

## Policies and Regulations

Students should familiarize themselves with the University's Standards of Conduct for Students and academic regulations. Not all rules are listed herein; for a complete listing of academic rules see the current WSU course catalog. Note that allowance has been made in the number sequence for the insertion of additional rules. Students, Staff and Faculty should be aware that acts of harassment, intimidation and bias will not be tolerated. Bias related violations of the Standards of Conduct for Students will be considered most pernicious; severe sanctions will be levied against any student found responsible for a bias related violation. The University is committed to providing an academic setting that is supportive of all students, faculty and staff. Each member of our community has an obligation to build a true sense of shared community—based on mutual respect.

### **Alcohol and Substance Abuse Information**

In order to maintain a healthy, supportive University environment conducive to academic achievement and personal growth, students are expected to conduct themselves in a responsible manner with regard to the use of alcoholic beverages. Those of legal age who choose to drink are expected to do so responsibly. Students are reminded that violation of any local, state, or federal law regarding the unlawful possession, use, or distribution of alcohol or illicit drugs may result in referral to WSU Police for investigation and/or the Office of Student Affairs. Student Affairs may impose sanctions including community service hours, fines and/or suspension or expulsion. Federal and State criminal sanction for violating state or federal laws regarding alcohol and illicit drug use can include forfeiture of property, and/or incarceration.

### **WSU Policy—Alcoholic Beverages**

Washington Administrative Code 504-25-050 identifies policy/regulations for Alcohol at Washington State University.

### **Discrimination and Sexual Harassment**

#### **Purpose**

The purpose of this policy is to set forth WSU's commitment to maintaining a University environment free from all forms of discrimination, including sexual harassment. This commitment applies to all levels and areas of University operations and programs, to students, faculty, staff, and all other personnel, whether on or off the Pullman campus.

The policy addresses recruitment, admissions, hiring, training, discipline, promotion, demotion, transfer, layoff or termination, rates of pay or other forms of compensation, and any other employment or educational condition. The University is cognizant of both its moral and legal obligations to ensure that all employees and students are provided equitable opportunities to realize their goals and to function effectively within the University environment.

#### **Kinds of Discrimination Prohibited**

The kinds of discrimination prohibited by WSU policy are those which occur on the basis of race, sex, religion, age, color, creed, national or ethnic origin, physical, mental, or sensory disability, marital status, sexual orientation, and status as a Vietnam-era or disabled veteran. Decisions affecting an individual cannot be made on the basis of one of these factors. For example, certain actions cannot be taken on account of a person's sex, or because of a person's age, or because of a person's national origin. Decisions should be made on the basis of neutral and objective criteria by which an individual may be evaluated in terms of his or her accomplishments without regard to irrelevant factors such as sex or race.

#### **Sexual Harassment**

WSU's discrimination policy explicitly incorporates and prohibits sexual harassment as a form of unlawful sex discrimination.

When the University becomes aware of incidents of sexual harassment, it is bound by state and federal law to take corrective steps to terminate the harassment.

#### **Some Examples of Sexual Harassment**

Sexual harassment encompasses any sexual attention that is unwanted. It includes both verbal and physical conduct.

#### **Amorous Relationships**

University policy requires that all employees maintain professional relationships with students and supervisees. It is the responsibility of instructors and supervisors to make explicit arrangements for their withdrawal from participation in evaluative decisions that may reward or penalize a student or employee with whom the instructor or supervisor has or has had an amorous relationship.

#### **Enforcement of Prohibitions**

The University vigorously enforces its prohibitions against unlawful discrimination and sexual harassment and encourages those who feel aggrieved to seek assistance to rectify problems. Its internal grievance procedures are utilized to investigate and remedy violations. While observing the principles of due process, determinations of policy violations will lead

to the application of disciplinary sanctions, including warning, censure, suspension, dismissal, or in some situations, summary suspension.

In support of this discrimination policy, the University promotes preventive educational measures to create greater awareness of unlawful discriminatory practices and sexual harassment behaviors among faculty, staff, and students. Administrative officers, deans, directors, department chairs, and supervisors are responsible for making certain that all employees are informed fully of the types of conduct that may be classified as discriminatory or as sexual harassment, and that such conduct is prohibited. Consultation about preventive educational measures is available from the Center for Human Rights.

Situations that involved Student-to-Student Harassment or Discrimination should be reported to the Office of Student Affairs (263 West Bldg/372-7250). Students who feel they are being discriminated against or sexually harassed in the work or class setting should consult with the Office of Student Affairs.

Any employee or student of WSU who believes that he or she has been subjected to unlawful discrimination, including sexual harassment, or who believes he or she has been charged wrongfully with a complaint, may utilize University discrimination and sexual harassment complaint procedures.

