Student Handbook
To inspire, challenge and educate.
## Bates Technical College | Student Handbook

### General Information

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<tr>
<th>Service</th>
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### Bates at Your Service

The Resource Center and Student Services Centers at Downtown and South Campus house educational planning and other student service providers that integrate access to employment, advising, and public benefit programs, including access to pre-enrollment and financial aid services.

The service centers include co-located services and providers that were once viewed as ancillary, but now are included as part of the inventory of services offered to Bates customers. Resource Center services and co-located staff include:

- Admissions
- Career Advising
- Financial Aid
- Educational Opportunity Center
- Registration
- Assessment and Testing Center

### Other College Services Include:

- **Child Care**
  - Downtown Campus, A120
  - 253.680.7320
  - Enrollment priority is given to children of students of the college. Support from the Associated Student Government allows the center to offer a sliding fee scale.

- **Email Account** — Students enrolled at Bates Technical College have access to a free email account provided as a college service.

- **Job Service Center**
  - Downtown Campus, A124
  - 253.680.7240
  - The Washington State Department of Employment Security has personnel on campus to assist students with job placement.

- **Libraries**
  - Downtown Campus, A124
  - 253.680.7220
  - South Campus, E201
  - 253.680.7550
  - Materials are available in many formats to accommodate different learning styles: books, magazines, videos, audio tapes, computer software.

- **On-Site Conveniences** — Auto service facility, auto body repair shop, auto parts store, barber shop, campus stores, cafeteria, dental clinic, hearing clinic, and child care centers.

- **Tutoring** — Free tutoring services are available to all enrolled Bates students, and may include Accuplacer and GED testing preparation, learning style assessment, study skills and problem solving for issues acting as a barrier to academic success.
Bates has been training people for careers for 75 years. Mr. LaVerne Bates, the college’s namesake, was instrumental in bringing vocational training to Washington state in the early 1940s to support the country’s war efforts.

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

We are here to help you plan your education. You will learn the skills required to be successful in a teaching environment that mirrors industry standards. Learning at Bates is on-the-job training, where expectations for your attendance, behavior and dedication are the same as if your instructor were your employer. We expect you to meet our academic standards within a hands-on approach to career education, which is designed to prepare you for entry-level employment. Please also take advantage of the clubs, events and services that are provided for you by your Diversity Center/Associated Student Government.

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

Welcome, work with us towards your success, and enjoy your time at Bates.

Lin Zhou
Vice President for Institutional Effectiveness and Student Success

Bates Technical College Board of Trustees
Layne Bladow
Lillian Hunter
Cathy Pearsall-Stipek
Calvin Pearson
Karen Seinfeld

Accreditation
Bates Technical College is accredited by the Northwest Commission on Colleges and Universities.
Attendance & General Education Planning

Attendance and General Education Planning

Attendance Policy
The college retains the right to fill a vacant seat during the first ten days of each quarter. Consequently, if a student fails to attend class during the first three days of the quarter, the faculty member may withdraw that student in order to allow another student to enroll. Bates has a goal of 100 percent attendance, the standard for employees in industry, and students are expected to attend class each time it meets. Individual faculty members will state class attendance expectations in course syllabi.

Withdrawals
Students may initiate withdrawal proceedings in the registration office.

School Delays & Closures
www.bates.ctc.edu/Weather
In the case of severe weather conditions or college emergencies, you can find information regarding the status of Bates operations on the college website, www.bates.ctc.edu/Weather, or you can call the weather and schedule information line, 253.680.7060. College closure information will also be available on major Puget Sound radio and television stations through the Public Schools Emergency Communication System, and on their website, www.schoolreport.org.

If classes are cancelled, students and faculty do NOT report to the college. If classes are on a delayed schedule, the college will announce a specific start time for students to report, by 5:30 a.m. on the affected day, and by 4 p.m. for evening classes.

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

Students who have completed general education courses at another accredited college can request to transfer credits to Bates Technical College by providing the registration office with an official transcript and requesting a transfer evaluation. The registrar will determine whether courses can be applied to students’ credential completion requirements.

The transferability of general education credits earned at Bates Technical College is subject to the policies of the receiving institution. To complete general education requirements, students may receive transfer credits based upon an evaluation of courses taken while in military service or by passing recognized post-secondary equivalency exams such as DANTES, CLEP, or Advanced Placement/International Baccalaureate in a relevant subject area.

Career advisors and faculty assist students with planning to meet general education requirements. Students are advised to complete general education requirements as early in their career education program as possible. General education courses include both college level (numbered 100 and above) and pre-college level (numbered 90-99). Associate degrees require completion of a specified number and distribution of college-level general education courses.

Assessment
www.bates.ctc.edu/Testing
On a case-by-case basis, all enrolling students are required to take the Accuplacer assessment test to determine skill levels in writing, reading and mathematics.

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

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

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

3. Reporting:

• Numerical grades earned by students will be reported for each course at the end of the quarter using a scale from 4.0 to 0.7, or 0.0, and will apply to grade point average (GPA) calculations.
• Numerical grades of 0.0 will be indicated as “no credit” (NC), and will also factor into GPA calculations.
• Numerical grades may be considered equivalent to letter grades as follows:

<table>
<thead>
<tr>
<th>Numerical Grades</th>
<th>Letter Grades</th>
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<tr>
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<td>A</td>
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<tr>
<td>3.9-3.7</td>
<td>A-</td>
</tr>
<tr>
<td>3.6-3.3</td>
<td>B+</td>
</tr>
<tr>
<td>3.2-3.0</td>
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<td>2.9-2.7</td>
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<tr>
<td>0.0</td>
<td>No Credit – counted in GPA</td>
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<td>S</td>
<td>Satisfactory completion of a pass/fail course (not factored in GPA)</td>
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<td>U</td>
<td>Unsatisfactory completion of a pass/fail course (not factored in GPA)</td>
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<tr>
<td>W</td>
<td>Withdrawal - not counted in GPA</td>
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<tr>
<td>IC</td>
<td>Incomplete</td>
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</table>

General Education Requirements
Degrees and certificates in Bates’ career education programs require general education courses. Requirements vary depending on the program area, the credential, and the track a student chooses to pursue.
4. Withdrawals (W)
Students will be allowed to self-withdraw from courses in accordance with college procedures.

5. Incomplete marks (IC)
a. An incomplete (IC) may be granted for a course in which the student enrolled, but did not complete all work required to earn a grade due to unusual or emergency circumstances beyond the student’s control.
b. An IC is not a student right, but is an instructor granted extension of the time needed to finish and submit required work the student was unable to complete during the regular course timeframe.
c. The student need not re-register nor pay additional tuition in the following quarter for the individual course in which an IC is granted.
d. An instructor may give an IC to a student provided there is a contract in place between the student and the instructor specifying:
   • what work must be completed
   • by what date the work will be completed
   • what the final grade for the course will be if the student does not complete all required work by the required date
   • by what date the work will be completed
   • what work must be completed

e. If the student fails to complete the required work by the deadline set by the instructor (in no case beyond the end of the subsequent quarter), the IC will automatically change to the grade designated on the contract.

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

First Quarter Probation. A student enrolled in graded courses at Bates Technical College will be placed on first quarter probation when the student’s term grade point average (GPA) falls below 2.0. All students on first quarter probation will receive a notification letter about their academic status and steps to improve educational performance.

Second Quarter Probation. A student whose term GPA is under 2.0 for two consecutive quarters is on probation. A student placed on second quarter probation will meet with an advisor to discuss success strategies. At the end of the seventh week in the quarter, the probationary student shall request grade reports from faculty members in all courses that the student is enrolled in and deliver that report to the student’s advisor.

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

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

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

Academic Suspension
Students who receive less than a 2.0 for three consecutive quarters will immediately be placed on academic suspension for the following quarter. Notification of academic suspension (3) will be sent to the student by the tenth instructional day in the succeeding fourth quarter. A student who has already begun classes will be administratively withdrawn with all tuition and fees refunded.

Reentry after Academic Suspension
After one quarter of suspension, students may petition to reenter. Students must first meet with a Career Training Specialist for a readiness assessment. Career Training Specialists may direct students to do the following things, but are not limited to the list below:
• Attend an academic intervention session
• Meet with the Director of Enrollment Services
• Obtain a skills assessment from an Instructor
Students who reenter after academic suspension will return on academic probation. Students must receive at least 2.0 in the quarter they return in order or they will return to Academic Suspension. Students reentering from a second Academic Suspension must meet with the Vice President of Institutional Effectiveness and Student Success.
Grade & Academic Dismissal Complaint Policy Procedures

Grade and Academic Dismissal Complaint Policy and Procedures

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

The Board of Trustees directs the President to develop procedures that provide students with an appeal process concerning a dispute that a student may have with a faculty member over a grade for a general education course, and/or an evaluation or a dismissal from a career training program.

Grade and Academic Dismissal Complaint Procedures

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

Decisions made by the college during the complaint and appeal process will be based on the following principles and criteria in addition to the standards listed in the Policy:

Principles
(1) The instructor has professional responsibility for assignment of competency ratings, assignment of grades and making academic decisions;
(2) Students should be free from prejudicial, arbitrary and/or capricious academic grading or dismissal from a College program; and
(3) Students are responsible for maintaining standards of academic progress and following procedures established and made known by their college instructors.

