrollment Services Office provides [student identification cards](#) at no extra charge for currently enrolled students during posted hours. ID cards serve as your library card and your print card. If your card is lost, a \$2 replacement fee is charged.

Parking & Transportation

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

Parking Vehicles on Campus
East Building, E145
(425) 739-8224

security@lwtech.edu

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

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

Bicycle Parking

Bicycle racks and bike box lockers are available and rental is coordinated through Facilities and Operations. Bikes may not be secured inside buildings.

Carpool Parking

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

Accessibility Parking

Accessibility parking spaces are located on campus, in accordance with ADA Regulations. A valid state accessible parking placard or accessible license plate must be visible when parking. Violations of accessible parking rules may be reported to Campus Public Safety

Visitor Parking

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

Dental Clinic Parking

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

Motorcycle Parking

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

Electric Vehicle Charging

East Building, E199

(425) 739-8218

Two charging stations are located in the parking lot under the Technology Center building. Please follow the instructions on the vehicle charging station. If you experience any problems, contact Facilities & Operations.

Public Transportation Information

The college is a regular stop on Metro bus route 238. To learn more about your public transportation options contact King County Metro to learn about route changes/closures, accessibility, Ride Share, and Vanpool. Bus schedules are available in front of the college bookstore.

On Campus Lounges, Spaces and Labs

Meditation & Relaxation Room

Technology Building, T118

(425) 739-8369

The Associated Student Government, in partnership with Facilities and Operations, has designated Technology Building, T118 as LWTech's Meditation Room. This is a room allocated for those in need of a quiet space on campus to engage in meditation, prayer, or silent reflection. It is intended to be a safe and inclusive environment. Usage of the Meditation Room is on first-come, first-served basis, and only LWTech students, staff, and faculty are eligible to use the room during designated open hours. The room is managed by the RISE Center staff. Any questions or concerns about the Meditation Room can be directed to RISE Center by calling (425) 739-8693 or stopping by the center in East Building, E126.

Open Lounge Areas

East Building, E128

(425) 739-8314

student.programs@lwtech.edu

The college has designed numerous spaces available to all students for relaxing and gathering. These areas are specifically designed for student groups. Student Programs staff manages many of these areas, if there are problems with these areas please report any issues to E128.

Study Spaces

There are many study spaces either in the rooms or in various campus lounges. Take advantage of them today.

Student Programs

East Building, E128

(425) 739-8314

Student.programs@lwtech.edu

The Associated Student Government has outlined a study space for a group of less than four people. Student Programs can help you reserve study spaces in the Student Programs Office.

Library Learning Commons
Technology Building, T215
(425) 739-8320

Study rooms for small group study can also be reserved. Computers with internet access and printing capabilities are available to students for completing assignments and accessing online resources.

Safety & Emergency Procedures

Campus Public Safety

East Building, E145
(425) 739-8224

security@lwtech.edu

[Campus Public Safety](#) offers a variety of services to students. More information about those services is described below. General safety information and immediate campus emergency response information can be found on the multi-colored emergency flipcharts located throughout the campus. In addition, specific program (classroom) safety information is available from any instructor. Whenever an accident occurs, please notify LWTech Campus Public Safety. Call 911 (cell phones) or 9-911 (on-campus phones) for all criminal or medical emergency responses; then notify Campus Public Safety of the emergency at x8224.

Building Evacuation/Lockdown Process

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

Campus Emergency Alert System Service

Sign Up for Alert System:

www.e2campus.net/my/lwtech/

www.flashalert.net

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

Emergency Closure Information

www.flashalertseattle.net

In the event of a college closure, tune to local radio and TV stations, or visit the web for information on college operations.

First Aid Information

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

Hoverboards

Recent evidence demonstrates that some batteries and chargers in motorized self-balancing scooters, popularly called hoverboards, are dangerous and prone to explosion, creating a substantial safety and fire risk. The safety of our students and our entire campus community is important.

LWTech prohibits the use, possession, or storage of hoverboards in any of our campus buildings or on campus property.

Lost and Found Service

Unclaimed (found) items on campus should be turned in to Campus Public Safety. To inquire about lost items contact Campus Public Safety or simply visit Trackmole.com and enter Lake Washington Institute of Technology to view lost and found items.

Personal Safety Escorts

If faculty, staff, or students feel unsafe while walking across campus LWTech Campus Public Safety offers personal safety escorts.

Smoking

Smoking on campus is not a right. Generally, LWTech is a smoke-free campus. However, the college nonetheless recognizes the privilege of personal choice. Smoking on campus, including the use of electronic cigarettes, is limited to the following designated-smoking areas ONLY:

- ⊗ In the fenced areas on the west and east wings of the east Building (facing north)
- ⊗ The North Parking Lot
- ⊗ The South Parking Lot
- ⊗ The West Parking Lot
- ⊗ The Horticulture (SW) Parking Lot
- ⊗ The Tech Building Outside Parking Lot (Outside parking area ONLY)

Washington State Law prohibits smoking within 25 feet of any campus building entry door, window, or building air intake. Smoking is prohibited on all fire lanes, campus roads, and sidewalks. Do not litter the grounds with cigarette or cigar butts; put all cigarette and cigar butts in ashtrays provided for that purpose. Failure to comply with LWTech smoking regulations may result in Student Conduct Code violations.

Policies

Office of the Vice President of Student Services

West Building, W201
(425) 739-8102

College policies and procedures affect students whenever they are on campus, or if they are representing LWTech in any off campus instructional or non-instructional activities. Contact either the Vice President of Student Services or the Vice President of Instructional Services.

Academic & Enrollment

Academic Alert Process

Students affected by the policies stated in this section are encouraged to consult with their adviser, counselor, or members of the counseling staff to examine their objectives carefully before continuing enrollment. Students who are placed on academic alert, probation, or suspension will be notified via student email.

Academic Standards and Regulations

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

Academic Dishonesty

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

Academic Standards of Progress

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

Procedure for Low Scholarship

Students in a degree or certificate program must earn a cumulative and/or quarterly grade point average of 2.0 or above. If not, the college will place the student progressively on academic alert, probation, or suspension. The category depends upon how many times in consecutive quarters the student's GPA falls below 2.0. If the student's cumulative and most recent quarterly grade point average is 2.0 or above, the college will return the student to good standing from an academic alert, probation, or suspension status.

