



Lake Washington Institute of Technology 2015-2016

STUDENT HANDBOOK EVENT CALENDAR AND DATE PLANNER

Brought to you by your
Associated Student Government
Lake Washington Institute of Technology
11605 132nd Avenue NE
Kirkland, Washington 98034-8506
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WELCOME TO LAKE WASHINGTON INSTITUTE OF TECHNOLOGY

Welcome fellow LWTech Lion,

Change is in the air! If you are a new student, it comes to you in the form of new priorities and a new routine. If you are a returning student, it manifests itself as a fresh start where you can re-evaluate your plans and goals. The Institute itself is undergoing its own metamorphosis that I'm sure you'll become aware of as the year goes on. Though sometimes this constant motion can be stressful, it is also a blessing. I know that by the end of the year, you will look back and feel proud of yourself and your ability to overcome whatever life throws at you. That said, please remember to seek out help whenever you need it. Your advisors, teachers, peers, tutors, and, of course, your Associated Student Government, want nothing more than for you to succeed and for you to feel welcome.

Take a deep breath, focus, and have fun. You're in good company.

Sincerely yours,

Abby Boese
ASG President

STUDENT AND CAMPUS LIFE

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

STUDENT PROGRAMS OFFICE

E128 (425) 739-8314

Student Programs houses several components of student life including: Associated Student Government, leadership development, student clubs, club lockers, sponsorship of various campus activities, commencement, and internships for various academic programs. Look for opportunities throughout the year. Student Programs also employs students to accomplish many of the events above. Look for job opportunities throughout the year.

ASSOCIATED STUDENT GOVERNMENT

E128 (425) 739-8707

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

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

Student government is a group of students selected by a cross member committee, in spring quarter, to fulfill the Constitution and By-Laws for LWTech students. The Executive Board is staffed by a President, Vice-President, Records Officer, Finance Officer, and Public Relations Officer. All officer positions open each year for selection in spring quarter. Check with Student Programs for those opportunities. All officers must have a 2.0 grade point average, be enrolled for 6 or more credits, and have no pending student conduct issues.

ASG COMMITTEES

E128 (425) 739-8707

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

ASG SPONSORED STUDENT ACTIVITIES

E128 (425) 739-8314

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

STUDENT CHARTERED CLUBS

E128 (425) 739-8707

Any student may charter a club through Student Programs. Clubs offer leadership and learning opportunities by being involved with college business processes, community building, and student government. Many clubs are funded through ASG with the Services and Activities fee, paid through student tuition. Meetings are open to all. For more information, contact Student Programs staff.

SERVICES & ACTIVITIES FEE

E128 (425) 739-8314

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

COMMENCEMENT

E128 (425) 739-8314

The commencement ceremony is a time when student academic achievement is celebrated. Student Programs staff manages all aspects of the ceremony including: registering for the event and assigning honor cords. Information about commencement is available beginning fall quarter. High School Programs manages a High School graduation ceremony. Please contact the Lake Washington Institute of Technology for more details.

STUDENT ID CARDS

W201 (425) 739-8104

The Enrollment Services Office provides photo identification cards at no extra charge for currently enrolled students in West 201 during posted hours. ID cards serve as the Library card. Cards remain valid throughout enrollment, up to 2 years. LWTech charges a \$2 fee for card replacement.

STUDENT EMAIL

<https://my.lwtech.edu> studenthelpdesk@lwtech.edu

All enrolled students receive a free LWTech email account for academic and personal use, including digital storage for class assignments. Students are required to check this account regularly to receive important college notices. LWTech uses this email address for all required communication such as:

- Cleary Act Notices
- FERPA Notices
- Required student conduct notices
- Financial Aid and Registration information

OPEN LOUNGE AREAS

E128 (425) 739-8314

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

MANAGING YOUR CLASSES

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

ENROLLMENT SERVICES OFFICE

W201 (425) 739-8104

Enrollment Services assists you with applying for admission, paying tuition, obtaining transcripts, applying for a degree or certificate, finding an adviser, and referrals to other available college services. Services offered through Enrollment services are included below.

APPLYING FOR ADMISSION

All students must apply for admission to the college. You may apply online or using forms available at the Enrollment Services office. Some programs have special admission requirements such as tests or prerequisite courses. Check with Enrollment Services for current program admission requirements and complete them before registering for classes.

STUDENT TOOLBOX

www.lwtech.edu/studenttoolbox

Student toolbox helps manage your educational career at a moment's notice without waiting in line. Accessing these services requires: student identification number (SID) and personal identification number (PIN); typically set as a student's birthday in month/day/year (MMDDYY) format. Use these services to manage your student account, register for classes, monitor your waitlist status, and check the status of financial aid applications.

WAIT LISTS FOR SPECIFIC CLASSES

When you try to add a class that is full, you have the option of adding your name to a class waitlist. Once added to the waitlist, you should check your waitlist status using student toolbox. If you no longer see your name on the class waitlist, check "my schedule" online to verify your class was added to your schedule. You may remove yourself from the waitlist using the student toolbox "waitlist" option. If you are still on the waitlist when classes begin, you may attend the first day of class and speak to the instructor. At that time, other students may drop the class and enrollment may be possible.

ADMINISTRATIVE WITHDRAWALS

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

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

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

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

FULL AND PART-TIME STUDENT STATUS

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

PRIOR LEARNING ASSESSMENT

www.lwtech.edu/plu

Prior learning is the knowledge and skills gained through: work and life experience; military training and experience; and formal and informal education and training from in-state and out-of-state institutions, including foreign institutions. Identifying credit for prior learning can be accomplished by an assessment process (PLA) conducted by qualified faculty and may result in a course or several courses being posted to your transcript. Up to 25% of the credits for a degree or certificate may be earned through the PLA process. Awarding of PLA credits by Lake Washington Institute of Technology does not guarantee or imply that other institutions will accept such credit.

TUITION AND FEES

W201F (425) 739-8403

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

STUDENT ACCOUNTS OFFICE

W201 (425) 739-8184

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

DEGREE AND CERTIFICATE GENERAL REQUIREMENTS

Consult the college catalog for each program's requirements.

All degrees and certificates require the following:

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

APPLY FOR GRADUATION

Students must apply to graduate by completing the Application for Graduation form and submitting it to Enrollment Services for evaluation. Registering for the commencement ceremony is a separate process than applying to graduate. Commencement is coordinated through Student Programs. High School Programs coordinates a graduation for high school students. Contact either department for details.

FINANCIAL AID OFFICE

W209 (425) 739-8106
Visit the website for current office hours

financialaid@lwtech.edu

Many students may be eligible to receive some form of federal, state, or institutional financial aid. Some of the aid programs include: Federal Pell grants, Federal Supplemental Educational Opportunity grants (SEOG), Federal Direct Stafford and PLUS student loans, Washington State Need grants, state and federal work-study jobs, scholarships, and institutional aid. Information and forms are available at www.lwtech.edu/financialaid or in the Financial Aid office. The Financial Aid office also assists veterans applying for veterans educational benefits. To speak with the veteran's representative at the college, contact the Financial Aid office. Depending on the time of the year, it may take up to 12 weeks to process financial aid applications. Students may check the status of their application online by using the Student Portal, accessed through the financial aid website.

FINANCIAL AID ELIGIBILITY

To be eligible for financial aid:

- Apply each year; the financial aid award year is from July 1 to June 30 of the next year. Students must re-apply each year for assistance.
- Attend LWTech for the express purpose of obtaining an eligible degree or certificate, for most types of aid.
- Be a citizen of the United States or an eligible non-citizen.
- Achieve and maintain satisfactory academic progress in the chosen program of study as defined by the financial aid satisfactory academic progress policy; see website or office for details.
- Not be in default on any previous student loans or owing a refund on any grants.
- Be registered with selective service or exempt per federal guidelines if male.
- A high school diploma or equivalent such as a GED is generally required to receive aid; however, students without a high school diploma or GED may receive aid under certain conditions if they meet "Ability to Benefit" requirements (passing scores on the COMPASS test or completion of 6 regular program credits).
- Students beginning their program on July 1, 2012 or later must have a high school diploma or equivalent such as a GED to receive federal aid (PELL & SEOG Grants, Student Loans and Federal Work Study). Students without a high school diploma or GED may receive state aid (State Need Grant, State Work Study) if they are otherwise eligible and meet "Ability to Benefit" requirements (passing scores on the COMPASS test, or completion of at least 6 regular program credits).
- Students with a bachelor's degree or equivalent from the U.S. or a foreign country are not eligible for most federal or state grants but may receive assistance from student loans, work-study, or scholarships where available.

NEED DETERMINATION

The amount of assistance received is based on the student's demonstrated need, determined by the completion of a Free Application for Federal Student Aid (FAFSA), available online at www.fafsa.gov.

ATTENDANCE COSTS

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

FINANCIAL AID DEADLINES

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

Application processing deadlines:

Fall 2015June 19, 2015
Winter 2016.....October 2, 2015
Spring 2016.....January 4, 2016
Summer 2016.....March 15, 2016

SPECIAL CONSIDERATIONS

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

FEDERAL FINANCIAL AID REFUND POLICY

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

STUDENT SUPPORT SERVICES

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

ASSESSMENT CENTER

W204 (425) 739-8115

The Assessment Center offers quality and testing services needed for our students, faculty, staff, and our community. Testing, except COMPASS, is by appointment only. Each assessment has specific hours, requirements, or fees; these may change at any time. Please see the Assessment Center website for more information and to set up a testing appointment. Assessments include:

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

ACADEMIC ADVISING SERVICES

W207 (425) 739-8300

The college provides professional advising staff to help students make academic decisions and succeed at LWTech. Students are encouraged to see an adviser regarding the following:

NEW STUDENT ADVISING

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

THE LIONS ROAR: RESOURCES, ORIENTATION, ADVISING, AND REGISTRATION

This mandatory session for all new students will explain:

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

FACULTY ADVISING

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

TRANSFERRING TO OTHER COLLEGES

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

COUNSELING SERVICES

W207 (425) 739-8300 Call for an appointment

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

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

DISABILITY SUPPORT SERVICES

W207 (425) 739-8300

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

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

- Self-identifying to the DSS Office.
- Providing typed documentation from a qualified professional to the DSS Office that outlines the nature and extent of the disability.
- Requesting services through an intake interview with the DSS staff. Students must meet quarterly with DSS staff who will email the letter of academic accommodations to instructors.

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

INTERNATIONAL PROGRAMS OFFICE

E215 & E126 (425) 739-8145

International Programs provides diverse services and programs for international students, scholars, and workforce training participants. These services and programs include: immigration and academic advising, class registration, orientation, medical insurance enrollment, cultural adjustment support, and assistance with applying for Optional Practical Training work experience.

Students seeking admission as F-1 or J-1 students should contact the International Programs Office for an application and admission assistance. Applicants are encouraged to apply early, up until one month prior to orientation for any quarter, to allow time to obtain the proper visa. International transfer students within the United States may apply until the day of orientation. Mandatory orientation tailored for new international students occurs one week prior to the start of each quarter.

Many international students begin their studies in the Intensive English Program before progressing to take the Compass and pursue academic programs. Students who have not completed high school in their own country may be eligible for the International High School Completion Program, allowing them to take courses that will help earn high school and college credits at the same time. International Programs arranges specialized short-duration workforce training programs throughout the year and supports visiting delegations from international partner institutions.

THE LEARNING LAB

E214 (425) 739-8361

The Learning Lab is a dynamic learning environment where students work with staff, faculty and/or certified tutors to better understand course concepts, access resources and apply principles.

Services available:

- Welcoming Environment
- Sciences/Pre-requisites/Math/English/More
- Computer Lab, SMART Board, iPads
- Academic Resources
- Student Focused and Directed
- Skills Development, Learning Styles, Study Skills
- Study Group Support

LAKE WASHINGTON TECHNICAL ACADEMY

W210 (425) 739-8107

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

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

Students who have a high school GPA of at least 2.0 may be selected to enter the Academy directly.

GATEWAY TO COLLEGE

W210 (425) 739-8107

Students with less than a 2.0, and are behind in credits, may be served through the Gateway to College program. Students receive additional academic support during their first quarter. Enrollment in Gateway to College is limited and there is a selective application process that includes an interview.

RUNNING START

W210 (425) 739-8107

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

TRiO PROJECTS

E214B (425) 739-8361

TRiO is a federal grant at LWTech that provides various support services. One service, The Learning Lab, is open to all students. Students eligible to join the TRiO Projects may receive additional services. Visit TRiO to learn more about what services may be available to assist you.