Criteria
The criteria that will be utilized to determine whether a student’s academic performance meets college expectations follow:
• A classroom environment resembles industry standards;
• Instructors are responsible for informing students about safe practices and procedures;
• Students are responsible for following such practices and procedures.

The final decision regarding student appeal of a grade or dismissal will be based on the following criteria:
• The evidence of record does or does not support the grade or other action by the instructor;
• Established procedures were or were not followed by the College and materially prejudice or did not materially prejudice the student; or
• The decision was or was not arbitrary and/or capricious.

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

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

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

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

Procedures
Due to the nature of Bates Technical College, many of the academic endeavors require working in the industry or in a classroom which resembles the work environment. Instructors and work sites are responsible for informing students about safe practices and standard operating procedures. Failure to follow these guidelines may result in the following actions:
• (1) An instructor removing a student from the class or other learning environment on a temporary basis (summary action) or;
• (2) As an academic dismissal from a career training program of study. An academic dismissal of this nature will follow the same appeals process as described herein.

Students who receive an I or NC grade in a general education, science or social science/humanities course will receive a letter, copied to the student’s career training instructor, that suggests strategies to use in order for the student to succeed in the general education course and career training program. These Grade Complaint and Academic Dismissal procedures are separate from the student conduct and grievance processes, which are described elsewhere in the Student Handbook.
Grade & Academic Dismissal Complaint Policy Procedures

Appeal Process
The following steps constitute the procedure to be followed by a student wishing to appeal a grade, competency rating or dismissal from a specific college program for academic reasons.

**Step One.** Prior to making an appeal, the student should check with the instructor to make sure that no clerical error has been made.

**Graded Assignment or Academic Dismissal Appeal.** A student shall appeal a grade, competency rating, or dismissal from a program within 10 instructional days of receipt of the grade report or notice of dismissal.

**Final Course Grade Appeal.** The student must file a complaint about a final grade for a course or program within one academic quarter from receiving the final grade.

Provided there is no clerical error, the student shall begin the appeal by discussing with the instructor the basis on which the student believes the grade, instructor action or dismissal ought to have been different, and what the student thinks the outcome should have been. The instructor shall respond in writing to the student within 10 instructional days of the discussion in order to document the outcome. The timeline for instructor response may be extended due to absence or other exigent circumstance.

**Step Two.** If the student is not satisfied with the instructor’s response to the appeal, the student may continue the appeal process in writing by submitting the case, including copies of all correspondence and any relevant documentary or other helpful evidence to date, to the appropriate dean of instruction. This must be done within 10 instructional days of receiving a written response from the instructor. The dean shall acknowledge the appeal in writing with a copy of the appeal to the instructor.

The dean shall review all of the evidence submitted, talk with the student and instructor as needed and determine whether there is a rational and valid basis for the grade or instructor action at issue. The dean shall render a decision as follows:

- If the presented and collected evidence and/or the dean’s analysis thereof supports the instructor action, the dean will uphold the instructor’s decision; or
- If the dean determines that there is not a rational basis with sufficient evidence to support the instructor action, the dean shall refer the matter to the Executive Vice President along with the record of the proceedings thus far and a recommendation for resolution.

A copy of the dean’s decision to uphold the instructor’s decision or recommendation to the vice president for further review shall be provided to the student and instructor in writing within 10 instructional days of receiving the appeal. If the dean forwards the case to the Executive Vice President for review or the student appeals the dean’s decision to the Executive Vice President, the dean will forward all evidence to the Executive Vice President for review.

**Step Three.** The student may appeal a decision by the dean to uphold the original grade or any other recommendation of the dean to the Executive Vice President/Chief Academic Officer in writing within 10 instructional days of receiving a written response from the dean. Should the Executive Vice President/Chief Academic Officer receive the appeal at step three, the Executive Vice President shall review the evidence on record, may collect additional information and may talk to the dean, instructor and student.

Following this review, the Executive Vice President/Chief Academic Officer will make a final decision on the appeal and determine whether:

- The evidence of record does or does not support the grade or other action by the instructor;
- Established procedures were or were not followed by the college and materially prejudice or did not materially prejudice the student; or
- The decision was or was not arbitrary and/or capricious.

Should the Executive Vice President/Chief Academic Officer’s review find any deficiencies in the process above, the Executive Vice President/Chief Academic Officer will remand the appeal of the grade/action to the instructor and Dean of Instruction for action consistent with the findings. The decision of the Executive Vice President/Chief Academic Officer is final. Should the Executive Vice President/Chief Academic Officer make the final decision, the Executive Vice President/Chief Academic Officer will send copies of the resolution to the student, the faculty member and the dean.

Reinstatement after Dismissal
If a student is dismissed from a career training program or general education course for a stated period of time, the student must meet with the Vice President of Institutional Effectiveness and Student Success or designee before re-enrolling at the college.
Degrees & Certificates

In addition to degree and certificate options, Bates has established articulation agreements with other institutions to provide options for students to earn a four-year degree.

All degree and certificate options require a minimum cumulative grade point average (GPA) of at least a 2.0 to earn a credential. Individual programs may require a higher grade point average.

Associate of Applied Science Degree
The Associate of Applied Science degree prepares graduates for the workforce, leading the graduate directly to employment in a specific occupation. Associate of Applied Science degree career education programs have general education requirements. Students must complete college-level credits in communications, human relations and/or social science, and mathematics.

Associate in Applied Science-T
The Associate in Applied Science-T degree provides students of specific career education programs with pathways to further educational opportunities through articulation (transferable) agreements with baccalaureate institutions. Completion requirements generally include no less than 20 general education credits for courses generally accepted in transfer, and comprised of five credits of English composition, five credits of college-level mathematics, and 10 credits in social science, humanities or science.

Articulating Colleges
Montana State University–Northern
- Associate of Applied Science degree in Diesel & Heavy Equipment Mechanic toward Bachelor of Science degree in Diesel Technology

City University
- Associate of Applied Science degree in Early Childhood Education and various other programs

The Evergreen State College–Upside Down degree program
- Associate of Applied Science—Transfer degree in Fire Protection Engineering Technology
- Associate of Applied Science degree in Marketing & Business Management and various other programs

Mayville State University
- Associate of Applied Science degree in Early Childhood Education

North Dakota University
University of Phoenix
University of Washington Tacoma

Certificate of Training
This credential serves students in the following categories:

Category 1: Career education programs and approved short-term programs designed to provide the graduate with a state or federal occupational license or certificate, or to qualify the graduate to take a state or federal licensing examination where failure to gain licensure prohibits the individual from working in that profession.

Category 2: Career education programs/courses less than 45 credits and/or less than 750 hours which appear on the inventory list of the State Board for Community and Technical Colleges.
Services for Students

Financial Aid
www.bates.ctc.edu/FinancialAid

Students are encouraged to apply for financial aid as early as possible since pre-qualification may take up to eight weeks from the application submission date. Students should plan to use personal resources to buy books and supplies prior to their first financial aid disbursement.

Application Procedure

- Complete and submit the Free Application for Federal Student Aid (FAFSA) as soon as possible. Forms are available in student services, financial aid, or online: www.bates.ctc.edu/FinancialAid. Forms can be completed online at www.fafsa.ed.gov, or mailed to the Federal Student Aid Program, Mt. Vernon, IL.
- Complete a financial aid data sheet and return it to the financial aid office.
- Stay in touch with the financial aid office to be certain that information has been received to complete your file.
- Students must reapply for financial aid each year.

Eligibility Requirements
The following criteria are required for eligibility:

- Attending Bates to obtain a degree or certificate.
- A U.S. citizen or eligible non-citizen.
- Making satisfactory academic progress in a program of study as defined by the institution’s satisfactory progress criteria.
- Not in default on any previous student loans or owed a refund on any grant.
- Registered for the draft with Selective Service, as required by law.
- High school graduate, have a GED or earn passing scores on the Accuplacer exam.

Students entering Bates with a bachelor’s degree are limited to applying for loans and work study assistance. Awarding begins in July. Students are notified of their financial aid award by email.

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

Bates Technical College Foundation offers scholarships quarterly. Individual awards range from $100 to $1,000 per quarter. Application procedures are available online at www.bates.ctc.edu/Foundation. To request information by email, send to foundation@bates.ctc.edu.

Students on Probation

Students on probation who receive financial aid are eligible for funding during the first quarter of probation. Students remaining on probation into a second quarter are ineligible for continued financial aid funding.
Services for Students

Return of Title IV for Credit Students
The calculation evaluates the number of calendar days the student has completed and the number of calendar days for which the aid was awarded. If the student completed more than 60 percent of the quarter, there is no return of funds due. If the student completes less than 61 percent, the number of calendar days completed will be divided by the total number of calendar days for which the student was paid. The earned and unearned portion will be calculated. Unearned tuition will be returned to the Department of Education. The college will bill the student for the tuition due based on the college refund policy. Unearned aid (cash in hand) will be calculated, and, if applicable, the student will owe funds to the Department of Education.