Level 1: Academic Alert

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

Level 2: Probation

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

Level 3: Academic Suspension

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

Appeal of Academic Suspension

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

Administrative Withdrawals

You may be administratively withdrawn from an individual class or all classes in a particular quarter for the following reasons. In all cases, tuition refunds will follow LWTech's posted refund policy.

Failure to meet prerequisite requirements: Many classes require completion of prerequisite coursework to ensure students are prepared for course content and rigor. Students must meet the requirements of a class either by grade, transfer coursework, placement score, or faculty permission.

Conduct sanctions: When a student is found in violation of one or more of the student conduct codes published in the student handbook, administrative withdrawal may be selected as an appropriate sanction.

Non-attendance: In order to maximize enrollment opportunities for all students, instructors may request the Enrollment Services office to administratively withdraw students who (1) Do not attend the first and/or any subsequent class meetings AND (2) Do not notify the instructor in advance of the absence.

Grade Forgiveness

To compensate for the effects of circumstances in a student's past that negatively impacted his or her GPA, LWTech offers a grade forgiveness policy. This procedure requires a written appeal filed with Enrollment Services. You must meet the following criteria to be eligible for such an appeal:

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

All courses in a given quarter are removed from the GPA but remain on the student's transcript. A determination will be made whether grade forgiveness is appropriate on a case by case basis. Grade forgiveness can only be granted once. Grades previously forgiven will not be reinstated. Also, if a student is transferring to another college, that college may not recognize grade forgiveness granted at LWTech.

Grade Appeal and Change Procedures

Appeal Expectations and Conditions

A grade appeal only applies to the final course grade. The assignment of a grade is the sole right and responsibility of the instructor, reflecting his or her careful and deliberate judgment. Assigned grades are presumed to be correct. Students have the right to appeal a grade assigned in error or perceived as prejudiced, arbitrary, or capricious. In a grade appeal, the appropriate instructional division dean will meet only with the student and the instructor. No other advocate may be present. The student is responsible for knowing and initiating the grade appeal process; the burden of proof rests on the student. The student must file grade appeal with the appropriate division dean as indicated below within the academic quarter following the quarter for which the grade was received. Documented extenuating circumstances (such as medical complications or recall to military duty) may extend this timeline. Students needing assistance with the appeal process due to a disability or language barrier should contact the Director of Student Development before beginning the process.

Grade Appeal Process

Students are responsible for maintaining standards of academic progress and following course procedures established by their instructors. The purpose of the grade appeal is to recognize faculty authority in the grading process while protecting students from possibly erroneous, prejudiced, arbitrary, or capricious academic evaluation. All attempts to resolve grade disputes must originate between the student and the instructor.

1. The student must first meet with the instructor who assigned the grade. The instructor will explain the rationale for awarding the grade. The student is responsible for demonstrating grade error or that arbitrary or capricious assignment of the final course grade occurred.
 - a. If the student can provide evidence of multiple attempts to contact the instructor without a response, the student may bring that evidence to the Dean and request to skip step one.
2. If the result of the student's meeting with the instructor does not produce a satisfactory resolution of the student request, the student may appeal in writing (including a rationale for the appeal, date of meeting with faculty member, and all supporting documentation) to the appropriate division dean. The dean will:
 - a. Send the written student appeal to the faculty member requesting the faculty member's written response and documentation supporting grade decision

- b. Send the faculty written response and documentation to the student and inquire if this now resolves the situation:
 1. If yes, the process ends
 2. If no, the dean follows steps c-f below
 - c. Meet with the student
 - d. Meet with the instructor
 - e. Review the course materials, any supporting documentation provided by the instructor and/or the student, and the grade assigned
 - f. Render a written decision (including a brief rationale) to deny, approve, or modify the appeal within 15 business days of the initial request for a grade appeal (this timeline may be extended if all parties are informed in writing). The decision of the dean is final.
3. In the case of a grade appeal when the college no longer employs the course instructor or the instructor is unavailable for an extended period of time, the student may appeal in writing (including a rationale for the appeal) to the appropriate division dean. The dean will first attempt to contact and work with the instructor who is no longer employed or unavailable and follow the process in part two above. If the dean is unsuccessful, the dean will:
 - a. Convene a two-person faculty reading committee to consider the appeal. To the extent possible, committee members will be members of the original instructor's program or department, or have expertise in the appropriate field of study or a closely related field. The reading committee will:
 1. Review course materials, including evaluation criteria, and the student's work
 2. Make a recommendation to the dean to deny, approve, or modify the appeal.
 3. Complete its work within 15 business days of being appointed.
 - b. Review the reading committee's work and render a written decision (including a brief rationale) to deny, approve, or modify the appeal within five business days (this timeline may be extended if all parties are informed in writing).
The decision of the dean is final.

Grade Change

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

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

Repeating a Course

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

Field Trips

Field trips offer students an opportunity to transfer classroom learning directly into an area of study. Many instructors make them a regular part of an instruction plan. Field trip expenses are the student's responsibility and are considered a part of the cost of the training program. To drive other students on field trips, student drivers must have a valid Washington state driver's license and

sufficient insurance coverage to meet Washington’s insured motorist standards. Students under 18 years of age must have parent’s permission to participate in field trips.

Student Rights

Notification of Rights under FERPA for Postsecondary Institutions

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

1. The right to inspect and review the student's education records within 45 days of the day Lake Washington Institute of Technology receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The Lake Washington Institute of Technology official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Lake Washington Institute of Technology official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask Lake Washington Institute of Technology to amend a record should write the official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If Lake Washington Institute of Technology decides not to amend the record as requested, Lake Washington Institute of Technology will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before Lake Washington Institute of Technology discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. Lake Washington Institute of Technology discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is:
 - a. a person employed by Lake Washington Institute of Technology in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff);
 - b. a person or company with whom Lake Washington Institute of Technology has contracted as its agent to provide a service instead of using college employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or
 - c. a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University. Upon request, the college also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Student ID Numbers and Social Security Numbers

The Student Identification Number (SID) is a college-assigned number unrelated to a social security number (SSN). To comply with federal laws, LWTech must ask for the SSN or Individual Tax Identification Number (TIN) of all students. LWTech uses the SSN/TIN to report Hope Scholarship/Life Time tax credits; to administer state/federal financial aid; to verify enrollment, degree, and transcript records; and to conduct institutional research. If a SSN/TIN is not submitted, students will not be denied access to the college. However, students may be subject to civil penalties; refer to the Internal Revenue Service Treasury Regulation 1.6050S-1 e4 for more information. Pursuant to State law RCW 28B.10.042 and federal FERPA laws, the college will protect a SSN from unauthorized use and/or disclosure. A SSN will never be used as an SID.