STUDENT SUPPORT SERVICES (SSS)

This TRiO project provides academic support services for students who are first-generation and/or low-income.

SUPPORT SERVICES FOR STUDENTS WITH DISABILITIES (SSSD)

This TRiO project provides academic support services for students with documented disabilities. Students must be registered with Disability Support Services and have priority registration.

Both Projects provide the following services:

- Academic tutoring
- Transfer advising/career planning
- Academic advising/educational planning
- Financial Education/Scholarships/FAFSA Assistance
- Limited personal counseling/referrals

WORKFORCE DEVELOPMENT

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

BASIC FOOD, EMPLOYMENT & TRAINING (BFET) PROGRAM

W207 (425) 576-5811

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

Students in the BFET program may receive:

- Funding for books & supplies, up to \$250 per quarter
- Childcare assistance through Working Connections Childcare (DSHS)
- Career and educational advising and planning
- Eligibility for food stamps if previously denied

Eligibility guidelines to receive the grant include:

- Must be receiving or eligible to receive federal food stamps
- Cannot be receiving Temporary Assistance for Needy Families (TANF)
- Must have a complete 2015-2016 FAFSA
- Must be enrolled in a professional-technical program (not a transfer program) or basic skills classes like GED, HS21+, ESL or ABED
- Must be committed to getting a job upon program completion

EMPLOYMENT RESOURCE CENTER

W207 (425) 793-8113

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

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

OPPORTUNITY GRANT SCHOLARSHIP

W207 (425) 739-8100 ext. 8448

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

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

Eligibility guidelines to receive the grant include:

- Low income, determined by the 2015-2016 FAFSA and 2015-2016 income guidelines
- Washington state resident for at least 1 year
- Must be enrolled in Business Technology, Accounting, Healthcare or IBEST programs

WORKER RETRAINING PROGRAM

W207 (425) 739-8206

The Worker Retraining Program provides tuition assistance, career counseling, academic guidance and other support services to individuals in career transition. The Worker Retraining Program serves laid off workers, displaced homemakers, formerly self-employed, military veterans, active duty military with separation orders and those vulnerable to lay off. For more information, and to see if you are eligible, contact the Worker Retraining staff and attend an Orientation. Check the college's web calendar for orientation times.

WORKFIRST

W207 (425) 739-8339

WorkFirst offers access to training, support, resource referrals, and possible tuition assistance to TANF recipients that are attending Lake Washington Institute of Technology. Support services include:

- Assistance in finding financial aid resources
- Academic advising and career planning
- Short term training and assistance in finding employment
- GED preparation and testing
- Information and referrals to community based organizations
- Individualized support services

CLASS SUPPORT SERVICES

Additional services are available to all students which will help support your academic success. Those services are listed below.

ACADEMIC SUPPORT CENTER

T217 (425) 739-8656

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

- English, reading, writing, and spelling
- GED preparation
- Tutoring
- CASAS testing
- Computers with internet access
- Informational writing handouts and tutorials
- Software to practice grammar

COMPUTER LAB

T215H (425) 739-8563

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

- PC and Mac computers with the software currently used in most of classes
- High speed internet connection
- Help from staff on projects
- Designated quiet area of the library

WRITING TUTORING CENTER

T217 (inside the Library-Learning Commons)

The Writing Tutoring Center (WTC) is a free tutoring service for students and is staffed Monday through Friday. Trained peer tutors and faculty tutors are available for one-on-one tutoring on a drop-in basis. Tutors provide assistance with any phase of the writing process for any class on campus.

- Free drop-in tutoring.
- No appointment necessary.
- Writing and grammar handouts available.
- Computer workstations with Internet access available.

eLEARNING

E225 (425) 739-8137

The eLearning department supports web-enhanced, online and hybrid courses. More than half of our courses use the Canvas online learning platform. We provide walk-in support in E225 Monday through Friday from 8:00 AM to 5:00 PM. For additional assistance, visit <http://elearning.lwtech.edu> or email elearning@lwtech.edu. We can help you with:

- Canvas login issues
- Canvas training
- Technical troubleshooting for eLearning courses
- Deciding whether online and hybrid courses are a good fit for your learning needs

LIBRARY-LEARNING COMMONS

T213 (425) 739-8320

Visit www.lwtechlearningcommons.com for current hours

The Library-Learning Commons is staffed by employees trained to assist LWTech students, staff and the community. Orientations to the Library and instruction sessions for individuals or classes are available any time during the year. The student ID card serves as the Library card allowing students borrowing privileges for books, DVDs, equipment, and additional resources. Computers with internet access are available for use with assignments and the internet; wireless access is available. Study rooms for small group study are available by reservation. The Library's web page offers remote access to online databases along with a collection of useful and reliable internet resources. Library materials have been selected to support all program and course areas and serve the unique needs of LWTech.

MATH TUTORING CENTER

T313 (425) 739-8626

The Math Tutoring Center provides a location dedicated to supporting students in their math studies to achieve success in their classes.

- Free drop-in tutoring (no appointment required)
- Computers with internet access for working on online math assignments

CAMPUS AMENITIES

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

BAKERY

E151 (425) 739-8304

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

BODY MASSAGES

East Building (425) 739-8356

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

BOOKSTORE

E127 (425) 739-8108

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

CAFETERIA

E149

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

CHEF CITY GRILL

E147 (425) 739-8310

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

COMPUTER REPAIR

T219 (425) 739-8100 ext. 8613

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

COPY MACHINES

Library-Learning Commons & Allied Health Building 2nd floor

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

DENTAL CARE

E107 (425) 739-8130

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

EARLY LEARNING CENTER

South Portables 1-8 (425) 739-8117
Visit www.lwtech.edu for hours and schedule

The ELC provides nurturing care in an educationally enriched environment for children 18 months to seven years of age. The professional staff plan developmentally appropriate activities based on the needs and interests of the children in care. Priority enrollment and reduced fees are provided for students. The ELC also serves state employees and the local community. Community members are served on a space available basis.

EQUIPMENT AND VEHICLE REPAIR

E139 (425) 739-8100

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

- Automotive repair technician
- Collision repair body/paint technician
- Diesel and heavy equipment technician
- Power equipment, marine, and motorcycle technician

FITNESS CENTER

E116 (425) 739-8319

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

GARDENS & PLANT SALES

Horticulture Complex (425) 739-8356

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

LOCKERS

West/East/Allied Health Building (425) 739-8224

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

PUBLIC TRANSPORTATION INFORMATION

E199

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

CAMPUS PUBLIC SAFETY

E145

(425) 739-8224

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

BUILDING EVACUATION/LOCKDOWN PROCESS

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

CAMPUS EMERGENCY ALERT SYSTEM SERVICE

Sign Up for Alert System:

www.e2campus.net/my/lwtech/

www.flashalert.net

For current information visit: <http://www.lwtech.edu/e2campus>

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

EMERGENCY CLOSURE INFORMATION

www.flashalertseattle.net

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

FIRST AID INFORMATION

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

LOST AND FOUND SERVICE

E145

Unclaimed (found) items on campus should be turned in to Campus Public Safety. To inquire about lost items contact Campus Public Safety.

PARKING VEHICLES ON CAMPUS

E145

(425) 739-8224

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

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

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

BICYCLE PARKING

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

CARPOOL PARKING

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

ACCESSIBILITY PARKING

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

VISITOR PARKING

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

DENTAL CLINIC PARKING

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

MOTORCYCLE PARKING

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

ELECTRIC VEHICLE CHARGING

Two charging stations are located in the parking lot under the Technology Center building. These are not operated by the college, so that you will need to follow the instructions on the vehicle charging station. If you experience any problems, contact Facilities & Operations at extension 8460.

PERSONAL SAFETY ESCORTS

E145

(425) 739-8224

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

SMOKING

E145

(425) 739-8224

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

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

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

LWTECH REDMOND CAMPUS

6505 176th Avenue NE Redmond, WA 98052

(425) 739-8321

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

LOST AND FOUND

All lost and found items should be reported and turned into the front desk staff. You may retrieve your found items during our regular business hours. All items in the lost and found over one year old will be relocated to the main campus lost and found.

PARKING

The LWTech Redmond campus parking lot is FREE and open to all users of the campus. The parking lot is located at the front of the building. Additional parking is located behind the building between the border of Marymoor Park and Redmond campus.

DESIGNATED SMOKING AREA

Smoking is only permissible in the parking lot.

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

CAMPUS PUBLIC SAFETY

The Redmond campus follows all college processes and procedures for Campus Public Safety matters. Please refer to the section on Campus Public Safety for more information. Incident/Accident forms are available at the front desk; please report thefts, injuries, vandalism and all other suspicious activities.

CAMPUS ACTIVITIES

Take a moment to get involved in various activities offered specifically for students attending the Redmond campus. Student staff plan activities for students that help create community, build experiences for skill building, and get you support when and where you need it. For offerings, check bulletin boards and front desk information.

OTHER CAMPUS INFORMATION

ACCIDENT AND HEALTH INSURANCE

W201

(425) 739-8104

Accident and sickness insurance is available at a nominal cost through a plan designed for Washington State community and technical college students during periods that school is in session. It is strongly recommended that students obtain accident coverage if no other insurance is available. Application forms are available at Enrollment Services. It is also suggested students insure tools and equipment.

FIELD TRIPS

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

STUDENT ADDRESS CHANGE

W201

(425) 739-8104

In order to receive any information from the school, please ensure your correct mailing address is on file with Enrollment Services. Human Resources, also requires an address change for employment purposes. You may also update contact information using Student Toolbox.

ENROLLMENT SERVICES POLICIES AND PROCEDURES

W204

(425) 739-8104

Enrollment Services has additional procedures related to taking or paying for courses, and receiving course credit. That information is listed below.

GRADE FORGIVENESS

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

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

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

INCOMING TRANSCRIPT EVALUATION PROCEDURES

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

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

PASS-THROUGH FEES REFUND

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

CHANGE OF “MAJOR” PROCESS

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

RECORD ACCESSIBILITY

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

Directory Information under FERPA for Postsecondary Institutions.

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

- Student name
- Dates of enrollment
- Degrees or Certificates earned
- Program of study
- Honors awards received
- Full or part-time enrollment status
- Eligibility for participation in official activities and organizations
- College assigned email address

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

NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS

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

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

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

RELEASE OF INFORMATION TO HEALTH DEPARTMENT

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

REFUNDS OF TUITION AND FEES

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

REFUND POLICIES

- A refund will occur only when you officially withdraw within the refund period (see the Academic Calendar for dates) by completing an add/drop form, available in Enrollment Services
- Refunds are provided back to students the same way they were distributed. If you pay with a credit card, the refund will be credited to that credit card account; if you pay by cash or check, a refund check will be mailed to your current address on file with Enrollment Services
- Amounts of less than \$5 will not be refunded; allow up to four (4) weeks for processing
- Refunds for students receiving financial aid will be refunded to the financial aid program or agency
- Not attending a class does not make students eligible for a refund; which would include both tuition and lab fees
- Students will forfeit all claims to refund of tuition and fees if they fail to withdraw from a course or are suspended or terminated for misconduct
- For a first-time, federally funded student, the refund will be calculated on a prorated basis consistent with applicable federal rules, as determined by Financial Aid

COURSE CANCELLATIONS

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

REFUND POLICY FOR STATE-SUPPORTED CREDIT COURSES

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

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

REFUND PERCENTAGE INFORMATION

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

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

REFUND POLICY FOR NON-CREDIT (SELF-SUPPORTED CONTINUING EDUCATION) COURSES

If the Continuing Education is scheduled to meet two or more times (and has not met prior to a refund request) the refund request must be received by Continuing Education prior to second class meeting. After the first class meeting tuition refunds will follow the Refund Policy above. If the Continuing Education class is scheduled to meet once (and has not met prior to a refund request) the refund request must be received prior to class meeting. Contact Continuing Education in person or by telephone to request a refund.

PETITIONS FOR EXCEPTIONS

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

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

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

REPEATING A COURSE

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

STUDENT ID NUMBERS AND SOCIAL SECURITY NUMBERS

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

TRANSCRIPTS AND GRADES

A transcript is the official record of all courses and received grades. Academic progress is recorded after the completion of each term. Students may request official and unofficial transcripts by contacting Enrollment Services. Students may access unofficial transcripts through the Student Toolbox.