Students who are in Return of Title IV will receive an overpayment letter and they will be ineligible for further Title IV and state aid until the funds due are repaid. The calculation is based on the last known day of attendance for the student. (Sample calculations are available upon request.)

- It is extremely important to work with the financial aid office if a student must withdraw from school.
- A full refund will be given to all students who withdraw before the first day of class.
- In no case will the Title IV program receive more reimbursement than the aid provided to the student. A student overpayment is the amount of aid received in excess of hours/days completed and aid awarded.

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

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

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

Assessment and Testing Center
www.bates.ctc.edu/Testing
All students who register in career education programs must take the Accuplacer assessment, which measures reading, writing, and math skills. Results determine placement in general education and general education classes. Assessment is an important key to student success.

Career Cruising
Students wanting advice, guidance, or information about career options may take the Career Cruising, which provides a profile of interests, talents, and preferred work environment. Call the Assessment and Testing Center at 253.680.7030 for information.

Workforce Education Services (WES)
www.bates.ctc.edu/WES
- Educational Opportunity Center (EOC)
  Services: Filing for FAFSA (financial aid); advising services related to career assessments; education loan default; financial assistance for testing and/or registration fees.

- WorkSource Affiliate
  The Washington State Department of Employment Security has staff onsite to assist with job placement. Lists of job openings are available at the Downtown Campus, A214, 253.680.7240.
  Services: job listing, referral, and placement; job coaching; employment counseling, testing, and career planning; Unemployment Insurance claim filing assistance.

- Opportunity Grant
  Services: General Orientation, applicant intake, enrollment, awarding of funding and case management for those entering the Opportunity Grant Funding program. Program serves low-income students in specific programs (contact office for current list).

- Worker Retraining
  Services: Orientation, enrollment and awarding of funding for dislocated workers, displaced homemakers and veterans entering the Worker Retraining program.

- Vet Corps/AmeriCorps [Student Veterans Organization]
  Services: Assist, facilitate and mediate access for veterans seeking a variety services.
International Student Services
www.bates.ctc.edu/International, 253.680.7184
The Bates Technical College international program is dedicated to promoting international education and training within the college, the community and around the world. Bates welcomes international student enrollment in various degree and certificate programs. It is our mission to provide a high quality education that will help students succeed in the workplace.

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

National Voter Registration Act
Voter registration forms are available in the registration office in conformance of Program Participation Requirement, Section 487(a)20 U.S.C. 1094(a).

Tutoring Center
www.bates.ctc.edu/Tutoring, 253.680.7259
Tutoring services are available to all enrolled Bates students at no cost. Services include assistance with academic subjects such as math and English as well as assistance with textbook comprehension and study skills related to career programs. Students can also receive help determining their learning style and with test taking, including GED and Accuplacer preparation. Depending upon specific needs, tutoring may be arranged in an individual, group or lab setting.

Walk-in tutoring is available during the lunch break and throughout the day, and tutors work on a variable schedule at all three campuses. Students can also make appointments for one-on-one assistance. Please call 253.680.7259 or stop by the Downtown Campus center (C302) for a current schedule.

Books
Books can be purchased at www.bates-ctc.bncollege.com. A list of required books, supplies, and equipment is available from each instructor. Agency-funded students must present itemized authorization to the financial aid office for approval.

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

Barber Shop
www.bates.ctc.edu/BarberShop, 253.680.7248
Students have access to the low cost services of the Downtown Campus barber shop.

Campus Stores
www.bates.ctc.edu/CampusStores
Campus Stores at the Downtown and South Campuses stock, supplies, and equipment used in the various programs. Customers should check for store hours onsite or online.

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

In addition to child care services available Monday-Friday from 6:30 a.m. to 5 p.m., the center includes an Early Childhood Education and Assistance Program (ECEAP), a part-day program funded by the Department of Early Learning that offers preschool from September-May at no cost for income qualified three- and four-year-olds. Call 253.680.7320 or 253.680.7384 for more information. Additionally, several child care centers are close to Bates’ campuses. Child Care Aware, www.childcare.org, maintains a list of licensed center and home-based child care.
Services for Students

**Child Care Center at South Campus**
The Early Childhood Learning Center at South Campus is limited to preschool children enrolled in ECEAP. Call 253.680.7487 for more information.

**Dental Clinic**
www.bates.ctc.edu/DentalClinic
Bates’ Downtown Campus Dental Clinic is open Monday-Thursday, and is available to Bates students, their families and the general public, age five and older. Services provided include fillings, extractions, crown and bridge and very limited root canals. The dental clinic is a non-profit clinic with patient fees designed to cover the cost of dental salaries and patient service materials. Assistants in the clinic are students completing training in dental assisting techniques, theory and application.

Payment is due at the time of service. Apple Health is accepted. Private dental insurance is not accepted. Operating hours may change due to instructional needs. Call 253.680.7310 to schedule an appointment.

**Food Services**
www.bates.ctc.edu/Dining
Culinary arts programs provide food service in the cafeteria at the Downtown Campus. A mobile food truck provides services at South Campus.

**Hearing Clinic**
www.bates.ctc.edu/HearingClinic
Hearing tests, hearing aid sales, troubleshooting of hearing aid problems, custom ear molds and personal hearing protection are some of the services offered in Bates’ Hearing Clinic. Located in E214 at the Downtown Campus. Call 253.680.7362 to schedule an appointment. The Hearing Clinic is open to the public.

**Insurance**
Enrollment at Bates does not include health or medical insurance. Students who desire medical coverage must purchase their own. Basic Accident Medical Expense, Basic Sickness Medical Expense, and Major Medical Expense insurance programs are available at low cost to Bates students. Students who do not have accident insurance are strongly encouraged to take advantage of this reduced-cost option. Forms are available in Student Services.

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

Parking fines:
- $25 No valid permit displayed
- $25 Occupying space not designated for parking
- $25 Parking in an area not authorized by permit
- $50 Parking in reserved staff space without authorization
- $450 Handicapped parking violation (RCW 46.16.381)
- $50 Blocking or obstructing traffic (may be towed if creating a safety hazard)
- $25 Parking adjacent to fire hydrant (may be towed if creating a safety hazard)
- $25 Parking in an area marked “no parking”

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

**Safety**
www.bates.ctc.edu/Safety
All campuses call 253.680.7111. Campus Public Safety officers provide escorts for students and staff; respond to campus emergencies; patrol buildings, parking areas, and campus surroundings; and work with local law enforcement agencies.

All personal property should be kept under lock and key. Safety officers are on duty and should be contacted in case of theft or other concerns about property damage or physical endangerment.
Disability Support Services
www.bates.ctc.edu/DisabilitySupportServices
We are committed to providing student support services, and academic adjustments and/or auxiliary aids necessary to ensure equal access to all of our programs, activities and services while pursuing an education.

Helping you succeed
The primary focus of Disability Support Services (DSS) is to ensure nondiscrimination on the basis of disability. Through DSS, qualified persons with disabilities can address their concerns regarding attitudinal or procedural barriers encountered, as well as any need for academic adjustments and/or auxiliary aids to assure equal access. DSS will provide information and auxiliary aids or services, serving as a resource to the campus community while striving to make Bates Technical College both an accessible and hospitable place for persons with disabilities to enjoy full and equal participation. We work with individuals who have physical, learning and/or mental disabilities, are academically or economically disadvantaged, limited English speaking, single parents, ex-offenders, displaced homemakers, and gender equality programs.

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

A qualified student is one who:
• Has a physical, mental or sensory impairment that substantially limits one or more of her or his major life activities. Major life activity is defined as the ability to perform functions such as self-care, manual test taking, walking, seeing, hearing, speaking, breathing, learning, or working, and is either permanent or temporary;
• Has a record of such an impairment or;
• Is perceived to have such impairment, or a student who has an abnormal condition that is medically cognizable or diagnosable.

Attendance
Students are expected to attend all of their scheduled classes. It is the instructor who determines the number of absences that are allowed in his or her class. If a student with a disability has an absence from class because of a disability-related circumstance, he or she should contact DSS. Documentation must support the disability-related circumstance. The absence does not excuse the student from the obligation of any assignments, homework, tests/exams, and obtaining material missed during the absence. Students are responsible for contacting their instructors.
Student Involvement

Associated Student Government, www.bates.ctc.edu/ASG
Student government helps promote and develop student activities and provides for direct student involvement on college committees and in meetings with the college President and Board of Trustees. Administration and faculty support the ASG, which is responsible for developing the student government budget, student programs, and for representing student interests across each campus. Every career education program is encouraged to send a representative to general assembly meetings to participate in the student government process, develop leadership skills, and positively contribute to student life on campus.

Diversity, www.bates.ctc.edu/Diversity
The Student Diversity Center advocates for a college environment in which diverse cultures are respected and valued. Located in C301 at the Downtown Campus, the center is a welcoming space where discussions exist in an atmosphere of respect and trust, while providing an environment to learn about the diverse nature of our community. The center offers meeting spaces, computer workstations, a conversation corner, and a library with community information and diversity-related materials.