Students without Social Security Numbers

Social Security numbers are not required for admission or registration. LWTech welcomes all students to pursue their educational goals at our campus, regardless of immigration or citizenship status. While we must ask about your Social Security Numbers and citizenship status to meet certain state requirements, your information is not shared outside of LWTech; except when required by a lawfully issued subpoena or court order. Student records, including information about immigration status, are protected by federal privacy laws.

Record Accessibility

Lake Washington Institute of Technology has adopted procedures to comply with Public Law 93-380, the Family Educational Rights and Privacy Act of 1974 (FERPA). **Directory Information under FERPA for Postsecondary Institutions.**

The law permits the college to make available to the public directory information:

- ⊗ Student name
- ⊗ Dates of enrollment
- ⊗ Degrees or Certificates earned

Program of study

- ⊗ Honors awards received
- ⊗ Full or part-time enrollment status
- ⊗ Eligibility for participation in official activities and organizations
- ⊗ College assigned email address

Students who choose to be excluded from the student directory as defined in Public Law 93-380 are requested to file a petition with Enrollment Services, West Building W201.

Release of Information to Health Department

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

confidentiality are protected. Strict confidentiality will be maintained in regard to information about sexually transmitted diseases.

Accommodations and Absences for Reasons of Faith or Conscience – Students

LWTech is committed to ensuring that students with faith- or conscience-based beliefs have equal opportunity to access and benefit from the College's educational offerings and services. To this end and in compliance with Title VII of the Civil Rights Act of 1964 and Washington's Law Against Discrimination, LWTech has adopted procedures for reasonably accommodating and allowing for absences and accommodations based upon the faith or conscience based beliefs, observances, and practices of its students.

Procedure: Accommodations for Reasons of Faith or Conscience

LWTech students are entitled to reasonable accommodations for reasons of faith or conscience. Students, regardless of their faith-or conscience-based beliefs, have an equal opportunity to access and benefit from curricular, co-curricular and extra-curricular offerings and activities. When college policy conflicts with student faith- and conscience-based beliefs and practices, the College will work with students to identify and implement reasonable accommodations.

1. To receive an accommodation, a student must fill out and submit a request for accommodation form to the Vice President of Student Services (VPSS) or designee at least two-weeks prior to the desired start of the curricular, co-curricular, or extracurricular offering or as soon the student becomes aware of a conflict with College policy. All requests for accommodation must be submitted in writing and contain a concise explanation of how the requested accommodation is related to the student's faith- or conscience-based belief.
 - a. The request form can be completed online: www.lwtech.edu/about/policies-procedures
2. Upon receiving a request for accommodation form, the VPSS or designee will work with instruction and the student to identify a reasonable accommodation. Accommodations granted under this policy must be approved by the Office of the Vice President of Student Services or designee in advance of implementation.
3. The VPSS or designee may deny a request for accommodation if the proposed accommodation would (a) pose a legitimate threat to health, safety or well-being of members of the college community, (b) fundamentally change the nature of the course or activity, or (c) result in an undue hardship to the college.
4. The VPSS or designee will provide the student with a document identifying the approved accommodation. The student is solely responsible for providing a copy of this document to each instructor or staff member overseeing a class or activity requiring reasonable accommodation.
5. Upon receiving a copy of the letter approving an accommodation, the instructor or staff will determine what adjustments, if any, are necessary to activities, coursework, testing, and/or assignments. The instructor or staff member will inform the student of these adjustments in a timely manner. Regardless of an instructor's or staff member's expectations or grading policies, reasonable accommodations granted under this policy shall not adversely impact a student's grade or evaluation.

Instructors and staff members are not required to honor a request for accommodation that has not been reviewed, approved, and communicated in compliance with the foregoing procedures. Appeals must follow the college's current "Grievances, Appeals and Complaints" procedure.

Procedure: Absence Due to Faith or Conscience

LWTech students may request two days of excused absences per academic year for reasons of faith or conscience or for organized activities conducted under the auspices of a religious denomination, church, or religious organization. Students' grades may not be adversely impacted by absences authorized under this policy. Each holiday taken under this policy must be taken as a whole day, i.e. the day may not be divided into hours and taken piecemeal.

Students must request the absence through Office of Instruction at least 10 business days prior to the desired absence, unless the purpose of the absence was not known until later. Requests for absences in classes with a clinical component must be received before the first day of the quarter. All requests for authorized absences under this policy must be in writing and contain a concise explanation of how the requested holiday is related to a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization.

The request form can be completed [online](#).

All absences under this policy must be approved by the Office of Instruction in advance of the absence. LWTech will not authorize an absence for a student after the absence occurs without compelling circumstances.

The Office of Instruction will provide the student with a document verifying the date of the approved absence and further instructions. To protect the student's privacy, this letter will not provide details about the student description of the absence. In order to ensure that their absence does not negatively affect their grades, the student must comply with directions for notifying their instructors of their upcoming authorized absence. The student is solely responsible for ensuring the documentation authorizing the absence is provided to each of the instructors whose classes or assignments will be affected by the absence.

After an instructor is notified by the student of an upcoming absence, the instructor will determine what adjustments, if any, will need to be made to the student's scheduled classwork or assignments. The instructor will inform the student of these adjustments within two days of receiving the student's notification.

If the student's desired absence date is on a day when a test was scheduled or an assignment was due, the instructor may require that the student take the test or submit the assignment before or after the regularly assigned date.

Regardless of an instructor's class expectations or grading policies, absences authorized under this procedure will not adversely impact a student's grade.

If a student fails to notify any of their instructors of an authorized absence (as directed by the Office of Instruction), the instructor is not obligated to make any accommodations for the student's absence or treat the absence as authorized under this policy or the law.

Animals on Campus

9.P.07

The college bans pets or animals of any kind on college property unless the animal is a service animal prescribed to accommodate a person's disability. The person responsible for a service animal on college property must keep direct and positive control of the animal at all times. No one may leave an animal in a vehicle on campus as this may constitute animal abuse.

Campus Sex Crimes Prevention

7.A.118

Information provided by law enforcement agencies concerning registered sex offenders attending the college may be obtained from the office of the Vice President of Student Services.