WITHDRAWING FROM COURSES

Official withdrawal from a course occurs when a student drops a course in person, through web services, in writing, by faxing a signed copy, or using a college generated email address to contact Enrollment Services. The ability to drop courses via web services usually ends at the end of the 100% refund period as noted in the quarterly class schedule. **WARNING:** Withdrawing from a funded class may reduce financial aid eligibility. Contact the Financial Aid office for information to determine eligibility.

ACADEMIC ALERT PROCESS

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

ACADEMIC EARLY ALERT

W207 (425) 739-8225

Faculty and staff members at LWTech want students to be successful. These alerts aim to connect students to services and resources designed to foster academic success. The alert is not a discipline action. The college sends alerts after the 4th week of the quarter. The alert comes by email or letter from the student services division and informs students about progress in a particular class and includes helpful information about support services such as tutoring, counseling, and advising. Students served by special population programs such as High School Programs or TRiO may receive multiple reports during the quarter.

ACADEMIC STANDARDS AND REGULATIONS

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

ACADEMIC DISHONESTY

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

ACADEMIC STANDARDS OF PROGRESS

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

PROCEDURE FOR LOW SCHOLARSHIP

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

LEVEL 1: ACADEMIC ALERT

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

LEVEL 2: PROBATION

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

LEVEL 3: ACADEMIC SUSPENSION

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

APPEAL OF ACADEMIC SUSPENSION

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

GRADE APPEAL AND CHANGE PROCEDURES

APPEAL EXPECTATIONS AND CONDITIONS

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

GRADE APPEAL PROCESS

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

1. The student must first meet with the instructor who assigned the grade. The instructor will explain the rationale for awarding the grade. The student is responsible for demonstrating grade error or that arbitrary or capricious assignment of the final course grade occurred.
 - a. If the student can provide evidence of multiple attempts to contact the instructor without a response, the student may bring that evidence to the Dean and request to skip step one.
2. If the result of the student's meeting with the instructor does not produce a satisfactory resolution of the student request, the student may appeal in writing (including a rationale for the appeal, date of meeting with faculty member, and all supporting documentation) to the appropriate division dean. The dean will:
 - a. Send the written student appeal to the faculty member requesting the faculty member's written response and documentation supporting grade decision
 - b. Send the faculty written response and documentation to the student and inquire if this now resolves the situation:
 - i. If yes, the process ends
 - ii. If no, the dean follows steps c-f below
 - c. Meet with the student
 - d. Meet with the instructor
 - e. Review the course materials, any supporting documentation provided by the instructor and/or the student, and the grade assigned
 - f. Render a written decision (including a brief rationale) to deny, approve, or modify the appeal within 15 business days of the initial request for a grade appeal (this timeline may be extended if all parties are informed in writing).

The decision of the dean is final.
3. In the case of a grade appeal when the college no longer employs the course instructor or the instructor is unavailable for an extended period of time, the student may appeal in writing (including a rationale for the appeal) to the appropriate division dean. The dean will first attempt to contact and work with the instructor who is no longer employed or unavailable and follow the process in part two above. If the dean is unsuccessful, the dean will:

- a. Convene a two-person faculty reading committee to consider the appeal. To the extent possible, committee members will be members of the original instructor's program or department, or have expertise in the appropriate field of study or a closely related field. The reading committee will:
 - i. Review course materials, including evaluation criteria, and the student's work
 - ii. Make a recommendation to the dean to deny, approve, or modify the appeal.
 - iii. Complete its work within 15 business days of being appointed.
- b. Review the reading committee's work and render a written decision (including a brief rationale) to deny, approve, or modify the appeal within five business days (this timeline may be extended if all parties are informed in writing).

The decision of the dean is final.

GRADE CHANGE

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

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

OTHER COLLEGE POLICIES

OFFICE OF THE VICE PRESIDENT OF STUDENT SERVICES

W201

(425) 739-8102

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

ABSENCE DUE TO FAITH OR CONSCIENCE

LWTech students may request two days of excused absences per academic year for reasons of faith or conscience or for organized activities conducted under the auspices of a religious denomination, church, or religious organization.

Students' grades may not be adversely impacted by absences authorized under this policy.

Each holiday taken under this policy must be taken as a whole day, i.e. the day may not be divided into hours and taken piecemeal.

STUDENT PROCEDURES

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

The request can be completed online at www.lwtech.edu/faithabsence
2. All absences under this policy must be approved by the Office of Instruction in advance of the absence. LWTech will not authorize an absence for a student after the absence occurs without compelling circumstances.

3. The Office of Instruction will provide the student with a document verifying the date of the approved absence and further instructions. To protect the student's privacy, this letter will not provide details about the student description of the absence. In order to ensure that their absence does not negatively affect their grades, the student must comply with directions for notifying their instructors of their upcoming authorized absence. The student is solely responsible for ensuring the documentation authorizing the absence is provided to each of the instructors whose classes or assignments will be affected by the absence.
4. After an instructor is notified by the student of an upcoming absence, the instructor will determine what adjustments, if any, will need to be made to the student's scheduled classwork or assignments. The instructor will inform the student of these adjustments within two days of receiving the student's notification.
5. If the student's desired absence date is on a day when a test was scheduled or an assignment was due, the instructor may require that the student take the test or submit the assignment before or after the regularly assigned date.
6. Regardless of an instructor's class expectations or grading policies, absences authorized under this procedure will not adversely impact a student's grade
7. If a student fails to notify any of their instructors of an authorized absence (as directed by the Office of Instruction), the instructor is not obligated to make any accommodations for the student's absence or treat the absence as authorized under this policy or the law.

ANIMALS ON CAMPUS

9.P.07

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

CAMPUS SEX CRIMES PREVENTION

7.A.118

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

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

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

LEVEL I - LOW RISK

Notice Sent to:

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

Additional Procedures for Level I Offenders:

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

LEVEL II - MEDIUM RISK

Notice Sent to:

- All Level I notifications
- Faculty and staff in whose program and/or courses the student is enrolled
- Counseling Services
- Any College instructional program with a significant population of students under the age of 18
- Any other program or office with whom the student has or is likely to have contact (such as student support services or academic support services)

Additional Procedures for Level II Offenders:

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

LEVEL III - HIGH RISK

Notice Sent to:

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

Additional Procedures for Level III Offenders:

- Written notification of the offender's intent to enroll at the college must be received at least three months prior to actual enrollment
- Offender required to meet with student conduct officer prior to registering for class
- Offender must provide documentation of at least six consecutive months without any violations of his/her registration conditions leading up to enrolling at the college
- Level III offenders are restricted to attending classes at the main campus in Kirkland or online classes if it does not interfere with any restrictions by law enforcement

- Notification to the campus community will occur approximately 6 weeks before the start of the offender’s enrollment at the school
- While on campus, offender may be monitored by campus safety staff and may be introduced to each class he/she attends as a Level III Sex Offender

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

SEX OFFENDER RISK LEVEL CLASSIFICATION

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

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

The information above was excerpted from the King County Registered Sex Offenders Website: <http://www.kingcounty.gov/safety/sheriff/SOSearch.aspx>

CHILDREN ON CAMPUS

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

DRUGS AND ALCOHOL

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

HARASSMENT

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

TITLE IX SEXUAL HARASSMENT AND DISCRIMINATION POLICY AND GRIEVANCE PROCEDURES

2.P.17

INTRODUCTION

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

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

Melissa Lamy, Executive Director of Human Resources
Title IX / EEO Coordinator / Affirmative Action Officer / Ethics Officer

Lake Washington Institute of Technology

11605 132nd Avenue NE

Kirkland, WA 98034

Contact info: (425) 739-8251

The Title IX / EEO Coordinator or designee:

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

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

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

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

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

DEFINITIONS

1. **Complainant:** employee(s), applicant(s), student(s), or visitor(s) of LWTech who alleges that she, he or they /have been subjected to discrimination or harassment.
2. **Complaint:** a description of facts that allege violation of the college's policy against discrimination or harassment.
3. **Consent:** knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity.
 - i. Each party has the responsibility to make certain that the other has consented before engaging in the activity.
 - ii. For consent to be valid, there must be at the time of the act of sexual intercourse or sexual contact actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact. **Prior consent does not apply.**
 - iii. A person cannot consent if they are unable to understand what is happening or are disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has engaged in nonconsensual conduct.
 - iv. Intoxication is not a defense against allegations that an individual has engaged in nonconsensual sexual conduct.
4. **Discrimination:** unfavorable treatment of a person based on that person's membership or perceived membership in a protected class. Harassment is a form of discrimination.
5. **Harassment:** a form of discrimination consisting of physical or verbal conduct that denigrates or shows hostility toward an individual because of their membership in a protected class or their perceived membership in a protected class. Harassment occurs when the conduct is sufficiently severe and/or pervasive and so objectively offensive that it has the effect of altering the terms or conditions of employment or substantially limiting the ability of a student to participate in or benefit from the college's educational and/or social programs. Petty slights, annoyances, offensive utterances, and isolated incidents (unless extremely serious) typically do not qualify as harassment. Examples of conduct that could rise to the level of discriminatory harassment include but are not limited to the following:
 - Epithets, "jokes," ridicule, mockery or other offensive or derogatory conduct focused upon an individual's membership in a protected class.
 - Verbal or physical threats of violence or physical contact directed towards an individual based upon their membership in a protected class.
 - Making, posting, emailing, texting, or otherwise circulating demeaning or offensive pictures, cartoons, graffiti, notes or other materials that relate to race, ethnic origin, gender or any other protected class.
6. **Protected Class:** persons who are protected under state or federal civil rights laws, including laws that prohibit discrimination on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal.
7. **Resolution:** the means by which the complaint is finally addressed. This may be accomplished through informal or formal processes, including counseling, mediation, or the formal imposition of discipline sanction.
8. **Respondent:** person or persons who are members of the campus community who allegedly discriminated against or harassed another person or persons.
9. **Sexual Assault:** Includes any form of actual or attempted sexual activity perpetrated upon a person without that person's consent, including sexual behavior coerced through physical or verbal threats, force or other forms of manipulation and sexual behavior when one person cannot give consent due to incapacitation.
10. **Sexual Harassment:** a form of discrimination consisting of unwelcome, gender-based verbal, written, electronic and/or physical conduct. Sexual harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's gender. There are two types of sexual harassment.
 - i. **Hostile Environment Sexual Harassment** occurs when the conduct is sufficiently severe and/or pervasive and so objectively offensive that it has the effect of altering the terms or conditions of employment or substantially limiting the ability of a student to participate in or benefit from the college's educational and/or social programs. This would include a student or subordinate who offers sexual favors in exchange for preferential consideration.
 - ii. **Quid Pro Quo Sexual Harassment** occurs when an individual in a position of real or perceived authority, conditions the receipt of a benefit upon granting of sexual favors. Examples of conduct that may qualify as sexual harassment include:
 - a. Persistent comments or questions of a sexual nature.
 - b. A supervisor who gives an employee a raise in exchange for submitting to sexual advances.
 - c. An instructor who promises a student a better grade in exchange for sexual favors.
 - d. Sexually explicit statements, questions, jokes, or anecdotes.
 - e. Unwelcome touching, patting, hugging, kissing, or brushing against an individual's body.
 - f. Remarks of a sexual nature about an individual's clothing, body, or speculations about previous sexual experiences.
 - g. Persistent, unwanted attempts to change a professional relationship to an amorous relationship.
 - h. Direct or indirect propositions for sexual activity.
 - i. Unwelcome letters, emails, texts, telephone calls, receipt of unwanted verbal, written, or electronic communication, or other communications referring to or depicting sexual activities.
11. **Sexual Violence:** is a type of sexual discrimination and harassment. Nonconsensual sexual intercourse, nonconsensual sexual contact, domestic violence, dating violence, and stalking are all types of sexual violence.
12. **Nonconsensual sexual intercourse** is any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a person upon another person, that is without consent and/or by force. Sexual intercourse includes anal or vaginal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.
13. **Nonconsensual sexual contact** is any intentional sexual touching, however slight, with any object, by a person upon another person that is without consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.
14. **Domestic violence** includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law

15. **Dating violence** means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.
16. **Stalking** means intentional and repeated harassment or following of another person, or repeatedly emailing, texting, calling or use of other “cyber” venues to be “present” in another person’s life which places that person in reasonable fear that the perpetrator intends to injure, intimidate, or harass that person. Stalking also includes instances where the perpetrator knows or reasonably should know that the person is frightened, intimidated, or harassed, even if the perpetrator lacks such intent. Examples of stalking behavior include, but are not limited to:
- Following or conducting surveillance of the person being stalked
 - Inappropriate confrontations, communications or approaches between the stalker and the victim
 - Repeated, unsolicited and uninvited visits at the victim’s place of business or domicile
 - Receipt of unwanted communications, telephone calls, texts, or pages from the stalker to the victim
 - Threatening of the victim in any way by the stalker, either verbally or physically
 - Threatening any of the victim’s family or friends by the stalker
 - Receipt of any unwanted contact, including emails, texts, letters, or gifts from the stalker to the victim
 - Repeatedly sending unwanted messages, emails, or other communications to the victim by the stalker
 - Using online social media inappropriately to refer to or establish contact with the victim by the stalker
 - Any damage to the victim’s property by the stalker
 - Physical assault, however insignificant, to the victim by the stalker
 - Sexual assault or threats of such to the victim by the stalker
 - Assaulting or killing the victim’s pet by the stalker
 - Spreading false rumors or gossip about the victim by the stalker
 - Filing anything false against the victim by the stalker
17. **Bullying:** Workplace and/or classroom bullying is defined as persistent, malicious, unwelcome, severe, and pervasive mistreatment that harms, intimidates, offends, degrades or humiliates an employee or student, whether verbal, physical or otherwise, including “cyber” bullying, in the course of employment, or pursuit of education. Any employee found in violation of this policy, will be disciplined, up to and including immediate termination. Any student found in violation of the Student Code of Conduct, as it relates to this policy, will be disciplined, up to and including, immediate expulsion from the college*. Examples of bullying behavior include, but are not limited to:
- Being held to a different standard than the rest of an employee’s work group;
 - Consistent ignoring or interrupting of an employee in front of co-workers;
 - Personal attacks (angry outbursts, excessive profanity, or name-calling);
 - Encouragement of others to turn against, marginalize, or ostracize the targeted employee;
 - Use of email, internet, or other “cyber” venues to denigrate the targeted employee.