In addition to administrators and supervisors, the following University officials also are available to discuss any concerns or complaint about discrimination, including sexual harassment, or to provide advice on utilizing University complaint procedures:

- Director of Student Affairs 236 West Bldg, 372-7250.
- University Ombudsman, Wilson Hall, Pullman, 335-1195.
- Center for Human Rights, French Administration Building, Room 225, 335-8288.
- Disabled Student Services, 269B West Bldg, 372-7351.

No individual shall be penalized or retaliated against in any way by a member of the University community for initiation or participation in a complaint procedure.

## **Gender Equality**

Revised Codes of Washington 28B.110.010.

Article XXXI, section 1, Amendment 61 of the Washington State Constitution requires equal treatment of all citizens, regardless of gender. Recognizing the benefit to our state and nation of equal educational opportunities for all students, discrimination on the basis of gender against any student in the institutions of higher education of Washington State is prohibited. This includes but is not limited to access to academic programs, student employment, counseling and guidance services, financial aid, recreational activities including club sports, and intercollegiate athletics. To report incidents of discrimination see "Enforcement of Prohibitions" written above or contact Washington Human Rights Commission.

Enacted by Laws 1989, ch. 341, & 1.

# Policies and Regulations Applying to All Students

## *Policies and Regulations Applying to Academics*

Refer to the University catalog  
or Go to: [www.registrar.wsu.edu/AcademicRegulations.htm](http://www.registrar.wsu.edu/AcademicRegulations.htm)

## *Financial Aid Satisfactory Academic Progress Policies*

Go to: [www.finaid.wsu.edu/sap.htm](http://www.finaid.wsu.edu/sap.htm)

## *Policies and Regulations Applying to All Student Organizations*

WAC 504-28

### Student Organizations

- 1) Recognition Process.
  - a) Recognition. The University recognizes a wide variety of student groups to facilitate diverse interests of the student body. Attendant to recognition, groups are granted certain privileges and assume certain responsibilities as set forth in these rules. Recognition in no way implies that the University plans, organizes, or sanctions any particular activity or policy of a student group.
- 2) Membership in Organizations.
  - a) Full membership in student organizations will be restricted to enrolled graduate and undergraduate students at Washington State University.
  - b) Faculty and others may participate as honorary or associate members (at the option of the group) as specified in the group's constitution.
  - c) Only full members may be eligible to vote on matters of business or hold elective office in the organization.
- 3) Obtaining Recognition for Organizations.
  - a) To become an approved student organization, recognition must be granted by the Student Affairs Officer, room 269B, West Bldg.
  - b) Before requesting recognition, the group should hold a meeting of interested persons to draft a constitution, elect officers, and select an adviser. Constitutions normally include
    - i) Name of the organization.
    - ii) Purpose and objectives.
    - iii) Qualifications for membership.
- 4) Requirements and Responsibilities of Recognized Organizations.
  - a) Officers of organizations are responsible for seeing that the organization abides by University rules and regulations concerning scheduling, financial projects, advertising, and other policies of the University.
  - b) Recognized organizations must have an adviser (see **WAC 504-28-020**, Advisers).
  - c) Funds must be deposited into a Faculty, Student, and Alumni account in the Controller's Office, which acts as a free banking service.
  - d) The following records must be kept current in Student Programs:
    - i) Constitution and bylaws.
    - ii) Officer roster card.
    - iii) Student organization report (forms available, Student Affairs Officer, room 269B, West Bldg.); including activities, accomplishments, and financial status.
- 5) Privileges of Recognized Organizations.
  - a) Recognized organizations have the right to sponsor on-campus activities.
  - b) Recognized student organizations may use University facilities and services through appropriate scheduling offices.
    - iv) Sources of financial support (e.g., dues, initiation fees, local and national aid, and financial projects).
  - c) Washington State University will not recognize any student organization which denies membership to any student because of race, religion, sex, color, national or ethnic origin, age, marital status, sexual orientation, veteran status, or disability except that the permissibility of a single-sex organization will be evaluated in accord with Title IX guidelines. Recognized student organizations must ensure that additional policies and procedures do not create de facto differentiation.
  - d) Students who feel they have been denied membership in violation of (c) of this subsection may appeal to the Union Board.
  - e) Washington State University shall not recognize a student group if recognition would violate local, state, or federal law.