Upon receiving written notification from the County Sheriff's Office, or any other agency, or self-disclosure from a prospective or enrolled student, about the likely presence of a sexual offender on or near any college controlled facility, activity or event, the college may take such steps as are necessary and appropriate under applicable state law to inform members of the college community of the presence of such persons. Persons likely to be present include applicants for admission, attending students, employees of the college or persons otherwise known or suspected to frequent the college or college controlled facilities, activities, or events.

The Manager of Campus Public Safety shall be the designated official to receive notifications from the County Sheriff's Office or other police agencies. Prior to notification, the Manager of Campus Public Safety may, when deemed advisable, contact appropriate police and/or community corrections personnel to obtain information to guide notification actions. The Vice President of Student Services shall coordinate notification to the campus community with the Manager of Campus Public Safety. Any person on campus receiving notification from a police agency shall provide a copy of such notification to the Manager of Public Safety. The Vice President of Student Services, or designee, shall make the appropriate notifications if the offender is enrolled or deemed likely to enroll in, or to attend, a course, program, or other activity or event that is controlled or sponsored by the college. The Office of the Vice President of Student Services will maintain the following records on all registered sex offenders covered under this policy: copies of all files, photos and other correspondence provided by other agencies; a record of all notifications made; copies of all community advisory flyers or other public notices. In the case of a college employee, the Vice President for Human Resources, or equivalent officer, shall maintain a similar file and, with consultation of the President, shall coordinate notification.

The extent of the public disclosure of relevant and necessary information shall be rationally related to (a) the level of risk posed by the offender to the community, (b) the locations where the offender resides or is regularly found, and (c) the needs of the members of the college community for information to enhance their individual and collective safety. The extent and types of notifications may be adjusted on a case-by-case basis, but shall be generally guided by the offender risk factors as follows:

Level I - Low Risk

Notice Sent to:

- ⊗ Campus Public Safety
- ⊗ Student Conduct Officer
- ⊗ Vice President of Student Services
- ⊗ Vice President of Instruction
- ⊗ Vice President of Administrative Services
- ⊗ College President
- ⊗ Director of the Early Learning Center
- ⊗ Principal/Dean of High School Programs
- ⊗ Executive Director of Human Resources
- ⊗ Director of Financial Aid

Additional Procedures for Level I Offenders:

- ⊗ Offender is required to meet with student conduct officer within first quarter of enrollment

Level II - Medium Risk

Notice Sent to:

- ⊗ All Level I notifications
- ⊗ Faculty and staff in whose program and/or courses the student is enrolled

- ⊗ Counseling Services
- ⊗ Any College instructional program with a significant population of students under the age of 18
- ⊗ Any other program or office with whom the student has or is likely to have contact (such as student support services or academic support services)

Additional Procedures for Level II Offenders:

- ⊗ Offender required to meet with student conduct officer prior to first day of class

Level III - High Risk

Notice Sent to:

- ⊗ All Level I and II notifications
- ⊗ All College employees via internal e-mail
- ⊗ All Students via campus e-mail
- ⊗ College bulletin boards and digital signage
- ⊗ Any other means to get the information out to the college community

Additional Procedures for Level III Offenders:

- ⊗ Written notification of the offender's intent to enroll at the college must be received at least three months prior to actual enrollment
- ⊗ Offender required to meet with student conduct officer prior to registering for class
- ⊗ Offender must provide documentation of at least six consecutive months without any violations of his/her registration conditions leading up to enrolling at the college
- ⊗ Level III offenders are restricted to attending classes at the main campus in Kirkland or online classes if it does not interfere with any restrictions by law enforcement
- ⊗ Notification to the campus community will occur approximately 6 weeks before the start of the offender's enrollment at the school
- ⊗ While on campus, offender may be monitored by campus safety staff and may be introduced to each class he/she attends as a Level III Sex Offender

Especially for Level II and Level III offenders, the College ordinarily will notify the offender of the notifications it is making. For employees who have been assigned the Level II and Level III risk categories, the College reserves its rights not to employ the person and/or to assign or limit employment hours, job duties or work sites.

Sex Offender Risk Level Classification

The Washington Association of Sheriffs and Police Chiefs (WASPC) through the "Model Policy" established guidelines for risk level classification and the dissemination of information about sex offenders.

1. **Level 1:** The vast majority of registered sex offenders are classified as Level 1 offenders. They are considered at low risk to re-offend. These individuals may be first time offenders and they usually know their victims.
2. **Level 2** offenders have a moderate risk of re-offending. They generally have more than one victim and the abuse may be long term. These offenders usually groom their victims and may use threats to commit their crimes. These crimes may be predatory with the offender using a position of trust to commit their crimes. Typically these individuals do not appreciate the damage they have done to their victims.
3. **Level 3** offenders are considered to have a high risk to re-offend. They usually have one or more victims and may have committed prior crimes of violence. They may not know their victim(s). The crime may show a manifest cruelty to the victim(s) and these offenders usually deny or minimize the crime. These offenders commonly have clear indications of a personality disorder.

4. **Kidnapping:** If the victim is a minor and not related to the offender then the offender is required to register for this offense.

The information above was excerpted from the King County Registered Sex Offenders Website

<http://www.kingcounty.gov/safety/sheriff/SOsearch.aspx>

Children on Campus

7.A.120

In general, children are not permitted in classrooms. Children may be permitted in classrooms in unusual circumstances, with express instructor permission, when constant supervision of the child by the parent, guardian, or other responsible adult is possible, and there is no disruption to other students or the instructor. If disruption occurs, the instructor has the right to ask the student and child to leave the classroom.

Children are never permitted in labs, shops, or any other area where hazards exist.

Individuals who bring children to campus are responsible for their supervision at all times and may not leave a child unattended. Parents, guardians, or other responsible parties will be contacted regarding children left unattended on campus and informed that children must be properly supervised. Individuals who fail to properly supervise children on campus will be referred to security personnel and are subject to disciplinary sanctions, as appropriate.

Drugs and Alcohol

Students, faculty, staff and administration support the board policy and the law in having a drug and alcohol-free campus. Drugs and alcohol are not permitted anywhere on campus. This includes in parking lots and cars. Violation of this rule may result in immediate termination or suspension. Furthermore, anyone consuming, distributing, possessing or under the influence of controlled or illicit substances on the campus is subject to suspension, probation, termination, arrest, and prosecution. Any involvement with drugs may also terminate eligibility for the financial aid program. Drug and alcohol prevention and assistance is available to students through Student Development & Retention, W207. There are also several community help line numbers: 24 hour crises clinic – (206) 461-3222, DCHS/Mental Health, Chemical Abuse and Dependency Services – (206) 263-9000, Teen Link – (206) 461-4922, drug and alcohol hotline – (206) 722-3700.