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

WHO MAY FILE A COMPLAINT

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

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

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

CONFIDENTIALITY AND RIGHT TO PRIVACY

LWTech will seek to protect the privacy of the complainant, respondent, and all other parties involved, to the full extent possible, consistent with the legal obligation to investigate, take appropriate remedial and/or disciplinary action, and comply with the federal and state law, as well as District policies and procedures. Determinations regarding how to handle requests for confidentiality will be made by the Title IX / EEO Coordinator.

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

CONFIDENTIALITY REQUESTS AND SEXUAL VIOLENCE COMPLAINTS

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

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

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

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

INVESTIGATION PROCEDURE

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

RIGHTS AND RESPONSIBILITIES OF THE COLLEGE TO COMPLAINANTS AND RESPONDENTS

- They will be treated with sensitivity, dignity, respect, confidentiality, and in an unbiased manner by all involved administrators, investigators and adjudicators.
- They will be informed in writing that a complaint of sexual misconduct against them is being investigated, and of any other suspected policy violations being explored through this investigation.
- They will be advised of the college's sexual misconduct policy and procedures.
- They will be afforded the same rights and opportunities as the complainant throughout the investigation and adjudication process.
- They will be given periodic status updates throughout the investigation and adjudication process.
- They may invite a student, faculty, union representative, or staff member from the college to accompany them at meetings regarding the investigation process.
- They will be informed in writing, concurrently of the finding issued by the designated officials, as well as the outcome of any appeal, to the extent permitted by the Code of Student Conduct.
- They will have the right to appeal the outcome based on the grounds designated in this policy, provided that they have participated in the investigation process.
- They may retain legal counsel at any time, although legal counsel is not permitted to participate in the college's investigation and adjudication process.

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

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

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

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

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

PUBLICATION OF ANTI-DISCRIMINATION POLICIES AND PROCEDURES

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

LIMITS TO AUTHORITY

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

NON-RETALIATION, INTIMIDATION AND COERCION

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

CRIMINAL COMPLAINTS

Discriminatory or harassing conduct may also be, or occur in conjunction with, criminal conduct. Criminal complaints may be filed with the appropriate law enforcement authorities. The College will proceed with an investigation of harassment and discrimination complaints regardless of whether the underlying conduct is subject to civil or criminal prosecution.

OTHER DISCRIMINATION COMPLAINT OPTIONS

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

[Washington State Human Rights Commission](http://www.hum.wa.gov), www.hum.wa.gov

[US Dept of Education Office for Civil Rights](http://www2.ed.gov/about/offices/list/ocr/), www2.ed.gov/about/offices/list/ocr/

[Equal Employment Opportunity Commission](http://www.eeoc.gov), www.eeoc.gov

LWTECH LAW ENFORCEMENT RELATIONSHIPS AND JURISDICTION

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

If assistance is required of local Police agencies, LWTech Campus Public Safety will make that contact. If a sexual assault or rape should occur, staff on scene, including Campus Public Safety and local Police, will offer a wide variety of services to assist the victim including privacy, medical response, mental health counseling, and contact of significant others, should the victim so require. Crimes should be reported to Campus Public Safety to ensure the victim of appropriate services, to ensure inclusion in the annual crime statistics report, and to aid in providing timely warning notices to the community, when appropriate.

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

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

LWTECH EDUCATION AND PREVENTION RELATED TO SEXUAL MISCONDUCT

LWTech provides education and prevention programs to:

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

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

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

6. Information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks; and:

Prohibited Sexual Misconduct

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

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

Sexual Misconduct Definitions

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

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

PRIMARY PREVENTION AND AWARENESS PROGRAMS

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

ONGOING PREVENTION AND AWARENESS CAMPAIGNS

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

BYSTANDER INTERVENTION

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

RISK REDUCTION

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

PROCEDURE FOR REPORTS OF SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE OR STALKING

1. Written information provided to victims including:
 - a. The preservation of evidence to assist in proving the alleged criminal offense or obtaining a protective order
 - b. How and to whom an alleged offense will be reported
 - c. Options for the involvement of law enforcement and campus authorities
 - d. The victim's rights and institution's responsibilities for orders of protection
 - e. All the services available to victims including counseling, health, mental health, victim advocacy, legal assistance, visa and immigration services, etc.

- f. Options for, and available assistance in, changing academic, living, transportation, and working situations, regardless of whether the victim reports the crime to law enforcement or not
- g. Explanation of rights and options

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

Students:

- 7.P.75** Student Conduct Code—Discipline Procedures for Cases Involving Allegations of Sexual Misconduct—Supplemental Sexual Misconduct Procedures (WAC 495D-121-460).
- 7.P.77** Student Conduct Code—Discipline Procedures for Cases Involving Allegations of Sexual Misconduct—Supplemental Definitions (WAC 495D-121-470).
- 7.P.79** Student Conduct Code—Discipline Procedures for Cases Involving Allegations of Sexual Misconduct—Supplemental Complaint Process (WAC 495D-121-480).
- 7.P.81** Student Conduct Code—Discipline Procedures for Cases Involving Allegations of Sexual Misconduct—Supplemental Appeal Rights (WAC 495D-121-490).

Employees:

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

CONFLICTS OF INTEREST AND ABUSES OF POWER:

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

2.P.18

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

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

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

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

GRIEVANCES AND APPEALS OF COLLEGE ACTIONS

1. Students may appeal or grieve a college action (excluding grades and student conduct decisions) by filing a written notice of appeal with the appropriate vice president.
 - a. Appeals must be filed with twenty-one (21) days of notice of the college action. Documented extenuating circumstances (such as medical complications or recall to military duty) may extend this timeframe.
 - b. Failure to timely file a notice of appeal constitutes a waiver of the right to appeal and the college action shall be deemed final.
 - c. The grievance shall be filed with the Vice President of Instruction regarding academic actions, with the Vice President of Administrative Services for administrative and business service issues, and with the Vice President of Student Services for other student matters.
2. The notice of appeal must include a brief statement explaining why the student is seeking review of the action.
3. The parties to an appeal shall be the student and the college employee who initiated the college action.
4. A student who timely appeals a college action has a right to a prompt, fair, and impartial review of the matter.
5. On appeal, the college bears the burden of establishing the evidentiary facts underlying the college action based on a preponderance of the evidence.
6. From the date of receipt of the appeal, the vice president has ten (10) days to render a written decision to both parties. The brief written statement will minimally contain the reasons for the decision. This decision is final.
7. This procedure does not apply to:
 - Grade appeals which are described separately on pages 34.
 - Student Conduct Decisions which are described separately on pages 57-71.

LIMITATION OF LIABILITY

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

STUDENT DRESS

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

STUDENT PROTECTION

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

STUDENTS AS MINORS

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

STUDENT CONDUCT CODE

STATEMENT OF PURPOSE

7.P.45 WAC 495D-121-310

1. The State of Washington operates Lake Washington Institute of Technology to provide programs of instruction in higher education and related community services. Like any other institution that has its own special purposes, the college must maintain conditions conducive to the effective performance of its functions. Consequently, the college has special expectations regarding the conduct of the participants in the college community.
2. Admission to the college carries the expectation that students will conduct themselves as responsible college community members. This includes an expectation that students will:
 - a. Obey appropriate laws.
 - b. Follow college and department rules.
 - c. Maintain a high standard of integrity and honesty.
3. The college will deal with violations of college rules or conduct that interferes with the operation of college affairs. The college may impose sanctions independently of any action taken by civil or criminal authorities. Provisions of this code are subject to change. The college may report misconduct of students enrolled through the high school programs office to the student's parents. The college may report misconduct to any parent who claims the student as a dependent or as otherwise provided by the Family Educational Rights and Privacy Act of 1972, as amended.

JURISDICTION

7.P.47 WAC 495D-121-320

The student conduct code shall apply to student conduct that occurs:

1. On college premises.
2. At or in connection with college sponsored activities.
3. Off-campus when, in the judgment of the college, it adversely affects the college community or the pursuit of its objectives. Jurisdiction extends to, but is not limited to, locations in which students engage in official college activities including, but not limited to:
 - a. Foreign or domestic travel.
 - b. Activities funded by the associated students.
 - c. Athletic events.
 - d. Training internships.
 - e. Cooperative and distance education.
 - f. Online education.
 - g. Practicums.
 - h. Supervised work experiences.
 - i. Any other college-sanctioned social or club activities.

Students are responsible for their conduct from the time of application for admission through the actual receipt of a degree, even though conduct may occur before classes begin or after classes end, and during the academic year and during periods between terms of actual enrollment. These standards shall apply to a student's conduct even if the student withdraws from college while a disciplinary matter is pending. The college has sole discretion, on a case by case basis, to determine whether the student conduct code will be applied to conduct that occurs off-campus.

DEFINITIONS

7.P.49 WAC 495D-121-330

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

1. "Business day" means a weekday, excluding weekends and official college holidays.
2. "College premises" shall include all campuses of the college, wherever located, and includes all land, buildings, facilities, vehicles, equipment, and other property the college owns, uses, or controls.
3. "Conduct review officer" means the Vice President of Student Services or other college administrator the president designates to have responsibility to receive and review or refer appeals of student disciplinary actions consistent with the procedures of this code. The president can reassign any and all of the conduct review officer's duties or responsibilities as set forth in this chapter as reasonably necessary.
4. "Disciplinary action" means the process by which the student conduct officer imposes discipline against a student for violating the student conduct code.
5. "Disciplinary appeal" means the process by which an aggrieved student can appeal the discipline the student conduct officer imposes. The student conduct committee hears disciplinary appeals for a suspension in excess of ten instructional days or a dismissal. The college will review appeals of all other appealable disciplinary action through brief adjudicative proceedings.
6. "Filing" means the process by which a document is officially delivered to a college official responsible to facilitate a disciplinary review. Unless otherwise provided, filing shall be accomplished by:
 - a. Hand delivery of the document to the specified college official or college official's assistant; or
 - b. Sending the document by e-mail and first class mail to the specified college official's office and college e-mail address.Papers required for filing are considered filed when the specified college official actually receives the papers during office hours.
7. "President" means the president of the college. The president can delegate any and all of his or her responsibilities as set forth in this chapter as reasonably necessary.
8. "Respondent" means the student against whom the college initiates disciplinary action.
9. "Service" means the process by which a document is officially delivered to a party. Unless otherwise provided, service upon a party shall be accomplished by:
 - a. Hand delivery of the document to the party; or
 - b. Sending the document by e-mail and by certified mail or first class mail to the party's last known address.Service is deemed complete upon hand delivery of the document or upon the date the document is e-mailed and deposited in the mail.
10. "Student" includes all persons who take classes at or through the college, whether on a full-time or part-time basis, and whether such classes are credit courses, noncredit courses, online courses, or otherwise. People who withdraw after allegedly violating the code, are not officially enrolled for a particular term but who have a continuing relationship with the college, or who were notified of their acceptance for admission are considered students.
11. "Student conduct committee" means a college committee as described in WAC 495D-121-400.
12. "Student conduct officer" means a college administrator to whom the president or vice-president of student services designates responsibility to implement and enforce the student conduct code. The president or vice-president can reassign any and all of the student conduct officer's duties or responsibilities as set forth in this chapter as reasonably necessary.
13. "Title IX Coordinator" means a college administrator to whom the president designates responsibility to implement and enforce the guidelines of federal Title IX legislation.