Bias-motivated Incident Reporting Plan
www.bates.ctc.edu/BIRP
A bias incident is conduct, speech, or behavior that is motivated by prejudice, but does not rise to the level of a crime; however, it can be hurtful and negatively impacts the college campus climate. The Bias-motivated Incident Reporting Plan is not designed to take the place of harassment or discrimination claims; rather the reporting process assists the college in addressing bias-motivated incidents, while advocating a safe and bias-free college environment. Procedures and the incident reporting are available in the Diversity Center.

Student Clubs, www.bates.ctc.edu/ASG
Students are encouraged to participate in and create student clubs to enhance their college experience and gain leadership skills. To start a club or get information on current clubs, stop by the Diversity Center.

Student Email
www.bates.ctc.edu/StudentEmail
Enrolled career education students have access to an email account provided as a college service. Note: Student account logons will be the first initial of first name followed by the full last name followed by @bates.ctc.edu. The default password for all student accounts is Bates07. Students must change their password after initial logon. Students can call 253.680.7055 or email studentemail@bates.ctc.edu with questions.

Student Employment

Work Study—Work study positions require financial aid eligibility and are coordinated by the financial aid office. For non-work study employment, contact the WorkSource affiliate.

Tuition Refund Policy

State Funded Instruction
A student who has paid tuition before the quarter starts, but is unable to attend the class, may receive a full tuition refund. After the first day of class, Bates grants refunds as follows:
- From the 1st to the 5th calendar day of class – 80%
- From the 6th day to the 15th day calendar day – 40%
- After the 15th calendar day there is no refund

The general refund policy applies to all students in state-supported programs. It is the student’s responsibility to complete a withdrawal form and submit it the registration office. The date the withdrawal is received will be used for calculating refunds.

Refunds will not be granted for students withdrawn for disciplinary reasons. Students called for military active duty will be granted a refund of tuition and laboratory/supply/computer use fees paid for the current payment period, subject to the rules and regulations of their respective funding sources. Presentation of written confirmation is required.

The general refund policy applies to all Bates students, regardless of financial aid status. The refund for students registered in courses or programs with an enrollment period other than the standard quarter will be applied on a prorated basis consistent with the general refund policy.

Refunds must be requested in writing by the student or the funding agency administrator. Refunds for special programs will be made directly to the funding agency administrator.

Financial Aid Recipients
Financial aid recipients are subject to the Return of Title IV Aid regulations. Refer to the catalog for more information.

Self-Support Classes
- 100% If college cancels class
- 100% Withdrawal before one business day prior to 1st class
- 0% Student registers, but does not attend
- 0% Student withdraws after 1st class

Lost and Found
The Student Services Center (SSC) of the campus where the property was lost or found will attempt to contact the owner personally or by mail. If the owner is unknown, the SSC will forward the property to Campus Public Safety where the property will be stored for 60 days. Unclaimed property will be disposed of consistent with Washington state law and college procedures.
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Family Educational Rights and Privacy Act (FERPA): Confidentiality of Student Records

In compliance with the Family Educational Rights and Privacy Act (FERPA) and the Bates Washington Administrative Code, the following information is designated as directory information: student’s name; program in which the student is registered; dates of attendance; date and place of birth; degrees and awards received; and most recent previous education agency or institution attended. Only designated members of the registration staff may disclose directory information.

Directory information may be released by Bates Technical College without parental or student consent unless parents or adult students 18 years of age or older specifically request that such information not be released. Bates Technical College will not release directory information for commercial purposes. Parents of students under age 18 or adult students currently attending Bates should complete a form in the Registration Office if they do not wish directory information released.

The FERPA affords students certain rights with respect to their educational records:

1. The right to inspect and review the student’s education records within 45 days of the day the college receives a request for access;
2. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading;
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorized disclosure without consent;
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.

Policy Prohibiting Hazing

Hazing is prohibited. Consistent with state law, hazing at Bates means any methods of initiation into a student organization or living group, or any pastime or amusement engaged in that causes or is likely to cause bodily danger, physical harm, or mental or emotional harm. Examples of prohibited activities, regardless of the location, include but are not limited to: forced consumption of alcohol or drugs, excessive exercise, activities that may threaten an individual’s health, or compelling individuals to engage in activities which violate Bates’ Student Code of Rights and Responsibilities.

Sexual Harassment-No Tolerance

All students must be allowed to train and learn in an environment free from sexual harassment. Sexual harassment may include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature carried out by someone in the workplace or educational setting. Such behavior may offend the recipient, cause discomfort or humiliation, and interfere with job or school performance.

It is Bates’ policy that sexual harassment is unacceptable conduct and will not be tolerated. Anyone violating this policy is subject to disciplinary procedures. Bates is committed to communicating this policy to all staff and students, and to investigating and resolving promptly any complaints of sexual harassment. If a student feels his/her rights have been violated, contact the Vice President of Institutional Effectiveness and Student Success or Human Resources for guidance.

Student Right to Know

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

These and other important, relevant statistics for each program, each campus, and the entire college, can be viewed on the following websites: //nces.ed.gov/IPEDS/COOL [completion of graduation rates, crime]; www.wtb.wa.gov/jtr [graduation and placement rates]; www.ifap.ed.gov/defaultmanagement [default rates]. Copies of these reports are also available in Student Services and the Registrar’s office at the Downtown and South Campuses. These reports reflect past student participation, completion rates, and placement wages 90 days after completion.

Chapter 495A-121 WAC Student Rights & Responsibilities Preamble

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

WAC 495A-121-011 Definitions

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

1. “Assembly” shall mean any activity engaged in by two or more persons the object of which is to gain publicity, advocate a view, petition for a cause, or disseminate information to any persons or group of persons.
2. “Board of Trustees” shall mean the five-member board appointed by the governor of the State of Washington, District No. 28.
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[3] “College” shall mean Bates Technical College, which includes the main campus, extension centers, and off-campus classes and activities, including alternative learning methods distributed by web, tape, television, or other alternative means.

[4] “College community” shall mean all college employees designated as members of the administration by the board of trustees.

[5] “College facilities” shall mean and include any or computer systems / networks or extension / alternative sites or all real property controlled or operated by the college and shall include all buildings and appurtenances affixed thereon or attached thereto.

[6] “College President” shall mean the chief executive officer of the college appointed by the board of trustees.

[7] “Controlled substances” shall mean the definition of controlled substances as defined within RCW 69.50.101 as now law or hereafter amended.

[8] “Disciplinary action” shall mean and include oral warning, reprimand, probation, suspension, dismissal or any lesser sanction of any student by college officials.

[9] “Disciplinary official” shall mean the student/faculty disciplinary committee, the Vice President of Institutional Effectiveness and Student Success or designee, and the President.

[10] “Drugs” shall mean a narcotic drug as defined in RCW 69.50.101 or a legend drug as defined in RCW 69.41.010.


[12] “Harassment” shall mean any malicious act, which causes harm to any person’s physical or mental well being.

[13] “Hate crimes” shall mean criminal acts in which victims are selected based on characteristics such as race, national origin, ethnicity, sex/gender, religion, sexual orientation or disability. Examples of behaviors that may constitute a hate crime include but are not limited to:

(a) Threatening phone calls
(b) Hate mail
(c) Physical assault
(d) Threats of harm or violence
(e) Arson
(f) Vandalism
(g) Cross burnings
(h) Bombings and bomb threats

[14] “Hazing” shall mean any method of initiation into a student organization or living group, or any pastime or amusement engaged in with respect to such an organization or living group that causes, or is likely to cause bodily danger or physical harm, or serious mental or emotional harm to any student or person attending a public or private institution of higher education or other post-secondary educational institution in this state.

[15] “Instructor/faculty” shall mean professional staff members who are employed by the college in a temporary, full-time, tenured or probationary position as instructor, counselor, and/or librarian for the purpose of providing support services for students.

[16] “Liquor” shall mean the definition of liquor as defined in RCW 66.04.010.

“Racial harassment” shall be defined as written, oral, graphic or physical conduct relating to an individual’s race, color, or national origin that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of the individual to participate in or benefit from college’s programs or activities. Examples of behaviors that constitute harassment based on race or national origin may include but are not limited to:

(a) Harassment of students because they are immigrants, speak another language, or have a foreign accent.

(b) Intimidation and implied or overt threats of physical violence motivated by race, color, or national origin.

(c) Physical acts of aggression or assault upon another, or damage to another’s property that is motivated by the individual’s race, color, or national origin.

(d) Depending on the circumstances and context, demeaning racial jokes, taunting, racial slurs, and derogatory racial “nicknames, innuendoes, or other negative or derogatory remarks of a racial nature or relating to national origin.

(e) Depending on the circumstances and context, graffiti and/or slogans or visual displays such as cartoons or posters depicting racial/ethnic slurs or other racially/ethnically derogatory sentiments.

(f) Criminal offenses directed at a person because of their race or national origin.