Harassment

Harassment is unacceptable, discriminatory, and against the law. It is defined as unwelcome verbal or physical advances, or any other conduct or behavior in which the intent or effect is to create an intimidating, hostile, or offensive environment. It will not be tolerated on campus or at any off-campus events. If a student feels they have been subjected to such behavior, they should report it to the college's affirmative action officer who is the Executive Director of Human Resources. Students concerns will be promptly investigated. Students will not suffer retaliation from reporting such concerns. The college strictly forbids harassment based on other types of unlawful discrimination such as race, creed, color, national origin, sex, marital status, sexual orientation, age, religion, disability, or veteran status.

Title IX Sexual Harassment and Discrimination Policy and Grievance Procedures

2.P.17

Introduction

Lake Washington Institute of Technology (LWTech) recognizes its responsibility for investigation, resolution, implementation of corrective measures, and monitoring of the educational environment and workplace to stop, remediate, and prevent all manners of discrimination. To this end, LWTech has enacted a Title IX Policy and Discrimination and Harassment Complaint Procedure statement prohibiting discrimination or harassment against any employee, student, applicant or visitor, and including legally defined members of a protected class. Any individual found to be in violation of this policy will be subject to disciplinary action up to and including dismissal from the college or from employment.

Any employee, student, applicant, or visitor who believes that he, she or they have been the subject of discrimination or harassment should report the incident or incidents to the college's Title IX / EEO Coordinator identified below. If the complaint is against that Coordinator, the complainant should report the matter to the President's office for referral to an alternate designee.

Meena Park, Executive Director of Human Resources
Title IX / EEO Coordinator / Affirmative Action Officer / Ethics Officer

Lake Washington Institute of Technology, 11605 132nd Avenue NE, Kirkland, WA 98034
Contact info: (425) 739-8251

The Title IX / EEO Coordinator or designee:

- ⊗ Will accept all complaints and referrals from college or district employees, applicants, students, and visitors.
- ⊗ Will make determinations regarding how to handle requests by complainants for confidentiality.
- ⊗ Will keep accurate records of all complaints and referrals for the required time period.
- ⊗ May conduct investigations or delegate and oversee investigations conducted by a designee.
- ⊗ May impose interim remedial measures to protect parties during investigations of discrimination or harassment.
- ⊗ Will issue written findings and recommendations upon completion of an investigation.
- ⊗ May recommend specific corrective measures to stop, remediate, and prevent the recurrence of inappropriate conduct.

The college encourages the timely reporting of any incidents of discrimination or harassment. Long delays may be considered detrimental to the accuracy of the complaint. Complaints may be submitted in writing or orally. For complainants who wish to submit a written complaint, a formal complaint form is available online at:

http://www.lwtech.edu/about_lwtech/equalopportunity

Hardcopies of the complaint form are available at the following locations on campus at Lake Washington Institute of Technology, 11605 132nd Ave. NE, Kirkland, WA 98034:

- ⊗ Human Resources Office
- ⊗ Campus Public Safety
- ⊗ Student Services Administrator

Definitions

1. **Complainant:** employee(s), applicant(s), student(s), or visitor(s) of LWTech who alleges that she, he or they /have been subjected to discrimination or harassment.
2. **Complaint:** a description of facts that allege violation of the college's policy against discrimination or harassment.

3. **Consent:** knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity.
 - i. Each party has the responsibility to make certain that the other has consented before engaging in the activity.
 - ii. 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. **Prior consent does not apply.**
 - iii. 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.
 - iv. Intoxication is not a defense against allegations that an individual has engaged in nonconsensual sexual conduct.
4. **Discrimination:** unfavorable treatment of a person based on that person's membership or perceived membership in a protected class. Harassment is a form of discrimination.
5. **Harassment:** a form of discrimination consisting of physical or verbal conduct that denigrates or shows hostility toward an individual because of their membership in a protected class or their perceived membership in a protected class. Harassment occurs when the conduct is sufficiently severe and/or pervasive and so objectively offensive that it has the effect of altering the terms or conditions of employment or substantially limiting the ability of a student to participate in or benefit from the college's educational and/or social programs. Petty slights, annoyances, offensive utterances, and isolated incidents (unless extremely serious) typically do not qualify as harassment. Examples of conduct that could rise to the level of discriminatory harassment include but are not limited to the following:
 - ⊗ Epithets, "jokes," ridicule, mockery or other offensive or derogatory conduct focused upon an individual's membership in a protected class.
 - ⊗ Verbal or physical threats of violence or physical contact directed towards an individual based upon their membership in a protected class.
 - ⊗ Making, posting, emailing, texting, or otherwise circulating demeaning or offensive pictures, cartoons, graffiti, notes or other materials that relate to race, ethnic origin, gender or any other protected class.
6. **Protected Class:** persons who are protected under state or federal civil rights laws, including laws that prohibit discrimination on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal.
7. **Resolution:** the means by which the complaint is finally addressed. This may be accomplished through informal or formal processes, including counseling, mediation, or the formal imposition of discipline sanction.
8. **Respondent:** person or persons who are members of the campus community who allegedly discriminated against or harassed another person or persons.
9. **Sexual Assault:** Includes any form of actual or attempted sexual activity perpetrated upon a person without that person's consent, including sexual behavior coerced through physical or verbal threats, force or other forms of manipulation and sexual behavior when one person cannot give consent due to incapacitation.
10. **Sexual Harassment:** a form of discrimination consisting of unwelcome, gender-based verbal, written, electronic and/or physical conduct. Sexual harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's gender. There are two types of sexual harassment.
 - i. **Hostile Environment Sexual Harassment** occurs when the conduct is sufficiently severe and/or pervasive and so objectively offensive that it has the effect of altering the terms or conditions of employment or substantially limiting the

ability of a student to participate in or benefit from the college's educational and/or social programs. This would include a student or subordinate who offers sexual favors in exchange for preferential consideration.

- ii. **Quid Pro Quo Sexual Harassment** occurs when an individual in a position of real or perceived authority, conditions the receipt of a benefit upon granting of sexual favors.