INITIATION OF DISCIPLINE

7.P.51 WAC 495D-121-340

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

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

3. Within ten (10) calendar days of the initial disciplinary meeting, and after considering the evidence in the case, including any facts or argument presented by the respondent, the student conduct officer will give the respondent a written decision that states:
 - a. The facts and conclusions that supports the decision.
 - b. The specific student conduct code provisions that were violated.
 - c. The discipline imposed, if any.
 - d. A notice of any appeal rights with an explanation of the consequences of not filing a timely appeal.
4. The student conduct officer may take any of the following disciplinary actions:
 - a. Exonerate the respondent and terminate the proceedings.
 - b. Impose a disciplinary sanction(s), as described in (WAC 495D-121-290)
 - c. Refer the matter directly to the student conduct committee for such disciplinary action as the committee deems appropriate. The student conduct officer will make this referral in writing, to the attention of the student conduct committee's chair with a copy served on the respondent.
5. Any college administrator or managing authority of a distance learning course, except the president and the vice president who would hear any appeal, may initiate proceedings and recommend taking any of the disciplinary actions defined in WAC 495D-121-600, except that only the president, a vice president, or designee may dismiss or suspend a student from the college. Before taking the action, the disciplining official will notify his or her supervisor and meet or attempt to meet with the student to explain the seriousness of the matter and hear any explanation by the student.

APPEAL FROM DISCIPLINARY ACTION

7.P.53 WAC 495D-121-350

1. The respondent may appeal a disciplinary action by filing a written notice of appeal with the conduct review officer within twenty-one (21) days of service of the student conduct officer's decision. Failure to timely file a notice of appeal constitutes a waiver of the right to appeal and the student conduct officer's decision shall be deemed final.
2. The notice of appeal must include a brief statement explaining why the respondent is seeking review.
3. The parties to an appeal shall be the respondent and the conduct review officer.
4. A respondent, who timely appeals a disciplinary action or whose case is referred to the student conduct committee, has a right to a prompt, fair, and impartial hearing as provided for in these procedures.
5. On appeal, the college bears the burden of establishing the evidentiary facts underlying the imposition of a disciplinary sanction by a preponderance of the evidence.
6. Imposition of disciplinary action for violation of the student conduct code shall be stayed pending appeal, unless respondent has been summarily suspended.
7. The student conduct committee shall hear appeals from:
 - a. the imposition of disciplinary suspensions in excess of ten (10) instructional days;
 - b. dismissals; and
 - c. discipline cases referred to the committee by the student conduct officer, the conduct review officer, or the president.
8. Student conduct appeals from the imposition of the following disciplinary sanctions shall be reviewed through a brief adjudicative proceeding:
 - a. suspensions of ten instructional days or less;
 - b. disciplinary probation;
 - c. written reprimands; and
 - d. any conditions or terms imposed in conjunction with one of the foregoing disciplinary actions.
9. Except as provided elsewhere in these rules, disciplinary warnings and dismissals of disciplinary actions are final action and are not subject to appeal.

BRIEF ADJUDICATIVE PROCEEDINGS (BAPS) AUTHORIZED

7.P.55 WAC 495D-121-360

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

1. Parking violations.
2. Outstanding debts owed by students or employees.
3. Use of college facilities.
4. Residency determinations.
5. Use of library—Fines.
6. Challenges to contents of education records.
7. Loss of eligibility for participation in institution sponsored athletic events.
8. Denials of requests for public records.
9. Student conduct appeals involving the following disciplinary actions:
 - a. suspensions of ten (10) instructional days or less;
 - b. disciplinary probation;
 - c. written reprimands;
 - d. any conditions or terms imposed in conjunction with one of the foregoing disciplinary actions; and

- e. appeals by a complainant in student disciplinary proceedings involving allegations of sexual misconduct in which the student conduct officer:
 - i. dismisses disciplinary proceedings based upon a finding that the allegations of sexual misconduct have no merit; or
 - ii. issues a verbal warning to respondent.

10. Appeals of decisions regarding mandatory tuition and fee waivers.

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

BRIEF ADJUDICATIVE PROCEEDINGS—AGENCY RECORD

7.P.57 WAC 495D-121-370

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

BRIEF ADJUDICATIVE PROCEEDINGS—INITIAL HEARING

7.P.59 WAC 495D-121-380

1. Brief adjudicative proceedings shall be conducted by a conduct review officer designated by the president. The conduct review officer shall not participate in any case in which he or she is a complainant or witness, or in which he or she has direct or personal interest, prejudice, or bias, or in which he or she has acted previously in an advisory capacity.
2. Before taking action, the conduct review officer shall conduct an informal hearing and provide each party (a) an opportunity to be informed of the agency's view of the matter and (b) an opportunity to explain the party's view of the matter.
3. The conduct review officer shall serve an initial decision upon both the parties within ten (10) days of consideration of the appeal. The initial decision shall contain a brief written statement of the reasons for the decision and information about how to seek administrative review of the initial decision. If no request for review is filed within twenty-one (21) days of service of the initial decision, the initial decision shall be deemed the final decision.
4. If the conduct review officer upon review determines that the respondent's conduct may warrant imposition of a disciplinary suspension of more than ten (10) instructional days or expulsion, the matter shall be referred to the student conduct committee for a disciplinary hearing.

BRIEF ADJUDICATIVE PROCEEDINGS—REVIEW OF AN INITIAL DECISION

7.P.61 WAC 495D-121-390

1. An initial decision is subject to review by the president, provided the respondent files a written request for review with the conduct review officer within twenty-one (21) days of service of the initial decision.
2. The president shall not participate in any case in which he or she is a complainant or witness, or in which he or she has direct or personal interest, prejudice, or bias, or in which he or she has acted previously in an advisory capacity.
3. During the review, the president shall give each party an opportunity to file written responses explaining their view of the matter and shall make any inquiries necessary to ascertain whether the sanctions should be modified or whether the proceedings should be referred to the student conduct committee for a formal adjudicative hearing.
4. The decision on review must be in writing and must include a brief statement of the reasons for the decision and must be served on the parties within twenty (20) days of the initial decision or of the request for review, whichever is later. The decision on review will contain a notice that judicial review may be available. A request for review may be deemed to have been denied if the president does not make a disposition of the matter within twenty (20) days after the request is submitted.

5. If the president upon review determines that the respondent's conduct may warrant imposition of a disciplinary suspension of more than ten (10) instructional days or expulsion, the matter shall be referred to the student conduct committee for a disciplinary hearing.

STUDENT CONDUCT COMMITTEE

7.P.63 WAC 495D-121-400

1. The student conduct committee shall consist of five members:
 - a. Two full-time students appointed by the student government;
 - b. Two faculty members appointed by the president;
 - c. One administrative staff member (other than an administrator serving as a student conduct or conduct review officer) appointed by the president at the beginning of the academic year.
2. The administrative staff member shall serve as the chair of the committee and may take action on preliminary hearing matters prior to convening the committee. The chair shall receive annual training on protecting victims and promoting accountability in cases involving allegations of sexual misconduct.
3. Hearings may be heard by a quorum of three members of the committee so long as one faculty member and one student are included on the hearing panel. Committee action may be taken upon a majority vote of all committee members attending the hearing.
4. Members of the student conduct committee shall not participate in any case in which they are a party, complainant, or witness, in which they have direct or personal interest, prejudice, or bias, or in which they have acted previously in an advisory capacity. Any party may petition for disqualification of a committee member pursuant to RCW 34.05.425(4).

APPEAL—STUDENT CONDUCT COMMITTEE

7.P.65 WAC 495D-121-410

1. Proceedings of the student conduct committee shall be governed by the Administrative Procedures Act, Chapter 34.05 RCW, and by the Model Rules of Procedure, Chapter 10-08 WAC. To the extent there is a conflict between these rules and Chapter 10-08 WAC, these rules shall control.
2. The student conduct committee chair shall serve all parties with written notice of the hearing not less than seven (7) days in advance of the hearing date, as further specified in RCW 34.05.434 and WAC 10-08-040 and 10-08-045. The chair may shorten this notice period if both parties agree, and also may continue the hearing to a later time for good cause shown.
3. The committee chair is authorized to conduct prehearing conferences and/or to make prehearing decisions concerning the extent and form of any discovery, issuance of protective decisions, and similar procedural matters.
4. Upon request filed at least five (5) days before the hearing by any party or at the direction of the committee chair, the parties shall exchange, no later than the third (3rd) day prior to the hearing, lists of potential witnesses and copies of potential exhibits that they reasonably expect to present to the committee. Failure to participate in good faith in such a requested exchange may be cause for exclusion from the hearing of any witness or exhibit not disclosed, absent a showing of good cause for such failure.
5. The committee chair may provide to the committee members in advance of the hearing copies of the student conduct officer's notification of imposition of discipline (or referral to the committee) and the notice of appeal (or any response to referral) by the respondent. If doing so, however, the chair should remind the members that these "pleadings" are not evidence of any facts they may allege.

6. The parties may agree before the hearing to designate specific exhibits as admissible without objection and, if they do so, whether the committee chair may provide copies of these admissible exhibits to the committee members before the hearing.
7. The student conduct officer, upon request, shall provide reasonable assistance to the respondent in obtaining relevant and admissible evidence that is within the college's control.
8. Communications between committee members and other hearing participants regarding any issue in the proceeding, other than procedural communications that are necessary to maintain an orderly process, are generally prohibited without notice and opportunity for all parties to participate, and any improper "ex parte" communication shall be placed on the record, as further provided in RCW 34.05.455.
9. Each party may be accompanied at the hearing by a non-attorney assistant of his/her choice. A respondent may elect to be represented by an attorney at his or her own cost, but will be deemed to have waived that right unless, at least four (4) business days before the hearing, written notice of the attorney's identity and participation is filed with the committee chair with a copy to the student conduct officer. The committee will ordinarily be advised by an assistant attorney general. If the respondent is represented by an attorney, the student conduct officer may also be represented by a second, appropriately screened assistant attorney general.

STUDENT CONDUCT APPEALS COMMITTEE HEARINGS— PRESENTATION OF EVIDENCE

7.P.67 WAC 495D-121-420

1. Upon the failure of any party to attend or participate in a hearing, the student conduct committee may either
 - a. proceed with the hearing and issuance of its decision or
 - b. serve a decision of default in accordance with RCW 34.05.440.
2. The hearing will ordinarily be closed to the public. However, if all parties agree on the record that some or all of the proceedings be open, the chair shall determine any extent to which the hearing will be open. If any person disrupts the proceedings, the chair may exclude that person from the hearing room.
3. The chair shall cause the hearing to be recorded by a method that he/she selects, in accordance with RCW 34.05.449. That recording, or a copy, shall be made available to any party upon request. The chair shall assure maintenance of the record of the proceeding that is required by RCW 34.05.476, which shall also be available upon request for inspection and copying by any party. Other recording shall also be permitted, in accordance with WAC 10-08-190.
4. The chair shall preside at the hearing and decide procedural questions that arise during the hearing, except as overridden by majority vote of the committee.
5. The student conduct officer (unless represented by an assistant attorney general) shall present the case for imposing disciplinary sanctions.
6. All testimony shall be given under oath or affirmation. Evidence shall be admitted or excluded in accordance with RCW 34.05.452.