[17] “Sexual harassment” shall mean unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct directed at a person because of his/her sex where:

(a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s academic standing or employment; or

(b) Submission to or rejection of such conduct by an individual is used as the basis for academic decisions or employment affecting such individual; or

(c) Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive working or learning environment. Examples of behaviors that may constitute harassment include but are not limited to:

(i) Unwelcome verbal harassment of a sexual nature or abuse;

(ii) Unwelcome pressure for sexual activity;
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(iii) Unwelcome sexually motivated or inappropriate patting, pinching, or physical contact;

(iv) Unwelcome sexual behavior or words, including demands for sexual favors accompanied by implied or overt threats concerning an individual’s educational status;

(v) Unwelcome behavior, verbal or written words or symbols, directed at an individual because of gender;

(vi) The use of authority to emphasize the sexuality of a student in a manner that prevents or impairs the student’s full enjoyment of educational benefits, climate or opportunities.

(18) “Student” shall mean and include any person who is enrolled at the college or is in the process of enrolling at the college.

WAC 495A-121-012 Jurisdiction
All rules in this chapter concerning student conduct and discipline apply to every student enrolled at the college whenever the student is engaged in or present at a college-related activity whether occurring on or off college facilities.

WAC 495A-121-020 Student Rights
The college endorses the following rights for each student within the limitations of statutory law and college policy, which are deemed necessary to achieve the educational goals of the college.

WAC 495A-121-021 Academic Freedom
(1) Students are guaranteed rights of free inquiry, expression and peaceful assembly upon and within college facilities that are generally open and available to the public.

(2) Students are free to pursue appropriate educational objectives from among the college’s curricula, programs and services, subject to the limitations of RCW 28B.50.090 (3)(b)

(3) Students have the right to a learning environment, which is free from unlawful discrimination and sexual harassment.

(4) Students are protected from academic evaluation, which is arbitrary, prejudiced or capricious, and are responsible for meeting the standards of academic performance established by each instructor.

WAC 495A-121-022 Nondiscrimination
Students have the right not to be discriminated against on the basis of age, color, creed, disability, gender, marital status, national origin or ancestry, race, religion, sexual orientation or veteran status.

WAC 495A-121-023 Due Process
Students have the right to due process. No disciplinary action may be imposed without notice to the accused of the nature of the charges. A student accused of violating the code of conduct is entitled to procedural due process as set forth in these provisions.

WAC 495A-121-024 Campus Speakers
Recognized student organizations shall have the right to invite outside speakers to speak on campus subject to the availability of campus facilities, funding and compliance with college procedures.

WAC 495A-121-025 Right of Assembly
Students shall have the right of assembly upon college facilities that are generally available to the public provided such assemblies:

(1) Are conducted in an orderly manner;

(2) Do not unreasonably interfere with vehicular or pedestrian traffic;

(3) Do not unreasonably interfere with classes, scheduled meetings or ceremonies or regular functions of the college;

(4) Do not cause destruction or damage to college property.

WAC 495A-121-026 Distribution of Materials
(1) Handbills, leaflets, newspapers and similar materials may be distributed free of charge by any student(s), or by members of recognized student organizations, or by college employees on or in college facilities at locations specifically designated by the Vice President of Institutional Effectiveness and Student Success; provided such distribution does not interfere with the ingress or egress of persons or interfere with the free flow of vehicular or pedestrian traffic.

(2) Such handbills, leaflets, newspapers and related matter must bear identification as to the publishing agency and distributing organization or individual.

(3) All nonstudents shall register with the Vice President of Institutional Effectiveness and Student Success prior to the distribution of any handbill, leaflet, newspaper or related matter. Such distribution or sale must not interfere with the flow of vehicular or pedestrian traffic.

(4) Any person or persons who violate provisions of subsections (1) and (2) of this section will be subject to disciplinary action.

WAC 495A-121-027 Grievances
Students have the right to express and resolve misunderstandings, alleged violation of a college policy, procedure or regulation or alleged inequitable treatment, or retaliation according to the stated grievance procedures set forth in these provisions.

WAC 495A-121-028 Commercial Activities
College facilities will not be used for commercial solicitation, advertising or promotional activities except when such activities clearly serve educational objectives, including, but not limited to, display of books of interest to the academic community or the display or demonstration of technical or research equipment, and when such commercial activities related to educational objectives and are conducted under the sponsorship or at the request of the college, or the office of the associated students of the college; provided that such solicitation does not interfere with or operate to the detriment of conducting college affairs or the free flow of vehicular or pedestrian traffic.
WAC 495A-121-029 Student Responsibilities

Students who choose to attend Bates Technical College also choose to actively participate in the learning process offered by the college. The college is responsible for providing an educational environment rich in the high quality resources needed by students to attain their educational goals. In return, the college has the expectation that each student will assume responsibility to:

1. Become knowledgeable of and adhere to policies, practices, procedures, and rules of the college and its departments;
2. Practice personal and academic integrity;
3. Respect the dignity, rights and property of all persons;
4. Strive to learn from differences in people, ideas and opinions;
5. Participate actively in the learning process, both in and out of the classroom;
6. Attend all class sessions;
7. Participate actively in the advising process;
8. Develop skills required for learning (basic skills, time management and study skills);
9. Refrain from and discourage behaviors, which undermine the respect all Bates Technical College community members deserve;
10. Abide by the standards set forth in the Code of Rights and Responsibilities.

WAC 495A-121-040 Code of Conduct

The college has special regulations regarding the conduct of the various participants in the college. Admission to the college carries with it the expectation that students will conduct themselves as responsible members of the college community.

WAC 495A-121-041 Prohibited Conduct

Disciplinary action may be taken for a violation of any provision of this student code or for a violation of other college rules and regulations, which may from time to time be properly enacted or for specific prohibited conduct including, but not limited to, the following:

1. Smoking and use of tobacco products is prohibited in all classrooms, shop areas, the library and other areas designated by college officials.
2. Using, possessing, consuming, or being under the influence of, or selling any liquor as defined in RCW 66.04.010, in violation of law or in a manner which disrupts a college activity.
3. Using, possessing, selling or being under the influence of any narcotic drug or controlled substance as defined in RCW 69.50.101 in a college facility or while participating in a college-related program or activity.
4. Engaging in lewd, indecent, or obscene behavior.
5. Where the student presents an imminent danger to college property or to himself/herself or to other students or persons in college facilities on or off campus, or to the educational process of the college.
6. Interference by force or violence with, or intimidation by threat of force or violence, of another student, employee or visitor who is in the peaceful discharge or conduct of his/her duties or studies (RCW 28B.10.570 through 28B.10.572).
7. Conducting or participating in an assembly, which violates the guidelines of assembly as defined and set forth in these provisions.
8. Any forms of academic dishonesty, including cheating, falsification, plagiarism or facilitating, aiding, and abetting academic dishonesty.
9. Forgery of or unauthorized alteration of or access to any college document, record, funds, or instrument of identification, including electronic hardware, software and records.
10. The intentional making of false statements and/or filing of false charges against the college and/or a member of the college community.
11. Theft from college premises and/or property; theft of property of a member of the college community on college premises; or possession of property stolen from college premises and/or a member of the college community while on college premises.
12. Causing, or attempting to cause, physical damage to property owned, controlled or operated by the college or to property owned, controlled or operated by another person while said property is located on college facilities.
13. Failure to comply with the direction of college employees acting in the legitimate performance of their duties.
14. Refusal to provide positive identification and evidence of student enrollment to any college employee in the lawful discharge of said employee’s duties.
15. Unlawful possession, transportation or storage of any firearm(s), explosives, dangerous chemicals or other weapons, devices or substances which can be used to inflict bodily harm or to damage real or personal property.
16. Falsely setting off or otherwise tampering with any emergency safety equipment, alarm, or other device established for the safety of individuals and/or college facilities.
17. Sexual harassment as defined and set forth in these provisions, of another student or employee.
18. Racial harassment as defined and set forth in these provisions of another student or employee.
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[19] Any repeated intentional conduct directed at another student or employee that has the purpose or effect of creating a hostile, intimidating or disruptive learning or working environment.


[21] Illegal or attempted illegal entry of college owned or college controlled property.