Examples of conduct that may qualify as sexual harassment include:

- a. Persistent comments or questions of a sexual nature.
- b. A supervisor who gives an employee a raise in exchange for submitting to sexual advances.
- c. An instructor who promises a student a better grade in exchange for sexual favors.
- d. Sexually explicit statements, questions, jokes, or anecdotes.
- e. Unwelcome touching, patting, hugging, kissing, or brushing against an individual's body.
- f. Remarks of a sexual nature about an individual's clothing, body, or speculations about previous sexual experiences.
- g. Persistent, unwanted attempts to change a professional relationship to an amorous relationship.
- h. Direct or indirect propositions for sexual activity.
- i. Unwelcome letters, emails, texts, telephone calls, receipt of unwanted verbal, written, or electronic communication, or other communications referring to or depicting sexual activities.

11. **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.

12. **Nonconsensual sexual intercourse** is any sexual intercourse (anal, oral, or vaginal), however slight, with any object, 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.

13. **Nonconsensual sexual contact** is any intentional sexual touching, however slight, with any 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.

14. **Domestic violence** includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law

15. **Dating violence** means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

16. **Stalking** means intentional and repeated harassment or following of another person, or repeatedly emailing, texting, calling or use of other "cyber" venues to be "present" in another person's life which places that person in reasonable fear that the perpetrator intends to injure, intimidate, or harass that person. Stalking also includes instances where the perpetrator knows or reasonably should know that the person is frightened, intimidated, or harassed, even if the perpetrator lacks such intent. Examples of stalking behavior include, but are not limited to:

- a. Following or conducting surveillance of the person being stalked
- b. Inappropriate confrontations, communications or approaches between the stalker and the victim
- c. Repeated, unsolicited and uninvited visits at the victim's place of business or domicile
- d. Receipt of unwanted communications, telephone calls, texts, or pages from the stalker to the victim
- e. Threatening of the victim in any way by the stalker, either verbally or physically

- f. Threatening any of the victim's family or friends by the stalker
- g. Receipt of any unwanted contact, including emails, texts, letters, or gifts from the stalker to the victim
- h. Repeatedly sending unwanted messages, emails, or other communications to the victim by the stalker
- i. Using online social media inappropriately to refer to or establish contact with the victim by the stalker
- j. Any damage to the victim's property by the stalker
- k. Physical assault, however insignificant, to the victim by the stalker
- l. Sexual assault or threats of such to the victim by the stalker
- m. Assaulting or killing the victim's pet by the stalker
- n. Spreading false rumors or gossip about the victim by the stalker
- o. Filing anything false against the victim by the stalker

17. **Bullying:** Workplace and/or classroom bullying is defined as persistent, malicious, unwelcome, severe, and pervasive mistreatment that harms, intimidates, offends, degrades or humiliates an employee or student, whether verbal, physical or otherwise, including "cyber" bullying, in the course of employment, or pursuit of education. Any employee found in violation of this policy, will be disciplined, up to and including immediate termination. Any student found in violation of the Student Code of Conduct, as it relates to this policy, will be disciplined, up to and including, immediate expulsion from the college*. Examples of bullying behavior include, but are not limited to:

- ⊗ Being held to a different standard than the rest of an employee's work group;
- ⊗ Consistent ignoring or interrupting of an employee in front of co-workers;
- ⊗ Personal attacks (angry outbursts, excessive profanity, or name-calling);
- ⊗ Encouragement of others to turn against, marginalize, or ostracize the targeted employee;
- ⊗ Use of email, internet, or other "cyber" venues to denigrate the targeted employee.

*LWTech encourages all employees to report any instance of bullying behavior they have experienced or witnessed to their supervisor or the college HR Director.

Who May File a Complaint

Any employee, applicant, student or visitor of LWTech may file a complaint. Complaints may be submitted in writing or verbally. LWTech encourages the timely reporting of any incidents of discrimination or harassment. For complainants who wish to submit a written complaint, a formal complaint form is available online at:

http://www.lwtech.edu/about_lwtech/equalopportunity

Hardcopies of the complaint form are available at the locations listed above in Section A. Any person submitting a discrimination complaint shall be provided with a written copy of the college's anti-discrimination policies and procedures.

Confidentiality and Right to Privacy

LWTech will seek to protect the privacy of the complainant, respondent, and all other parties involved, to the full extent possible, consistent with the legal obligation to investigate, take appropriate remedial and/or disciplinary action, and comply with the

federal and state law, as well as District policies and procedures. Determinations regarding how to handle requests for confidentiality will be made by the Title IX / EEO Coordinator.

Although LWTech will attempt to honor complainants' requests for confidentiality, it cannot guarantee complete confidentiality.

Confidentiality Requests and Sexual Violence Complaints

The Title IX / EEO Coordinator will inform and obtain consent from the complainant before commencing an investigation into a sexual violence complaint. If a sexual violence complainant asks that their name not be revealed to the respondent or that the College not investigate the allegation, the Title IX / EEO Coordinator will inform the complainant that maintaining confidentiality may limit the college's ability to fully respond to the allegations and that retaliation by the respondent and/or others is prohibited. If the complainant still insists that - their name not be disclosed or that the college not investigate, the Title IX / EEO Coordinator will determine whether the college can honor the request and at the same time maintain a safe and non-discriminatory environment for all members of the district's community, including the complainant. Factors to be weighed during this determination may include, but are not limited to:

- ⊗ the seriousness of the alleged sexual violence;
- ⊗ the age of the complainant;
- ⊗ whether the sexual violence was perpetrated with a weapon;
- ⊗ whether the respondent has a history of committing acts of sexual violence or has been the subject of other sexual violence complaints;
- ⊗ whether the respondent threatened to commit additional acts of sexual violence against the complainant or others; and
- ⊗ whether relevant evidence can be obtained through other means (e.g., security cameras, other witnesses, physical evidence).

If the college is unable to honor a complainant's request for confidentiality, the Title IX / EEO Coordinator will notify the complainant of the decision within 10 days and ensure that complainant's identity is disclosed only to the extent reasonably necessary to effectively conduct and complete the investigation.

If the college decides not to conduct an investigation or take disciplinary action because of a request for confidentiality, the Title IX / EEO Coordinator will evaluate whether other measures are available to limit the effects of the harassment and prevent its recurrence and implement such measures if reasonably feasible.

Investigation Procedure

Upon receiving a discrimination complaint, the college shall commence an impartial investigation. The Title IX / EEO Coordinator shall be responsible for overseeing all investigations. Investigations may be conducted by the Title IX / EEO Coordinator or his, her or their designee. If the investigation is assigned to someone other than the Title IX / EEO Coordinator, the Title IX / EEO Coordinator shall inform the complainant and respondent(s) of the appointment of an investigator as soon as possible.