STUDENT CONDUCT COMMITTEE—INITIAL DECISION

7.P.69 WAC 495D-121-430

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

APPEAL FROM STUDENT CONDUCT COMMITTEE INITIAL DECISION

7.P.71 WAC 495D-121-440

1. A respondent who is aggrieved by the findings or conclusions issued by the student conduct committee may appeal the committee's initial decision to the president by filing a notice of appeal with the president's office within twenty-one (21) days of service of the committee's initial decision. Failure to file a timely appeal constitutes a waiver of the right and the initial decision shall be deemed final.
2. The notice of appeal must identify the specific findings of fact and/or conclusions of law in the initial decision that are challenged and must contain argument why the appeal should be granted. The president's review shall be restricted to the hearing record made before the student conduct committee and will normally be limited to a review of those issues and arguments raised in the notice of appeal.
3. The president shall provide a written decision to all parties within forty-five (45) days after receipt of the notice of appeal. The president's decision shall be final and shall include a notice of any rights to request reconsideration and/or judicial review.
4. The president may, at his or her discretion, suspend any disciplinary action pending review of the merits of the findings, conclusions, and disciplinary actions imposed.
5. The president shall not engage in an ex parte communication with any of the parties regarding an appeal.

SUMMARY SUSPENSION

7.P.73 WAC 495D-121-450

1. Summary suspension is a temporary exclusion from specified college premises or denial of access to all activities or privileges for which a respondent might otherwise be eligible, while an investigation and/or formal disciplinary procedures are pending.
2. The student conduct officer may impose a summary suspension if there is probable cause to believe that the respondent:
 - a. Has violated any provision of the code of conduct; and
 - b. Presents an immediate danger to the health, safety or welfare of members of the college community; or
 - c. Poses an ongoing threat of substantial disruption of, or interference with, the operations of the college.
3. Notice. Any respondent who has been summarily suspended shall be served with oral or written notice of the summary suspension. If oral notice is given, a written notification shall be served on the respondent within two (2) business days of the oral notice.
4. The written notification shall be entitled “Notice of Summary Suspension” and shall include:
 - a. The reasons for imposing the summary suspension, including a description of the conduct giving rise to the summary suspension and reference to the provisions of the student conduct code or the law allegedly violated;
 - b. The date, time, and location when the respondent must appear before the conduct review officer for a hearing on the summary suspension; and
 - c. The conditions, if any, under which the respondent may physically access the campus or communicate with members of the campus community. If the respondent has been trespassed from the campus, a notice against trespass shall be included that warns the student that his or her privilege to enter into or remain on college premises has been withdrawn, that the respondent shall be considered trespassing and subject to arrest for criminal trespass if the respondent enters the college campus other than to meet with the student conduct officer or conduct review officer, or to attend a disciplinary hearing.
 - d. The conduct review officer shall conduct a hearing on the summary suspension as soon as practicable after imposition of the summary suspension. During the summary suspension hearing, the issue before the conduct review officer is whether there is probable cause to believe that the summary suspension should be continued pending the conclusion of disciplinary proceedings and/or whether the summary suspension should be less restrictive in scope.
5.
 - a. The respondent shall be afforded an opportunity to explain why summary suspension should not be continued while disciplinary proceedings are pending or why the summary suspension should be less restrictive in scope.
 - b. If the student fails to appear at the designated hearing time, the conduct review officer may order that the summary suspension remain in place pending the conclusion of the disciplinary proceedings.
 - c. As soon as practicable following the hearing, the conduct review officer shall issue a written decision which shall include a brief explanation for any decision continuing and/or modifying the summary suspension and notice of any right to appeal.
 - d. To the extent permissible under applicable law, the conduct review officer shall provide a copy of the decision to all persons or offices who may be bound or protected by it.

DISCIPLINE PROCEDURES FOR CASES INVOLVING ALLEGATIONS OF SEXUAL MISCONDUCT—SUPPLEMENTAL SEXUAL MISCONDUCT PROCEDURES

7.P.75 WAC 495D-121-460

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

Application of the following procedures is limited to student conduct code proceedings involving allegations of sexual misconduct by a student. In such cases, these procedures shall supplement the student disciplinary procedures in WAC 495-121-310 through -450. In the event of conflict between the sexual misconduct procedures and the student disciplinary procedures, the sexual misconduct procedures shall prevail.

DISCIPLINE PROCEDURES FOR CASES INVOLVING ALLEGATIONS OF SEXUAL MISCONDUCT—SUPPLEMENTAL DEFINITIONS

7.P.77 WAC 495D-121-470

The following supplemental definitions shall apply for purposes of student conduct code proceedings involving allegations of sexual misconduct by a student:

1. A “complainant” is an alleged victim of sexual misconduct, as defined in subsection (2) of this section.
2. “Sexual misconduct has the same meaning as the prohibited conduct set forth under this heading in WAC 495D-121-590 (18).

DISCIPLINE PROCEDURES FOR CASES INVOLVING ALLEGATIONS OF SEXUAL MISCONDUCT—SUPPLEMENTAL COMPLAINT PROCESS

7.P.79 WAC 495D-121-480

The following supplemental procedures shall apply with respect to complaints or other reports of alleged sexual misconduct by a student.

1. The college’s Title IX compliance officer shall investigate complaints or other reports of alleged sexual misconduct by a student. Investigations will be completed in a timely manner and the results of the investigation shall be referred to the student conduct officer for disciplinary action.
2. Informal dispute resolution shall not be used to resolve sexual misconduct complaints without written permission from both the complainant and the respondent. If the parties elect to mediate a dispute, either party shall be free to discontinue mediation at any time. In no event shall mediation be used to resolve complaints involving allegations of sexual violence.
3. College personnel will honor requests to keep sexual misconduct complaints confidential to the extent this can be done without unreasonably risking the health, safety, and welfare of the complainant or other members of the college community or compromising the college’s duty to investigate and process sexual harassment and sexual violence complaints.
4. The student conduct officer, prior to initiating disciplinary action, will make a reasonable effort to contact the complainant to discuss the results of the investigation and possible disciplinary sanctions and/or conditions (if any) that may be imposed upon the respondent if the allegations of sexual misconduct are found to have merit.

5. The student conduct officer, on the same date that a disciplinary decision is served on the respondent, will serve a written notice informing the complainant whether the allegations of sexual misconduct were found to have merit and describing any disciplinary sanctions and/or conditions imposed upon the respondent for the complainant's protection, including disciplinary suspension or dismissal of the respondent. The notice will also inform the complainant of his or her appeal rights. If protective sanctions and/or conditions are imposed, the student conduct officer shall make a reasonable effort to contact the complainant to ensure that prompt notice of the protective disciplinary sanctions and/or conditions.

DISCIPLINE PROCEDURES FOR CASES INVOLVING ALLEGATIONS OF SEXUAL MISCONDUCT—SUPPLEMENTAL APPEAL RIGHTS

7.P.81 WAC 495D-121-490

1. The following actions by the student conduct officer may be appealed by the complainant:
 - a. the dismissal of a sexual misconduct complaint; or
 - b. any disciplinary sanction(s) and conditions imposed against a respondent for a sexual misconduct violation, including a disciplinary warning.
2. A complainant may appeal a disciplinary decision by filing a notice of appeal with the conduct review officer within twenty-one (21) days of service of the notice of the discipline decision provided for in WAC 495-121-340 (5). The notice of appeal may include a written statement setting forth the grounds of appeal. Failure to file a timely notice of appeal constitutes a waiver of this right and the disciplinary decision shall be deemed final.
3. If the respondent timely appeals a decision imposing discipline for a sexual misconduct violation, the college shall notify the complainant of the appeal and provide the complainant an opportunity to intervene as a party to the appeal.
4. Except as otherwise specified in this supplemental procedure, a complainant who timely appeals a disciplinary decision or who intervenes as a party to respondent's appeal of a disciplinary decision shall be afforded the same procedural rights as are afforded the respondent.
5. An appeal by a complainant from the following disciplinary actions involving allegations of sexual misconduct against a student shall be handled as a brief adjudicative proceeding:
 - a. exoneration and dismissal of the proceedings;
 - b. an disciplinary warning;
 - c. a written reprimand;
 - d. disciplinary probation;
 - e. suspensions of ten (10) instructional days or less; and/or
 - f. any conditions or terms imposed in conjunction with one of the foregoing disciplinary actions.
6. An appeal by a complainant from disciplinary action imposing a suspension in excess of ten (10) instructional days or an expulsion shall be reviewed by the student conduct committee.
7. In proceedings before the student conduct committee, respondent and complainant shall have the right to be accompanied by a non-attorney assistant of their choosing during the appeal process. Complainant may choose to be represented at the hearing by an attorney at his or her own expense, but will be deemed to have waived that right unless, at least four (4) business days before the hearing, he or she files a written notice of the attorney's identity and participation with the committee chair, and with copies to the respondent and the student conduct officer.
8. In proceedings before the student conduct committee, complainant and respondent shall not directly question or cross examine one another. All questions shall be directed to the committee chair, who will act as an intermediary and pose questions on the parties' behalf.

9. Student conduct hearings involving sexual misconduct allegations shall be closed to the public, unless respondent and complainant both waive this requirement in writing and request that the hearing be open to the public. Complainant, respondent and their respective non-attorney assistants and/or attorneys may attend portions of the hearing where argument, testimony and/or evidence are presented to the student conduct committee.
10. The chair of the student conduct committee, on the same date as the initial decision is served on the respondent, will serve a written notice upon complainant informing the complainant whether the allegations of sexual misconduct were found to have merit and describing any disciplinary sanctions and/or conditions imposed upon the respondent for the complainant's protection, including suspension or dismissal of the respondent. The notice will also inform the complaint of his or her appeal rights.
11. Complainant may appeal the student conduct committee's initial decision to the president subject to the same procedures and deadlines applicable to other parties.
12. The president, on the same date that the final decision is served upon the respondent, shall serve a written notice informing the complainant of the final decision. This notice shall inform the complainant whether the sexual misconduct allegation was found to have merit and describe any disciplinary sanctions and/or conditions imposed upon the respondent for the complainant's protection, including suspension or dismissal of the respondent.

FREE MOVEMENT ON CAMPUS

7.P.83 WAC 495D-121-500

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

RIGHT TO DEMAND IDENTIFICATION

7.P.85 WAC 495D-121-510

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

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

CIVIL DISTURBANCES

7.P.87 WAC 495D-121-520

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

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

AUTHORITY TO PROHIBIT TRESPASS

7.P.89 WAC 495D-121-530

1. Individuals who are not students or members of the faculty or staff and who violate Lake Washington Institute of Technology's rules, or whose conduct threatens the safety or security of its students, staff, or faculty will be advised of the specific nature of the violation, and if they persist in the violation, they will be requested by the campus president, or his or her designee, to leave the college property. Such a request will be deemed to prohibit the entry of, withdraw the license or privilege to enter onto or remain upon any portion of the college property by the person or group of persons requested to leave, and subject such individuals to arrest under the provisions of chapter 9A.52 RCW.
2. Members of the college community (students, faculty, and staff) who do not comply with these regulations will be reported to the appropriate college office or agency for action in accord with established college policies.
3. When the college revokes the license or privilege of any person to be on college property, temporarily or for a stated period of time, that person may file a request for review of the decision with the vice-president of administrative services or designee within ten (10) days of receipt of the trespass notice. The request must contain the reasons why the individual disagrees with the trespass notice. The trespass notice will remain in effect during the pendency of any review period. The decision of the vice-president of administrative services or designee will be the final decision of the college and should be issued within five (5) business days.

ACADEMIC DISHONESTY AND CLASSROOM/LAB/CLINIC CONDUCT

7.P.91 WAC 495D-121-540

1. Honest assessment of student performance is of crucial importance to all members of the academic community. The college views acts of dishonesty as serious breaches of honor and will deal with them using the following:
 - a. College administration and faculty will provide reasonable and prudent security measures designed to minimize opportunities for acts of academic dishonesty.
 - b. Any student who, for the purpose of fulfilling any assignment or task required by a faculty member as part of the student's program of instruction, shall knowingly tender any work product that the student fraudulently represents to the faculty member as the student's work product, shall be deemed to have committed an act of academic dishonesty. Acts of academic dishonesty are cause for disciplinary action.
 - c. Any student who aids or abets an act of academic dishonesty, as described in B of this subsection, is subject to disciplinary action.
 - d. Faculty may adjust the student's grade on a particular project, paper, test, or class for academic dishonesty. This section shall not be construed as preventing a faculty from taking immediate disciplinary action when he or she must act upon such breach of academic dishonesty to preserve order and prevent disruptive conduct in the classroom.
2. Instructors have the authority to take whatever summary actions necessary to maintain order and proper conduct in the classroom and to maintain the effective cooperation of the class in fulfilling the course objectives.
 - a. Any student who, by any act of misconduct, substantially disrupts a class by engaging in conduct that renders it difficult or impossible to maintain the decorum of the faculty's class is subject to disciplinary action.
 - b. The faculty of each course, or the managing authority of distance learning courses, can take steps as necessary to preserve order and to maintain the effective cooperation of the class in fulfilling the course objectives, given that a student shall have the right to appeal the disciplinary action to the faculty's supervisor.