[22] Violation of any computer use policies in effect on campus as well as conduct that violates the college’s property rights with respect to computing resources including, but not limited to:

<table>
<thead>
<tr>
<th>a</th>
<th>Unauthorized copying, including:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i)</td>
<td>Copying college-owned or licensed software or data for personal or external use without prior approval;</td>
</tr>
<tr>
<td>(ii)</td>
<td>Copying another computer user’s software or data without permission of its owner, even if it is readily accessible by electronic means;</td>
</tr>
<tr>
<td>(iii)</td>
<td>Knowingly accepting or using software or data which has been obtained by unauthorized means.</td>
</tr>
<tr>
<td>b</td>
<td>Modifying or damaging, attempting to modify or damage computer equipment, software, databases, or communication lines without permission;</td>
</tr>
<tr>
<td>c</td>
<td>Disrupting or attempting to disrupt computer operations;</td>
</tr>
<tr>
<td>d</td>
<td>Invading the privacy of an individual by using electronic means to ascertain confidential information, even if an individual or department inadvertently allows access to such information;</td>
</tr>
<tr>
<td>e</td>
<td>Abusing or harassing another computer user through electronic means;</td>
</tr>
<tr>
<td>f</td>
<td>Using the college’s computing facilities in the commission of a crime;</td>
</tr>
<tr>
<td>g</td>
<td>Allowing another individual to use one’s computer identity/account or using another individual’s computer identity/account. This includes, but is not limited to: Logging on to the account, accessing programs, and reading or altering computer records. Computer time belongs to the college; the college is the only entity, through computing services, authorized to allocate time on the mainframe computers.</td>
</tr>
<tr>
<td>h</td>
<td>Using computer services without authorization.</td>
</tr>
<tr>
<td>i</td>
<td>Using the Internet for purposes other than college-approved activities.</td>
</tr>
</tbody>
</table>

[23] Disruption. While students have the right to freedom of expression, including the right to dissent or protest, this expression cannot interfere with the rights of others or disrupt the processes of the college. The following conduct will not be permitted:

| a | Disruption of classes, laboratories, offices, services, meetings, or ceremonies; |
| b | Obstruction of free movement of people or vehicles; |
| c | Conduct which threatens harm, incites violence, or endangers the health and safety of any person; |
| d | Threats of disruption, including bomb threats; |
| e | Damaging, defacing or abusing college facilities, equipment, or property; |
| f | Inciting others to engage in prohibited conduct. |


[25] Other conduct. Any other conduct or action in which the college can demonstrate a clear and distinct interest, and, which substantially threatens the educational process or other legitimate function of the college or the health or safety of any member of the college is prohibited.

**WAC 495A-121-042 Performance Dishonesty**

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

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

| a | Any student who, for the purpose of fulfilling any assignment or task required by a faculty member as part of the student’s program of instruction, shall knowingly tender any work product or task required by a faculty member as part of the student’s program of instruction, shall knowingly tender any work product that the student fraudulently represents to the faculty member as the student’s work, shall be deemed to have committed an act of performance dishonesty. |
| b | Any student who aids or abets the accomplishment of an act of performance dishonesty as described in [a] of this subsection. |

**WAC 495A-121-043 Classroom Conduct**

Instructors have the authority to take whatever summary actions may be necessary to maintain order and proper conduct in the classroom and to maintain the effective cooperation of the class in fulfilling the objectives of the course.

(1) Any student who, by any act of misconduct, substantially disrupts any college class by engaging in conduct that renders it difficult or impossible to maintain the decorum of the faculty member’s class shall be subject to disciplinary action.

(2) The instructor of each course offered by the college shall be authorized to take such steps as may be necessary to preserve order and to maintain the effective cooperation of the class in
Student Rights & Responsibilities

fulfilling the objectives of the course; provided that a student shall have the right to appeal such disciplinary action to the Vice President of Institutional Effectiveness and Student Success.

WAC 495A-121-044 Disciplinary Sanctions
Sanctions for violations of college regulations or conduct may be imposed independent of any action taken by civil authorities. In the case of minors, misconduct may be referred to parents or legal guardians. More than one sanction may be recommended. Sanctions may include, but are not limited to:
[1] "Disciplinary warning" shall mean oral notice of violation of college rules and regulations.
[2] "Reprimand" shall mean formal action after censuring a student for violation of college rules or regulations for failure to satisfy the college’s expectations regarding conduct. The disciplinary official makes reprimands in writing to the student. A reprimand indicates to the student that continuation or repetition of the specific conduct involved or other misconduct will result in one or more serious disciplinary actions described below.
[3] "Disciplinary probation" shall mean formal action placing conditions upon the student’s continued attendance. Notice will be made in writing, specifying the period of probation and the conditions of the probation. Disciplinary probation warns the student that any further misconduct will automatically raise the question of dismissal from the college.
[4] "Restitution" shall mean compensation for loss, damage, or injury to the appropriate party in the form of service, money, or material replacement.
[5] "Discretionary sanctions" may include, but are not limited to, restricted computer systems / network access, work assignments, service to college or community, class/workshop attendance or other discretionary assignments such as educational interventions intended as learning experiences.
[6] "Loss of privileges" shall mean loss of specific college privileges for a specified period of time. These may include, but are not limited to, computer / Internet access student activities or club participation.
[7] "Summary suspension" shall mean temporary dismissal from the college for a period of time during which an investigation and/or formal disciplinary procedures are pending. Summary suspension is predicated upon a reasonable belief that the student presents an imminent danger to college property, to other students, to employees of the college or is of significant disruption to the educational process.
[8] "Suspension" shall mean temporary dismissal from the college and termination of student status.
[9] "Expulsion" shall mean dismissal from the college and termination of student status.
[10] "No contact" shall mean restriction from entering specific college areas and/or all forms of contact with certain individuals.

WAC 495A-121-045 Hazing Sanctions
(1) Any student found to have violated RCW 28B.10.900 through 28B.10.902 related to hazing, by virtue of a criminal conviction or by final decision of the college president or designee, shall, in lieu of or in addition to any other disciplinary action which may be imposed under this chapter, forfeit any entitlement to state funded grants, scholarships or awards for a period of at least one full quarter.

(2) Pursuant to RCW 28B.10.902 forfeiture of state-funded grants, scholarships or awards to recipients engaged in hazing activities or impermissible conduct not amounting to hazing may continue for additional quarters, up to and including permanent forfeiture, based upon the seriousness of the violations.

(3) Pursuant to RCW 28B.10.902 any organization or association found to have knowingly permitted hazing to be conducted by its members or, by others subject to its direction or control, may be deprived of any official recognition or approval granted by the college.

WAC 495A-121-046 Groups & Organizations
(1) Recognized student groups and organizations may be charged with violations of this code. Such a group or organization and its officers may be held collectively or individually responsible when violations of this code by those associated with the group or organization have received the tacit or overt consent or encouragement of the organization, its leaders, officers or spokespersons.

(2) Sanctions for group or organization misconduct may include revocation of the use of college facilities for a specified period of time or denial of recognition or funds as well as other appropriate sanctions permitted under this code. Sanctions of groups or organizations are subject to the appeal process upon request.

WAC 495A-121-047 Refunds / Access
(1) Refund of fees for the quarter in which disciplinary action is taken shall be in accordance with the college’s refund policy.

(2) A student suspended on the basis of conduct which disrupted the orderly operation of the campus or any facility of the college, may be denied access to all or any part of the campus or other facility.

WAC 495A-121-048 Readmission After Suspension or Expulsion
(1) Any student suspended from the college for disciplinary reasons will normally be readmitted upon expiration of the time period for which the suspension was issued.

(2) If the student has been expelled or feels that circumstances warrant reconsideration of a temporary suspension prior to its expiration, or if the student was suspended with conditions imposed for readmission, the student may be readmitted following approval of a written petition submitted to the Vice President of Institutional Effectiveness and Student Success. Such petition must state reasons, which support a reconsideration of the matter. Before readmission may be granted, such petition must be reviewed and approved by the college president or designee.
Student Rights & Responsibilities

WAC 495A-121-069 Reestablishment of Performance Standing
Students who have been suspended pursuant to disciplinary procedures set forth in these provisions and whose suspension, upon appeal, is found to have been unwarranted, shall be provided the opportunity to reestablish their performance and standing to the extent possible within the abilities of the college, including an opportunity to retake examinations or otherwise complete courses missed by reason of such action.

WAC 495A-121-060 Discipline
[1] Any infractions of college rules and regulations may be referred by any student or employee to the Vice President of Institutional Effectiveness and Student Success or in his/her absence, the designee. Sexual or racial harassment complaints or concerns may be directed to Human Resources.

[2] The Vice President of Institutional Effectiveness and Student Success, or in his/her absence, the designee, is responsible for initiating the disciplinary proceedings for infractions of rules and regulations as outlined in the procedures. That official shall follow the appropriate procedures for any disciplinary action, which is deemed necessary relative to the alleged misconduct.

WAC 495A-121-061 Disciplinary Process — Except Summary Suspension
[1] The Vice President of Institutional Effectiveness and Student Success or his/her designated representative will initiate disciplinary proceedings.

[2] Any student accused of violating any provision of the rules of conduct shall be called for an initial meeting and advised as to the seriousness of the matter under consideration. The student will be informed of what provisions of the rules of conduct he/she is charged with violating, and what appears to be the range of penalties, if any, which might result from disciplinary proceedings.

[3] After considering the evidence in a case and interviewing the student or students involved, the Vice President of Institutional Effectiveness and Student Success, or in his/her absence, the designee, may take any of the following actions:

(a) Terminate the proceeding, exonerating the student or students.

(b) Dismiss the case after providing whatever counseling and advice may be appropriate.

(c) Impose disciplinary sanctions directly, subject to the student’s right of appeal as described in this procedure. The student shall be notified in writing of the action taken except that disciplinary warnings may be given verbally.

(d) Refer the matter to the student/faculty disciplinary committee for appropriate action. The student shall be notified in writing that the matter has been referred to the committee. If a referral or an appeal is made to the student/faculty disciplinary committee, the committee shall hold a hearing, reach conclusions, and may impose sanctions.