Rights and Responsibilities of the College to Complainants and Respondents

- ⊗ They will be treated with sensitivity, dignity, respect, confidentiality, and in an unbiased manner by all involved administrators, investigators and adjudicators.
- ⊗ They will be informed in writing that a complaint of sexual misconduct against them is being investigated, and of any other suspected policy violations being explored through this investigation.
- ⊗ They will be advised of the college's sexual misconduct policy and procedures.

- ⊗ They will be afforded the same rights and opportunities as the complainant throughout the investigation and adjudication process.
- ⊗ They will be given periodic status updates throughout the investigation and adjudication process.
- ⊗ They may invite a student, faculty, union representative, or staff member from the college to accompany them at meetings regarding the investigation process.
- ⊗ They will be informed in writing, concurrently of the finding issued by the designated officials, as well as the outcome of any appeal, to the extent permitted by the Code of Student Conduct.
- ⊗ They will have the right to appeal the outcome based on the grounds designated in this policy, provided that they have participated in the investigation process.
- ⊗ They may retain legal counsel at any time, although legal counsel is not permitted to participate in the college's investigation and adjudication process.

Interim Measures. The Title IX / EEO Coordinator may impose interim measures to protect the complainant and/or respondent pending the conclusion of the investigation. Interim measures may include, but are not limited to, imposition of no contact orders, rescheduling classes, temporary work reassignments, referrals for counseling or medical assistance, and imposition of summary discipline on the respondent consistent with the college's student conduct code or the college's employment policies and collective bargaining agreements.

Investigation. Complaints shall be thoroughly and impartially investigated. The investigation shall include, but is not limited to, interviewing the complainant and the respondent, relevant witnesses, and reviewing relevant documents. The investigation shall be concluded within a reasonable time, normally **sixty days** barring exigent circumstances. At the conclusion of the investigation the investigator shall set forth his, her or their findings and recommendations in writing. If the investigator is a designee, the investigator shall send a copy of the findings and recommendations to the Title IX / EEO Coordinator. The Title IX / EEO Coordinator shall consider the findings and recommendations and determine, based on a preponderance of the evidence, whether a violation of the discrimination and harassment policy occurred, and if so, what steps will be taken to resolve the complaint, remedy the effects on any victim(s), and prevent its recurrence. Possible remedial steps may include, but are not limited to, referral for voluntary training/counseling, development of a remediation plan, limited contact orders, and referral and recommendation for formal disciplinary action. Referrals for disciplinary action will be consistent with the student conduct code or college employment policies and collective bargaining agreements.

Written Notice of Decision. The Title IX / EEO Coordinator will provide each party and the appropriate student services administrator or appointing authority with written notice of the investigative findings and of actions taken or recommended to resolve the complaint, subject to the following limitations. The complainant shall be informed in writing of the findings and of actions taken or recommended to resolve the complaint, if any, only to the extent that such findings, actions or recommendations directly relate to the complainant, such as a finding that the complaint is or is not meritorious or a recommendation that the accused not contact the complainant. The complainant may be notified generally that the matter has been referred for disciplinary action. The respondent shall be informed in writing of the findings and of actions taken or recommended to resolve the complaint and shall be notified of referrals for disciplinary action. Both the complainant and the respondent are entitled to review any final findings, conclusions, and recommendations, subject to any FERPA confidentiality requirements and collective bargaining agreement requirements.

Informal Dispute Resolution. Informal dispute resolution processes, like mediation, may be used to resolve complaints, when appropriate. Informal dispute resolution shall not be used to resolve sexual discrimination complaints without written permission from both the complainant and the respondent. If the parties elect to mediate a dispute, either party shall be free to discontinue mediation at any time. In no event shall mediation be used to resolve complaints involving allegations of sexual violence.

Final Decision/Reconsideration. Either the complainant or the respondent may seek reconsideration of the decision by the Title IX / EEO Coordinator. Requests for reconsideration shall be submitted in writing to the Title IX / EEO Coordinator within seven days of receiving the decision. Requests must specify which portion of the decision should be reconsidered and the basis for reconsideration. If no request for reconsideration is received within seven days, the decision becomes final. If a request for reconsideration is received, the Title IX / EEO Coordinator shall respond within ten (10) business days. The Title IX / EEO Coordinator shall either deny the request or, if the Title IX / EEO Coordinator determines that the request for reconsideration has merit, issue an amended decision. Any amended decision is final and no further reconsideration is available.

Publication of Anti- Discrimination Policies and Procedures

The policies and procedures regarding complaints of discrimination and harassment shall be published and distributed as determined by the president or designee. Any person who believes he, she or they has/have been subjected to discrimination in violation of college policy will be provided a copy of these policies and procedures.

Limits to Authority

Nothing in this procedure shall prevent the president or designee from taking immediate disciplinary action in accordance with LWTech policies and procedures, and federal, state, and municipal rules and regulations.

Non-Retaliation, Intimidation and Coercion

Retaliation by, for or against any participant (including complainant, respondent, witness, Title IX / EEO Coordinator, or investigator) is expressly prohibited. Retaliatory action of any kind taken against individuals as a result of seeking redress under the applicable procedures or serving as a witness in a subsequent investigation or any resulting disciplinary proceedings is prohibited and is conduct subject to discipline. Any person who thinks he/she/they has/have been the victim of retaliation should contact the Title IX / EEO Coordinator immediately.

Criminal Complaints

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

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

Other Discrimination Complaint Options

Discrimination complaints may also be filed with the following federal and state agencies:

- ⚙ [Washington State Human Rights Commission, www.hum.wa.gov](http://www.hum.wa.gov)
- ⚙ [US Dept of Education Office for Civil Rights, www2.ed.gov/about/offices/list/ocr/](http://www2.ed.gov/about/offices/list/ocr/)

LWTech Law Enforcement Relationships and Jurisdiction

Under the direction of the Manager, Campus Public Safety, full time college staff, contracted security and police officers uphold applicable local, state, and federal laws and college policies and procedures on the Lake Washington Institute of Technology campus. Campus Public Safety services include crime report investigations, medical emergency response, fire emergency response, personal safety escorts, traffic control and accidents, parking enforcement, and college policies including alcohol and drug use and abuse and weapons violations.