HAZING PROHIBITED

7.P.93 WAC 495D-121-550

1. The college strictly bans hazing.
2. Hazing: any method of initiation into a student organization or living group or any pastime or amusement engaged in with respect to such an organization or living group that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm, to any student or other person who attends any institution of higher education or post-secondary institution.
3. Penalties:
 - a. Any student organization, association or club that knowingly permits hazing is:
 - i. Liable for harm caused to people or property that result from hazing.
 - ii. Denied recognition by the college as an official organization, association, or club on campus. If the organization, association, or club is a corporation (for profit or non-profit), the college may hold individual directors of the corporation individually liable for damages.
 - b. A person who takes part in hazing another gives up any entitlement to state-funded grants, scholarships, or awards for a period of one (1) year.
 - c. Forfeiture of state-funded grants, scholarships, or awards may include permanent forfeiture, based upon the seriousness of the violations.
 - d. The student conduct code may apply to hazing violations.
 - e. Hazing violations are also misdemeanors punishable under state criminal law according to RCW 9A.20.021.
4. Sanctions for Impermissible Conduct not amounting to Hazing.
 - a. Impermissible conduct associated with initiation into a student organization or club or any pastime or amusement engaged in, with respect to the organization or club, will not be tolerated.
 - b. Impermissible conduct, which does not amount to hazing, may include conduct that causes embarrassment, sleep deprivation or personal humiliation, or may include ridicule or unprotected speech amounting to verbal abuse.
 - c. Impermissible conduct not amounting to hazing is subject to any sanctions available under the student conduct code, depending upon the seriousness of the violation.

AUTHORITY

7.P.95 WAC 495D-121-570

The board of trustees, acting pursuant to RCW 28B.50.140 (14), delegates to the president of the college the authority to administer disciplinary action. Administration of the disciplinary procedures is the responsibility of the vice-president of student affairs or designee. The student conduct officer shall serve as the principal investigator and administrator for alleged violations of this code.

STATEMENT OF STUDENT RIGHTS

7.P.97 WAC 495D-121-580

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

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

1. Academic freedom.
 - a. Students are guaranteed the rights of free inquiry, expression, and assembly upon and within college facilities that are generally open and available to the public.
 - b. Students are free to pursue appropriate educational objectives from among the college's curricula, programs, and services, subject to the limitations of RCW 28B.50.090 (3)(b).
 - c. Students shall be protected from academic evaluation which is arbitrary, prejudiced, or capricious, but are responsible for meeting the standards of academic performance established by each of their instructors.
 - d. Students have the right to a learning environment which is free from unlawful discrimination, inappropriate and disrespectful conduct, and any and all harassment, including sexual harassment.
2. Due process.
 - a. The rights of students to be secure in their persons, quarters, papers, and effects against unreasonable searches and seizures is guaranteed.
 - b. No disciplinary sanction may be imposed on any student without notice to the accused of the nature of the charges.
 - c. A student accused of violating this code of student conduct is entitled, upon request, to procedural due process as set forth in this chapter.

PROHIBITED STUDENT CONDUCT

7.P.99 WAC 495D-121-590

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

1. Academic Dishonesty: Any act of academic dishonesty, including but not limited to cheating, plagiarism, and fabrication.
 - a. Cheating includes any attempt to give or obtain unauthorized assistance relating to the completion of an academic assignment.
 - b. Plagiarism includes taking and using as one's own, without proper attribution, the ideas, writings, or work of another person in completing an academic assignment. Prohibited conduct may also include the unauthorized submission for credit of academic work that has been submitted for credit in another course.
 - c. Fabrication includes falsifying data, information, or citations in completing an academic assignment and also includes providing false or deceptive information to an instructor concerning the completion of an assignment.

2. Other Dishonesty: Any other acts of dishonesty. Such acts include, but are not limited to:
 - a. Forgery, alteration, submission of falsified documents or misuse of any college document, record, or instrument of identification;
 - b. Tampering with an election conducted by or for college students; or
 - c. Furnishing false information, or failing to furnish correct information, in response to the request or requirement of a college officer or employee.
3. Disruptive Activity: Participation in any activity that obstructs or disrupts:
 - a. Any instruction, research, administration, disciplinary proceeding, or other college activity;
 - b. The free flow of pedestrian or vehicular movement on college property or at a college activity;
 - c. Any student's ability to profit from the instructional program; or
 - d. Any activity that is authorized to occur on college property, whether or not actually conducted or sponsored by the college.
4. Assault: Assault, physical abuse, verbal abuse, threat(s), intimidation, harassment, bullying, stalking or other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person or another person's property. For purposes of this paragraph:
 - a. Bullying is physical or verbal abuse, repeated over time, and involving a power imbalance between the aggressor and victim.
 - b. Stalking is intentional and repeated following of another person, which places that person in reasonable fear that the perpetrator intends to injure, intimidate or harass that person. Stalking also includes instances where the perpetrator knows or reasonably should know that the person is frightened, intimidated or harassed, even if the perpetrator lacks such an intent.
5. Imminent Danger: Where the student presents an imminent danger to college property, or to himself or herself, or other students or persons in college facilities on or off campus, or to the education processes of the college.
6. Cyber Misconduct: Cyber-stalking, cyber-bullying or online harassment. Use of electronic communications, including, but not limited to, electronic mail, instant messaging, electronic bulletin boards, and social media sites, to harass, abuse, bully or engage in other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person. Prohibited activities include, but are not limited to, unauthorized monitoring of another's email communications directly or through spyware, sending threatening emails, disrupting electronic communications with spam or by sending a computer virus, sending false messages to third parties using another's email identity, non-consensual recording of sexual activity, and non-consensual distribution of a recording of sexual activity.
7. Property Violation: Attempted or actual damage to, or theft or misuse of, real or personal property or money of:
 - a. The college or state;
 - b. Any student or college officer, employee, or organization;
 - c. Any other person or organization; or
 - d. Possession of such property or money after it has been stolen.
8. Noncompliance: Failure to comply with:
 - a. The direction of a college officer or employee who is acting in the legitimate performance of his or her duties, including failure to properly identify oneself to such a person when requested to do so;
 - b. A college attendance policy as published in the Student Handbook or course syllabus; or
 - c. A college rule or policy as set forth in the Lake Washington Institute of Technology Policies and Procedures Manual which may be found in the library or online.

9. Weapons: Possession, holding, wearing, transporting, storage or presence of any firearm, dagger, sword, knife or other cutting or stabbing instrument, club, martial arts weapons, explosive device, dangerous chemicals, or any other weapon apparently capable of producing bodily harm is prohibited on the college campus, subject to the following exceptions:
 - a. Commissioned law enforcement personnel or legally- authorized military personnel while in performance of their duties; or
 - b. A student with a valid concealed weapons permit may store a firearm in his or her vehicle parked on campus in accordance with RCW 9.41.050, provided the vehicle is locked and the weapon is concealed from view; or
 - c. The president or designee may authorize possession of a weapon on campus upon a showing that the weapon is reasonably related to a legitimate pedagogical purpose. Such permission shall be in advance to bringing weapons to the college, in writing, and shall be subject to such terms or conditions incorporated therein.
10. Hazing: Hazing includes, but is not limited to, any initiation into a student organization or any pastime or amusement engaged in with respect to such an organization that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm, to any student.
11. Tobacco, Electronic Cigarettes, and Related Products: The use of tobacco, electronic cigarettes, and related products in any building owned, leased, or operated by the college or in any location where such use is prohibited, including twenty-five (25) feet from entrances, exits, windows that open, and ventilation intakes of any building owned, leased or operated by the college. "Related products" include, but are not limited to, cigarettes, pipes, bidi, clove cigarettes, waterpipes, hookahs, chewing tobacco, and snuff.
12. Alcohol: Being observably under the influence of any alcoholic beverage, or otherwise using, possessing, selling, or delivering any alcoholic beverage, except as permitted by law and authorized by the college president.
13. Marijuana: The use, possession, delivery, sale, or being visibly under the influence of marijuana or the psychoactive compounds found in marijuana and intended for human consumption, regardless of form. While state law permits the recreational use of marijuana, federal law prohibits such use on college premises or in connection with college activities.
14. Drugs: Being observably under the influence of any legend drug, narcotic drug, or controlled substance as defined in chapters 69.41 and 69.50 RCW, or otherwise using, possessing, delivering, or selling any such drug or substance, except in accordance with a lawful prescription for that student by a licensed health care professional. Being observably under the influence of any lawfully prescribed drug when enrolled in classes that require operation of heavy equipment or other dangerous equipment.
15. Obstruction: Obstruction of the free flow of pedestrian or vehicular movement on college property or at a college activity.
16. Disorderly Conduct: Conduct which is disorderly, lewd, obscene, or a breach of peace on college premises or at college sponsored activities.
17. Discrimination: Discriminatory action which harms or adversely affects any member of the college community because of her/his race; color; national origin; sensory, mental, or physical disability; age (40+); religion; creed; genetic information; sexual orientation; gender identity; veteran's status; or any other legally protected classification.
18. Sexual Misconduct: The term "sexual misconduct" includes sexual harassment, sexual intimidation, and sexual violence.
 - a. Sexual Harassment: The term "sexual harassment" means unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature that is sufficiently serious as to deny or limit, and that does deny or limit, based on sex, the ability of a student to participate in or benefit from the college's educational program or that creates an intimidating, hostile, or offensive environment for other campus community members.
 - b. Sexual Intimidation: The term "sexual intimidation" incorporates the definition of "sexual harassment" and means threatening or emotionally distressing conduct based on sex, including, but not limited to, nonconsensual recording of sexual activity or the distribution of such recording.
 - c. Sexual Violence: The term "sexual violence" incorporates the definition of "sexual harassment" and means a physical sexual act perpetrated without clear, knowing, and voluntary consent, such as committing a sexual act against a person's will, exceeding the scope of consent, or where the person is incapable of giving consent, including rape, sexual assault, sexual battery, sexual coercion, sexual exploitation, or gender- or sex-based stalking. The term further includes acts of dating or domestic violence. A person may be incapable of giving consent by reason of age, threat or intimidation, lack of opportunity to object, disability, drug or alcohol consumption, or other cause.
19. Harassment: Unwelcome and offensive conduct, including verbal, nonverbal, or physical conduct, that is directed at a person because of such person's protected status and that is sufficiently serious as to deny or limit, and that does deny or limit, the ability of a student to participate in or benefit from the college's educational program or that creates an intimidating, hostile, or offensive environment for other campus community members. Protected status includes a person's race; color; national origin; sensory, mental, or physical disability; age (40+); religion; creed; genetic information; sexual orientation; gender identity; veteran's status; or any other legally protected classification. See "Sexual Misconduct" for the definition of "sexual harassment." Harassing conduct may include, but is not limited to, physical conduct, verbal, written, social media and electronic communications.
20. Retaliation: Retaliation against any individual for reporting, providing information, exercising one's rights or responsibilities, or otherwise being involved in the process of responding to, investigating, or addressing allegations or violations of federal, state or local law, or college policies, including, but not limited to, student conduct code provisions prohibiting discrimination and harassment.
21. Misuse of Information Resources: Theft or other misuse of computer time or other electronic information resources of the college. Such misuse includes but is not limited to:
 - a. Unauthorized use of such resources or opening of a file, message, or other item.
 - b. Unauthorized duplication, transfer, or distribution of a computer program, file, message, or other item.
 - c. Unauthorized use or distribution of someone else's password or other identification.
 - d. Use of such time or resources to interfere with someone else's work.
 - e. Use of such time or resources to send, display, or print an obscene or abusive message, text, or image.
 - f. Use of such time or resources to interfere with normal operation of the college's computing system or other electronic information resources.
 - g. Use of such time or resources in violation of applicable copyright or other law.
 - h. Adding to or otherwise altering the infrastructure of the college's electronic information resources without authorization.
 - i. Failure to comply with the college's acceptable use policy.
22. Breach of Campus Safety: Safety violation includes any non-accidental conduct that interferes with or otherwise compromises any college policy, equipment, or procedure relating to the safety and security of the campus community. Breaching campus safety or security, includes but is not limited to:
 - a. Unauthorized access to college facilities; intentionally damaging door locks; unauthorized possession of college keys or access cards; duplicating college keys or access cards; or propping open of exterior doors.
 - b. Tampering with fire safety equipment such as fire extinguishers, smoke detectors, alarm pull stations or emergency exits.