WAC 495A-121-062 Summary Suspension Procedures
[1] If the Vice President of Institutional Effectiveness and Student Success deems summary suspension appropriate, he/she shall give the student oral or written notice of the reasons for the summary suspension, duration of the summary suspension, and of any possible additional disciplinary or corrective action that may be taken. If oral notice is given, written notice shall follow within two working days. In addition, the Vice President of Institutional Effectiveness and Student Success shall set a date for informal hearing of the summary suspension as soon as practicable.

[2] The presiding officer for the informal hearing shall be an administrator designated by the President other than the administrator who initially imposed the summary suspension (normally, the Vice President of Institutional Effectiveness and Student Success) and will be accompanied by the President of the Associated Student Government of Bates Technical College or designee. The student shall be given the opportunity to present written and/or oral evidence. The issue before the presiding officer shall be whether reasonable cause exists to support and to continue the summary suspension.

[3] The presiding officer shall issue a written decision within two days of the informal hearing.

[4] The student may request a de novo review of the informal hearing decision before the student/faculty disciplinary committee. Either party may request the review to be consolidated with any other disciplinary proceeding arising from the same matter.

[5] Nothing herein shall prevent faculty members from taking summary action as may be reasonably necessary to maintain order in the classroom and/or prevent substantial disruption to the educational process. Such summary action in the form of removal from the classroom may not exceed three working days per episode. Any such summary action may be appealed to the Vice President of Institutional Effectiveness and Student Success for an informal hearing.

WAC 495A-121-063 Appeals
Any disciplinary action other than warning or reprimand may be appealed. All appeals must be made in writing and addressed to the Vice President of Institutional Effectiveness and Student Success within ten business days of the college’s giving notice of the disciplinary action.

[1] Disciplinary action by any college employee may be appealed to, and shall be reviewed by, the Vice President of Institutional Effectiveness and Student Success, or in his/her absence, the designee.

[2] Disciplinary action by the appropriate disciplinary official may be appealed to, and shall be reviewed by, the student/faculty disciplinary committee.

[3] Disciplinary action by the student/faculty disciplinary committee may be appealed to, and shall be reviewed by, the college President or his/her designee.

[4] Disciplinary action by the President shall either indicate approval of the conclusions by sustaining the decision or shall give directions as to what other disciplinary action shall be taken by modifying the decision, or shall nullify previous sanctions imposed by reversing its decision. All appeals to the President shall be final.
WAC 495A-121-064 Student / Faculty Disciplinary Committee
The student/faculty disciplinary committee, convened for that purpose, will hear, de novo, and make recommendations on all disciplinary cases referred to it by the appropriate authority or appeal to it by student(s). The committee will be composed of:
(1) A member appointed by the President of the college or his/her designee who shall serve as chair;
(2) Two members of the faculty, appointed by the President of the faculty association;
(3) Two representatives from the Associated Student Government appointed by the student body president. None of the above-named persons shall sit on any case in which he/she has been a complainant or witness, in which he/she has a direct or personal interest, or in which he/she has acted previously in an advisory or official capacity. Decisions in this regard, including the selection of alternates, shall be made by the disciplinary committee as a whole.

WAC 495A-121-065 Procedural Guidelines of Student / Faculty Disciplinary Committee
The student has a right to a fair and impartial hearing before the committee on any charge of misconduct resulting in disciplinary action other than warning or reprimand.

(1) The committee chair shall establish general rules of procedures for conducting hearings. A majority of the committee shall set the time, place and available seating capacity for a hearing. All proceedings of the committee will be conducted with reasonable dispatch and terminated as soon as possible in fairness to all parties involved.

(2) The committee shall issue written notice to the student of the date, time, and place of the hearing, and the charges against the student consistent with RCW 34.05.434. This notice of hearing shall be provided no later than seven days prior to the date of the hearing. The notice may be amended at any time prior to the hearing, but if such amendment is prejudicial to the student’s case, the hearing shall be rescheduled to a later date if so requested in writing by the student.

(3) The student may be represented by counsel and/or accompanied by an advisor of his/her choice. If the student elects to choose a duly licensed attorney admitted to practice in the state of Washington as counsel, notice thereof must be tendered by the student to the Vice President of Institutional Effectiveness and Student Success at least five working days prior to the hearing.

WAC 495A-121-066 Appeal of the Student / Faculty Disciplinary Committee’s Decision
(1) The student will be advised of his/her right to present within seven working days, a written statement of appeal to the President of the college before action is taken on the decision of the committee. In the case of a student under eighteen years of age, written notice of any action involving dismissal or disciplinary probation may be sent to the parents or guardian of the student.

(2) If the student concludes that the action of the disciplinary committee is inappropriate, the student may appeal the matter to the President of the college. The President or his/her designated representative, after reviewing the case, including the report of the committee and any statements filed by the student, shall either indicate his/ her approval of the conclusions of the committee by sustaining its decision, shall give directions as to what other disciplinary action shall be taken by modifying its decision or shall nullify previous sanctions imposed by reversing its decision. The President shall then notify the official who initiated the proceedings, the student and the committee chair. The decision of the President is final.

WAC 495A-121-070 Reporting, Recording, Maintaining Records
The office of the Vice President of Institutional Effectiveness and Student Success shall keep records of all disciplinary cases. Except in proceedings where the student is exonerated, all documentary or other physical evidence produced or considered in disciplinary proceedings, and all recorded testimony shall be preserved, insofar as possible, for not more than six years. No other records of proceedings wherein the student is exonerated, other than the fact of exoneration, shall be maintained in the student’s file or other college repository after the date of the student’s graduation or not more than six years.
Student Rights & Responsibilities

WAC 495A-121-090 Student Grievances
The purpose of the student grievance procedure is to provide a student with the opportunity to express and resolve a misunderstanding, alleged violation of a college policy, procedure or regulation, alleged retaliation or inequitable treatment in a fair and equitable manner according to the stated grievance procedures set forth in WAC 495A-121-091, WAC 495A-121-092, and WAC 495A-121-093 below. Students have the right to receive clear information and fair application of college policies, standards, rules and requirements, and are responsible for complying with them in their relationships with college employees. The grievance procedure emphasizes an informal resolution which promotes constructive dialogue and understanding.

WAC 495A-121-091 Student Grievance Procedure
[1] Step one: The student schedules an informal meeting with the instructor/staff to engage in constructive dialogue and understanding in an effort to resolve the concern[s]. If an informal meeting does not resolve the concern[s], within ten instructional days from the date of the meeting, the student may present the grievance in writing to the instructor/staff involved with a copy sent to the Vice President of Institutional Effectiveness and Student Success or designee. Within ten instructional days after receiving the grievance, the instructor/staff shall respond to the grievance in writing.

[2] Step two: If the grievance is not resolved at step one, the student may within ten instructional days of the receipt of the written response, appeal to the area supervisor by submitting the appropriate copy of the grievance form and all documents and decisions from step one to the area supervisor.

[a] The supervisor shall hear the grievance within ten instructional days after receipt of the grievance form and shall render a decision in writing within ten instructional days after such hearing.

[b] The student shall be afforded an adequate and fair opportunity to fully present his/her position and the relevant facts as they relate to the issues raised by the grievance.

[3] Step three: If the grievance is not resolved at step two, the student may within ten instructional days of receipt of the written response, provide the appropriate copy of the student grievance form, all documents from step two, and a written appeal, accompanied by documents and correspondence, to the Vice President of Institutional Effectiveness and Student Success or designee.

[a] The Vice President of Institutional Effectiveness and Student Success or designee shall hear the grievance within ten instructional days after receipt of that written appeal and shall render a decision in writing within ten instructional days after such hearing concludes.

[b] The student shall be afforded an adequate and fair opportunity to fully present his/her position and the relevant facts and issues to be addressed in the grievance.

[c] The decision of the Vice President of Institutional Effectiveness and Student Success or designee shall be final and binding on all parties involved in the grievance.

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

WAC 495A-121-092 Records
The Vice President of Institutional Effectiveness and Student Success shall keep all written statements or transcripts associated with the grievances as part of the files. The files will be destroyed after six years from the date of the initiation of the grievance.

WAC 495A-121-093 Time Limits on Filing a Grievance
The student must file a grievance within 60 instructional days from the date the student became aware or reasonably could have been aware of the act or the creation of the condition upon which the grievance is based. The Vice President of Institutional Effectiveness and Student Success may suspend this rule under exceptional circumstances such as extended illness, or a leave of absence. When either party to the grievance is no longer present at the college and does not expect to return, the Vice President of Institutional Effectiveness and Student Success will give the absent party 30 instructional days to reply to the grievance before making a decision.

WAC 495A-121-094 Grievances Excluded
(1) The student grievance procedure described in this section is not intended to cover complaints of discrimination or sexual harassment. The college has separate, specific procedures for such complaints. See the Vice President of Institutional Effectiveness and Student Success for information on those specific procedures.