If assistance is required of local Police agencies, LWTech Campus Public Safety will make that contact. If a sexual assault or rape should occur, staff on scene, including Campus Public Safety and local Police, will offer a wide variety of services to assist the

victim including privacy, medical response, mental health counseling, and contact of significant others, should the victim so require. Crimes should be reported to Campus Public Safety to ensure the victim of appropriate services, to ensure inclusion in the annual crime statistics report, and to aid in providing timely warning notices to the community, when appropriate.

Campus Public Safety do not have arrest power; all criminal incidents are referred to local Police (Kirkland Police Department, Redmond Police Department, King County Sheriff's Department, and/or Duvall-Carnation Police Department) who have jurisdiction on or adjacent to the Kirkland, Redmond, and Duvall Campuses, respectively. While the College has no written Memorandum of Understanding (MOU's) with the Kirkland, Redmond, or Duvall-Carnation Police Departments and the King County Sheriff's Office, LWTech Security maintains a highly professional working relationship with these agencies.

Lake Washington Institute of Technology Campus Public Safety urges anyone who is the victim or witness of any crime to promptly report the incident to Campus Public Safety or local Police. Because Police reports are public records under state law, Campus Public Safety cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other Campus Security Authorities. All crimes should be reported immediately. Please report any suspicious activity or person you may see loitering in any campus building, common area, or parking lot. In addition, reports may be made to any LWTech official at (425) 739-8100.

LWTech Education and Prevention Related to Sexual Misconduct

LWTech provides education and prevention programs to:

1. Students when first enrolled and on an ongoing basis throughout enrollment
2. Employees when first hired and on an ongoing basis throughout employment

LWTech's education and prevention programs reflect comprehensive and intentional strategies intended to end dating violence, domestic violence, sexual assault, and stalking. These programs include:

1. Statements that LWTech prohibits Sexual Misconduct and the crimes of dating violence, domestic violence, sexual assault, and stalking;
2. The definitions of dating violence, domestic violence, sexual assault, stalking, and consent;
3. Primary and on-going prevention and awareness programs;
4. Ongoing prevention and awareness campaigns;
5. Safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking against a person other than that individual;
6. Information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks; and:

Prohibited Sexual Misconduct

Students: Policy 7.P.99 Student Conduct Code—Prohibited Student Conduct (WAC 495D-121-590). Specifically 4, 6, 18, 19, and 20

Employees: Policy 2.P.17 Title IX Policy and Grievance Procedure—Discrimination and Harassment Definitions

Sexual Misconduct Definitions

Students: Policy 7.P.77 Discipline Procedures for Cases Involving Allegations of Sexual Misconduct – Supplemental Definitions

Employees: Policy 2.P.17 Title IX Policy and Grievance Procedure—Discrimination and Harassment Definitions

Primary Prevention and Awareness Programs

Primary prevention programs consist of programming, initiatives, policies, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors which foster healthy, mutually respectful relationships and sexuality, encourage responsible and safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions. Awareness programs consist of community-wide or audience-specific programming, initiatives, and strategies that increase knowledge and share information and resources to prevent violence, promote safety, reduce perpetration, and promote a healthy and responsible socialization. They also include contact information about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available both on-campus and in the community.

Ongoing Prevention and Awareness Campaigns

Ongoing prevention and awareness campaigns consist of programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to, and skills for addressing, dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout LWTech.

Bystander Intervention

Bystander intervention consists of safe, responsible, and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of **dating violence, domestic violence, sexual assault, or stalking**. It also includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

Risk Reduction

Risk reduction consists of options designed to decrease perpetration and bystander inaction and to increase empowerment for victims to promote safety and responsibility and to help individuals, students, employees, and the college community address conditions that facilitate violence.

Procedure for Reports of Sexual Assault, Domestic Violence, Dating Violence or Stalking

Written information provided to victims including:

- a) The preservation of evidence to assist in proving the alleged criminal offense or obtaining a protective order
- b) How and to whom an alleged offense will be reported
- c) Options for the involvement of law enforcement and campus authorities
- d) The victim's rights and institution's responsibilities for orders of protection
- e) All the services available to victims including counseling, health, mental health, victim advocacy, legal assistance, visa and immigration services, etc.
- f) Options for, and available assistance in, changing academic, living, transportation, and working situations, regardless of whether the victim reports the crime to law enforcement or not
- g) Explanation of rights and options

Procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking

Students:

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

7.P.77 Student Conduct Code—Discipline Procedures for Cases Involving Allegations of Sexual Misconduct—Supplemental Definitions (WAC 495D-121-470).

7.P.79 Student Conduct Code—Discipline Procedures for Cases Involving Allegations of Sexual Misconduct—Supplemental Complaint Process (WAC 495D-121-480).

7.P.81 Student Conduct Code—Discipline Procedures for Cases Involving Allegations of Sexual Misconduct—Supplemental Appeal Rights (WAC 495D-121-490).

Employees:

2.P.17 Title IX Policy and Grievance Procedure - Discrimination and Harassment

Conflicts of Interest and Abuses of Power:

Sexual or Romantic Relationships with Students, Employees, or Members of the Campus Community

2.P.18

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

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

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

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

Grievances and Appeals of College Actions

1. Students may appeal or grieve a college action (excluding grades and student conduct decisions) by filing a written notice of appeal with the appropriate vice president.
 - a. Appeals must be filed with twenty-one (21) days of notice of the college action. Documented extenuating circumstances (such as medical complications or recall to military duty) may extend this timeframe.

- b. Failure to timely file a notice of appeal constitutes a waiver of the right to appeal and the college action shall be deemed final.
 - c. The grievance shall be filed with the Vice President of Instruction regarding academic actions, with the Vice President of Administrative Services for administrative and business service issues, and with the Vice President of Student Services for other student matters.
2. The notice of appeal must include a brief statement explaining why the student is seeking review of the action.
3. The parties to an appeal shall be the student and the college employee who initiated the college action.
4. A student who timely appeals a college action has a right to a prompt, fair, and impartial review of the matter.
5. On appeal, the college bears the burden of establishing the evidentiary facts underlying the college action based on a preponderance of the evidence.
6. From the date of receipt of the appeal, the vice president has ten (10) days to render a written decision to both parties. The brief written statement will minimally contain the reasons for the decision. This decision is final.
7. This procedure does not apply to:
 - Grade appeals
 - Student Conduct Decisions

Limitation of Liability

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

Student Dress

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

Student Protection

No one in the college community shall suffer recrimination or discrimination because of participation in the due process grievance procedure. Confidentiality will be observed pending resolution. A grievance shall be considered resolved if timelines are not maintained.

Students as Minors

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