## Advisors to Recognized Student Organizations

- 1) Advisers are members of Washington State University faculty or staff or graduate students whom the student members choose and whose interest in the group indicates that they would judiciously advise the organization concerning its goals, purposes, and procedures. Advisers guide the group in accordance with the purposes and ideals of the University and the organization. They do not directly control the group's programs and activities.
- 2) Advisers assist the Union Board to implement the policies for student organizations.
- 3) Responsibilities may include the following:
  - a) Attending the organization's meetings.
  - b) Assisting in planning programs.
  - c) Supervising the handling of funds and approving all expenditures and contracts.
  - d) Assisting in arranging for University facilities and equipment. **WAC 504-28-020**

## Scheduling of Events

- 1) Facilities.  
Recognized student groups schedule facilities by contacting the appropriate campus departments. Student Affairs Officer in room 269B, West Bldg. will assist groups in determining whom to contact.

## Financial Projects

- 1) Definition
  - a) A financial project is any approved activity of a student organization, which is undertaken to raise funds and/or to defray expense. Projects may be for the benefit of organizations or for charity groups. Refer to **WAC 504-28-050**, also **WAC 32-010**, **WAC 32-060**.

## Outdoor Dances, Concerts, Carnivals, and Fairs

- 1) All other organizations and individuals who wish to sponsor any of the above events must submit a written request to the Facility Use Committee.
- 2) The sponsoring organization is responsible for repairing or reimbursing for any damage that might occur and for cleaning up litter.  
**WAC 504-32-060**

## Washington State University Facility Use Regulations

**WAC 504-34**

### Purpose and Delegation

- 1) The purpose of the Washington State University regulations governing use of facilities is to establish guidelines for the use of University facilities under the authority of RCW 28B.30.095 and to delegate authority to administer the regulations adopted within the standards prescribed.
- 2) The Board of Regents delegates to the President or his or her designee authority to establish procedures for proper review of the use of University facilities; to establish, within the framework of these regulations, procedures governing such use; and to review rental schedules where appropriate.
- 3) Under authority granted above, the President has appointed a Facility Use Committee. Inquiries concerning the use of University facilities may be directed to the campus facilities use committee, 372-7270. **WAC 504-34-010**

### Definitions

University facilities are identified as all buildings and grounds owned or controlled by Washington State University and the streets, sidewalks, malls, parking lots, and roadways within the boundaries of property owned or controlled by Washington State University.  
**WAC 504-34-020**

### Advertising Policies

The following policies apply to all advertising done on campus.

- 1) Signs and Posters
  - a) All advertising on the campus must have approval from Student Affairs, 263 West Bldg.
  - b) All advertising announcements to be posted in other campus buildings should be confined to general bulletin boards. For use of other bulletin boards, contact the appropriate department.
  - c) No advertising should be taped to walls, windows, or other interior surfaces.

### Other Requests

All other requests for use of University facilities not covered herein must be referred to the Facility Use Committee for consideration.  
**WAC 504-34-100**

## **Building Hours**

Buildings are open according to a schedule developed by the primary occupants of the building, the director of Physical Plant, and the director of safety. The schedule will be reaffirmed annually during September. The President of the University or his or her designee, the director of Physical Plant, is the University official authorized to develop and maintain the schedule and to authorize variances to the publicized schedule. **WAC 504-34-110**

## **Administrative Control**

Individuals who are not students or members of the faculty or staff and who violate these regulations will be advised of the specific nature of violation, and if they persist in the violation, they will be requested to leave the University property. Failure to comply with such a request will subject such individuals to arrest under provisions of RCW 9A.52. 070 and 080 (criminal trespass) or other applicable laws.

Members of the University community (students, faculty, and staff) who do not comply with these regulations will be reported to the appropriate University office or agency for action in accordance with established University policies. **WAC 504-34-120**

## ***Health and Safety Regulations***

**WAC 504-36**

### **Control of Pets**

- 1) Pets are not permitted in University buildings.
- 2) Pets are not permitted on University property unless under immediate control of their owner.

### **Bicycles, skateboards, and Rollerskates**

The riding and use of bicycles skateboards, and roller skates is prohibited from all buildings, attachments and walks on the WSU Tri-Cities campus.

## ***Evacuation***

Know closest exits. These are posted in each classroom.

When a fire alarm sounds leave the building immediately taking your personal belongings with you. You may not be allowed back into the building for some time.

Report to the nearest staging area: CIC Building reports in parking lot, East and West Buildings report at the cougar statue.

Remain at the staging area until released or given further instructions.

## ***Shelter***

In the event of a nuclear or chemical accident off campus, the safest procedure may be to stay in the buildings. In the event of a community disaster, we will be following direction from the Benton-Franklin County Emergency Response Unit. In the event of a campus situation, we will be following direction from the Richland Police Dept. Please remain calm and follow directions given to you by appropriate authorities.