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

(3) Federal and state laws, rules and regulations, in addition to policies, regulations and procedures adopted by the State Board for Community and Technical Colleges or the Board of Trustees of Bates Technical College District No. 28 shall not be grievable matters.

Nondiscrimination Statement
Bates complies with all Washington State anti-discrimination laws (RCW 49.60) and the following federal laws relating to equal opportunity: Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age of Discrimination Act of 1975, and the Americans with Disabilities Act (ADA) of 1990. Bates Technical College reaffirms its policy of equal opportunity and does not discriminate on the basis of race, ethnicity, color, national origin, creed, religion, sex, sexual orientation, gender identity, age, marital status, disability, or status as a disabled veteran or Vietnam era veteran in its programs and activities in accordance with college policy, and applicable federal and state statutes and regulations. Bates publications are available in alternate formats upon request by contacting the Disability Support Services Office at 253.680.7010. Inquiries regarding Bates’ non-discriminatory policies, including Title IX and ADA, should be directed to: For student matters, the Vice President of Institutional Effectiveness and Student Success at 253.680.7105, Downtown Campus A211. For employee matters, the Director of Human Resources at 253.680.7180, Downtown Campus A326.
Student Rights & Responsibilities

**Bates Technical College Diversity Statement**
Diversity supports the mission of Bates Technical College. Respecting and promoting diversity is vital to the education of our students and to the learning environment of our campus community. We foster an atmosphere where each of us is valued for our intellectual and cultural perspectives, increasing our ability to reflect critically and resolve challenges. We share a wealth of experiences that strengthens us individually and as a society. As students and educators we commit to building a diverse and engaged community.

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

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

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

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

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

**For Students**
Vice President, IESS  
DT Campus A211, 253.680.7105
Online Student Calendar, Campus Directory, Quarterly Class Schedule, Library & ASG

STUDENT CALENDAR
www.calendarwiz.com/btc
You’ll find Bates’ online calendar at www.calendarwiz.com/btc. Bates operates on an 11-month scholastic calendar, with classes in session September through the middle of August. The college calendar indicates quarter start and end dates, major holidays and vacation times, and other dates important to both students and employees of the college.

CAMPUS DIRECTORY
www.bates.ctc.edu/Maps
General driving directions are available online at www.bates.ctc.edu/Maps. To request an Information Packet with additional information, email info@bates.ctc.edu. Please remember to provide your name and complete mailing address when requesting information.

CLASS SCHEDULE
www.bates.ctc.edu/ClassSchedule
Bates Class Schedule is online in a convenient digital format at www.bates.ctc.edu/ClassSchedule. Learn about career and continuing education, options for high school students, Child Studies courses as well as business and management, paraeducator and apprenticeship training and more. To request a quarterly Class Schedule email info@bates.ctc.edu. Please remember to provide your name and complete mailing address when requesting a Class Schedule.

LIBRARY
www.bates.ctc.edu/Library
Bates offers library services to distance learners. Even if you never set foot on campus, you are a valuable library customer. We can register you over the phone to use library services and we can answer your reference questions via phone, fax or email, and rent library materials to you. You can mail materials back to us and remotely access the library’s online databases. You can do all of this without ever coming to the library. Contact us to request a brochure outlining library services. For more information visit www.bates.ctc.edu/Library.

ASSOCIATED STUDENT GOVERNMENT
www.bates.ctc.edu/ASG
The Associated Student Government (ASG) at Bates Technical College provides direct representation in the development and establishment of policies and procedures that affect student life. The ASG is responsible for developing the annual student fees budget, allocating funds to clubs and representing student concerns on various college committees and to administration.

ASG holds monthly general assembly meetings which are open to all students and rotate among the college’s three campuses.

For information regarding the Associated Student Government contact 253.680.7113.
# Career Education Programs

<table>
<thead>
<tr>
<th>Course</th>
<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td><strong>A</strong> Administrative Medical Assistant</td>
<td>Downtown Campus, C312</td>
<td>Keith</td>
</tr>
<tr>
<td>Administrative Office Assistant</td>
<td>Downtown Campus, C308</td>
<td>Netter</td>
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<tr>
<td>Architectural Woodworking/Cabinet Making Technology</td>
<td>South Campus, B203</td>
<td>Dziedziak</td>
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<tr>
<td>Auto Body Rebuilding and Refinishing</td>
<td>South Campus, C103-105</td>
<td>Brewer, Yarbrough</td>
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<tr>
<td>Automotive Mechanic</td>
<td>South Campus, C302-3077</td>
<td>Clark</td>
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<tr>
<td>Automotive Parts/Inventory/Warehousing</td>
<td>South Campus, Bldg. J</td>
<td>Lovin</td>
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<td><strong>B</strong> Barber</td>
<td>Downtown Campus, A202</td>
<td>Green, Olson</td>
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<tr>
<td>Biomedical Service Technician</td>
<td>Downtown Campus, A314</td>
<td>Cutting, Hsu</td>
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<tr>
<td>Broadcasting /Audio/Video Production</td>
<td>Central/Mohler Campus, A101</td>
<td>Robinson, Witkoe</td>
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<tr>
<td><strong>C</strong> Carpentry</td>
<td>South Campus, B306</td>
<td>Smith</td>
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<td>Civil Engineering Technology</td>
<td>Central/Mohler Campus, B123</td>
<td>Smith</td>
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<td>CNC Machinist</td>
<td>Downtown Campus, A101</td>
<td>Young, Zander</td>
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<td>Commercial Truck Driving: Entry Level</td>
<td>South Campus, D208</td>
<td>Deligeannis, Gunter</td>
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<td>Computer Networking</td>
<td>Central/Mohler Campus, B213</td>
<td>French, Jones, Westphal</td>
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<td>Systems Technician</td>
<td>Downtown Campus, A201</td>
<td>Skeen</td>
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<td>Culinary Arts</td>
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<td>Knapp, Meland</td>
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<td><strong>D</strong> Database Technology</td>
<td>Central/Mohler Campus, B209</td>
<td>Graham</td>
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<td>Dental Assisting</td>
<td>Downtown Campus, C208</td>
<td>Adams, Amundsen, Reno</td>
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<tr>
<td>Dental Lab Technician</td>
<td>Downtown Campus, A224</td>
<td>Criss, Merriman</td>
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<td>Denturist</td>
<td>Downtown Campus, A233</td>
<td>Henriquez, Kais</td>
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<tr>
<td>Diesel and Heavy Equipment Technology</td>
<td>South Campus, D215-236</td>
<td>Gablehouse, Jefferson, Marr,</td>
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<td>Digital Media</td>
<td>Central/Mohler Campus, B112</td>
<td>McGuire, Sartore</td>
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<td>Parker</td>
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<td><strong>E</strong> Early Childhood Education</td>
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<td>Borchardt</td>
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<tr>
<td>Electrical Construction</td>
<td>South Campus, D201</td>
<td>Graham, Leenhouts, Llapitan</td>
</tr>
<tr>
<td>Electronic &amp; Communications System Technology</td>
<td>Central/Mohler Campus, B216</td>
<td>Robertson</td>
</tr>
<tr>
<td>Electrical Engineering Technician</td>
<td>Central/Mohler Campus, B118</td>
<td>Cutting, Hsu</td>
</tr>
<tr>
<td>Electronic Equipment Service Technician</td>
<td>Downtown Campus, A314</td>
<td></td>
</tr>
<tr>
<td>Course</td>
<td>Location</td>
<td>Instructor</td>
</tr>
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<td>--------------------------------</td>
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</tr>
<tr>
<td><strong>F</strong> Facilities Maintenance Engineer Fire Service</td>
<td>South Campus, B115, D103-104</td>
<td>Trombley, Galey, Piper, Taylor</td>
</tr>
<tr>
<td><strong>H</strong> Hearing Instrument Technology Heating, Ventilation, Air Conditioning and Refrigeration Technician</td>
<td>Downtown Campus, C214, C103</td>
<td>Leong, Lyon</td>
</tr>
<tr>
<td><strong>I</strong> Industrial Electronics and Robotics Technician Information Technology Specialist</td>
<td>Central/Mohler Campus, B219</td>
<td>Johnson, Newman, Peterson</td>
</tr>
<tr>
<td><strong>M</strong> Machinist Marketing and Business Management Mechanical Engineering</td>
<td>Downtown Campus, C101, C306, B115</td>
<td>Phipps, Brock, Meyer</td>
</tr>
<tr>
<td><strong>O</strong> Occupational Therapy Assistant</td>
<td>Downtown Campus, C203</td>
<td>Sidhu</td>
</tr>
<tr>
<td><strong>P</strong> Power Sports and Equipment Technology Practical Nurse</td>
<td>South Campus, C202-210, C212</td>
<td>Spitzer, Various</td>
</tr>
<tr>
<td><strong>S</strong> Sheet Metal Technology Software Development</td>
<td>Downtown Campus, B106, B211</td>
<td>MacKay, Achman</td>
</tr>
<tr>
<td><strong>W</strong> Web Design and Development Welding</td>
<td>Central/Mohler Campus, B221, B311</td>
<td>Smith, Huston, Knox, Normandeau</td>
</tr>
</tbody>
</table>