- c. Placement of equipment or vehicles including bicycles so as to obstruct the means of access to/from college buildings.
 - d. Entering or remaining in any closed college facility or entering after the closing time of the college facility without permission of a college official.
 - e. Operation of any motor vehicle on college property in an unsafe manner or in a manner which is reasonably perceived as threatening the health or safety of another person.
23. Abuse of Procedures: Abuse or misuse of any of the procedures relating to student complaints or misconduct, including but not limited to:
- a. Failure to obey a subpoena.
 - b. Falsification or misrepresentation of information.
 - c. Disruption, or interference with the orderly conduct, of a proceeding.
 - d. Interfering with someone else's proper participation in a proceeding.
 - e. Destroying or altering potential evidence, or attempting to intimidate or otherwise improperly pressure a witness or potential witness.
 - f. Attempting to influence the impartiality of, or harassing or intimidating, a student conduct committee member.
 - g. Failure to comply with any disciplinary sanction(s) imposed under this student conduct code.
24. Violation of Laws: Violation of any federal, state, or local law, rule, or regulation or other college rules or policies, including college traffic and parking rules.
25. Ethical Violation: The breach of any generally recognized and published code of ethics or standards of professional practice that governs the conduct of a particular profession for which the student is taking a course or is pursuing as an educational goal or major.

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

DISCIPLINARY SANCTIONS

7.P.101 WAC 495D-121-600

Disciplinary actions include, but are not limited to, the following sanctions that may be imposed upon students according to the procedure outlined in WAC 495D-121-340.

PRIMARY SANCTIONS:

1. Disciplinary Warning: A verbal statement to a student that there is a violation and that continued violation may be cause for further disciplinary action.
2. Written Reprimand: Notice in writing that the student has violated one or more terms of this code of conduct and that continuation of the same or similar behavior may result in more severe disciplinary action.
3. Disciplinary Probation: Formal action placing specific conditions and restrictions upon the student's continued attendance depending upon the seriousness of the violation and which may include a deferred disciplinary sanction. If the student subject to a deferred disciplinary sanction is found in violation of any college rule during the time of disciplinary probation, the deferred disciplinary sanction, which may include, but is not limited to, a suspension or a dismissal from the college, shall take effect immediately without further review. Any such sanction shall be in addition to any sanction or conditions arising from the new violation. Probation may be for a limited period of time or may be for the duration of the student's attendance at the college.
4. Disciplinary Suspension: Dismissal from the college and from the student status for a stated period of time. There will be no refund of tuition or fees for the quarter in which the action is taken. The student is not guaranteed readmission at the end of such period of time, but is guaranteed a review of the case and a decision regarding eligibility for readmission.

5. Dismissal: The revocation of all rights and privileges of membership in the college community and exclusion from the campus and college-owned or controlled facilities without any possibility of return. There will be no refund of tuition or fees for the quarter in which the action is taken.

Disciplinary terms and conditions that may be imposed in conjunction with the imposition of a disciplinary sanction include, but are not limited to, the following:

1. Restitution: Reimbursement for damage to or misappropriation of property, or for injury to persons, or for reasonable costs incurred by the college in pursuing an investigation or disciplinary proceeding. This may take the form of monetary reimbursement, appropriate service, or other compensation.
2. Professional Evaluation: Referral for drug, alcohol, psychological, or medical evaluation by an appropriately certified or licensed professional may be required. The student may choose the professional within the scope of practice and with the professional credentials as defined by the college. The student will sign all necessary releases to allow the college access to any such evaluation. The student's return to college may be conditioned upon compliance with recommendations set forth in such a professional evaluation including but not limited to drug and alcohol education, anger management coursework, or ongoing treatment. If the evaluation indicates that the student is not capable of functioning within the college community, the student will remain suspended until future evaluation recommends that the student is capable of reentering the college and complying with the rules of conduct.
3. Not in Good Standing: A student may be deemed "not in good standing" with the college. If so the student shall be subject to the following restrictions:
 - a. Ineligible to hold an office in any student organization recognized by the college or to hold any elected or appointed office of the college.
 - b. Ineligible to represent the college to anyone outside the college community in any way, including representing the college at any official function, or any forms of intercollegiate competition or representation
4. No Contact Orders and Other Summary Relief: The college may require a student to refrain from any form of contact with another student or college employee. Other forms or relief include, but are not limited to: switching to alternate sections of individual classes or programs, delaying admission to an instructional program, assigned seating during a class, or behavioral contracts.

SECONDARY SANCTIONS

No order of severity is established for secondary sanctions:

1. Community/College Service: A student may be offered an opportunity to complete a specified number of hours of Community/College Service in lieu of other sanctions. The type of Community/College Service must be approved by the hearing officer.
2. Educational Requirements: A provision to complete a specific educational requirement directly related to the violation committed. The provision will be clearly defined. Such educational requirements may include, but are not limited to, completion of an alcohol education workshop, a diversity awareness workshop, an anger management class, essays, or reports.
3. Restrictions: The withdrawal of specified privileges for a definite period of time, but without the additional stipulations contained in the imposition of conduct probation. The restrictions involved will be clearly defined.
4. Loss of Parking Privileges on Campus: Revocation of parking privileges.

LOSS OF ELIGIBILITY, STUDENT ACTIVITY PARTICIPATION

7.P.103 WAC 495D-121-610

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

REFUNDS AND ACCESS

7.P.105 WAC 495D-121-620

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

READMISSION AFTER SUSPENSION

7.P.107 WAC 495D-121-630

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

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

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

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

REESTABLISHMENT OF ACADEMIC STANDING

7.P.109 WAC 495D-121-640

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

CAMPUS SPEAKERS

7.P.111 WAC 495D-121-650

1. Student organizations officially recognized by the college may invite speakers to the campus to address their own membership and other interested students and faculty if:
 - a. Suitable space is available.
 - b. It does not interfere with the college's regularly scheduled programs.

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

1. To ensure an atmosphere of open exchange and to not obscure the college's educational objectives, the president or designee, in a case with strong emotional feeling, may set conditions for conducting the meeting, such as requiring:
 - a. A designated member of the college community as chair, or
 - b. Permission for comments and questions from the floor.
 - c. The president or designee may encourage the appearance of one or more additional speakers at any meeting or at following meetings so people can express other points of view. The president may designate representatives to recommend conditions such as time, manner, and place for conducting particular meetings.

DISTRIBUTION OF INFORMATION

7.P.113 WAC 495D-121-660

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

COMMERCIAL ACTIVITIES

7.P.115 WAC 495D-121-670

1. No one can use college facilities for commercial solicitation, advertising, or promotional activities except when these activities:
 - a. Clearly serve educational objectives including, but not limited to, display of books of interest to the academic community or the display or demonstration of technical or research equipment.
 - b. Are conducted under the sponsorship or at the request of the college or official college organizations if the solicitation does not interfere with or operate to the detriment of the conduct of college affairs or the free flow of vehicular or pedestrian traffic.
2. Students cannot use college facilities, equipment, and supplies for personal commercial gain.
3. For the purpose of this regulation, the term "commercial activities" does not include handbills, leaflets, newspapers, and similarly related materials as regulated in WAC 495D-121-660.

SEPTEMBER 2015

MONDAY	TUESDAY	WEDNESDAY
	1	2
7 <i>Labor Day</i> Labor Day Holiday, No School Buildings Closed	8	9
14 COMPASS Prep Workshop	15	16
21 Academic Advising Day: Talk to Your Advisor	22 <i>Yom Kippur begins at sundown</i> 10:00 AM - LWTech Information Session, W204F	23 <i>Eid al-Adha begins at sundown</i> <i>First Day of Autumn</i>
28 COMPASS Prep Workshop Fall Quarter Begins Welcome Back Booth, East Mall	29 Welcome Back Booth, East Mall 10:00 AM - LWTech Information Session, W204F 11:00 AM - Veteran Benefit Orientation, W213C	30 10:00 am, ASG Day, East Mall

THURSDAY	FRIDAY	SATURDAY / SUNDAY
3	4 10:00 am, Career Choice Workshop, call for location	5
		6
10	11 <i>Patriot Day</i>	12
		13 <i>Rosh Hashanah begins at sundown</i>
17 National Constitution Day	18 10:00 am, Career Choice Workshop, call for location	19
		20
24	25	26
		27



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"No one can make you feel inferior without your consent." – Eleanor Roosevelt

SEPTEMBER						
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OCTOBER						
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August 31

MONDAY

September 1

TUESDAY

September 2

WEDNESDAY

increment – increase. The job offers a 10-percent annual increment in salary.

September 3

THURSDAY

September 4

10:00 am, Career Choice Workshop, call for location

FRIDAY

September 5

SATURDAY

September 6

SUNDAY

agri, agrari (field) – agrarian, agriculture



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SEPTEMBER						
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“There are no gains without pains.” – Benjamin Franklin

September **7** **MONDAY**

Labor Day
Labor Day Holiday, No School
Buildings Closed

September **8** **TUESDAY**

September **9** **WEDNESDAY**

frugality – *thrift. We must live with frugality if we are to get ahead financially.*

September **10** **THURSDAY**

September **11** **FRIDAY**

Patriot Day

September **12** **SATURDAY**

September **13** **SUNDAY**

Rosh Hashanah begins at sundown

phobia (*fear*) – *claustrophobia, acrophobia, xenophobia, agoraphobia, hydrophobia*



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"To tend, unfailingly, unflinchingly, towards a goal, is the secret of success." – Anna Paylova

Calendar grid for September

Calendar grid for October

Monday, September 14. COMPASS Prep Workshop

Tuesday, September 15

Wednesday, September 16

deviate – turn away from, side step. Don't deviate from the truth.

Thursday, September 17. National Constitution Day

Friday, September 18. 10:00 am, Career Choice Workshop, call for location

Saturday, September 19

Sunday, September 20

ortho (straight) – orthopedics, orthodontist, orthodox, orthography, orthogonal



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"Make the most of yourself, for that is all there is of you." - Ralph Waldo Emerson

Calendar grid for September

Calendar grid for October

Monday, September 21. Academic Advising Day: Talk to Your Advisor

Tuesday, September 22. Yom Kippur begins at sundown 10:00 AM - LWTech Information Session, W204F

Wednesday, September 23. Eid al-Adha begins at sundown First Day of Autumn

Thursday, September 24

Friday, September 25

Saturday, September 26

Sunday, September 27



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"If you really want something you can figure out how to make it happen." – Cher

SEPTEMBER						
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OCTOBER						
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September **28** **MONDAY**

COMPASS Prep Workshop
Fall Quarter Begins
Welcome Back Booth, East Mall

September **29** **TUESDAY**

Welcome Back Booth, East Mall
10:00 AM - LWTech Information Session, W204F
11:00 AM - Veteran Benefit Orientation, W213C

September **30** **WEDNESDAY**

10:00 am, ASG Day, East Mall

October **1** **THURSDAY**

1:30 PM - Veteran Benefit Orientation, W213C

October **2** **FRIDAY**

10:00 am, Career Choice Workshop, call for location
Last day 100% tuition refund

October **3** **SATURDAY**

October **4** **SUNDAY**

glut – overstock; fill to excess. The market is glutted with athletic shoes.

ali (another) – alias, alienate, inalienable

OCTOBER 2015

MONDAY	TUESDAY	WEDNESDAY
National Tutoring Recognition Week 5	National Tutoring Recognition Week 10:00 AM - LWTech Information Session, W204F 11:00 AM - Veteran Benefit Orientation, W213C 6	National Tutoring Recognition Week 7:00 PM - Welcome Back BBQ 7
<i>Columbus Day (Observed)</i> COMPASS Prep Workshop 12	<i>Muharram begins at sundown</i> 10:00 AM - LWTech Information Session, W204F 11:00 AM - Veteran Benefit Orientation, W213C 13	WorkPlace 101-Resume Review, W204F 14
19	Last day 50% tuition refund (most classes) 10:00 AM - LWTech Information Session, W204F 11:00 AM - Veteran Benefit Orientation, W213C 20	WorkPlace 101- Cover Letter, W204F 21
COMPASS Prep Workshop 26	10:00 AM - LWTech Information Session, W204F 11:00 AM - Veteran Benefit Orientation, W213C 27	WorkPlace 101-Interview, W204F 28

THURSDAY	FRIDAY	SATURDAY / SUNDAY
1:30 PM - Veteran Benefit Orientation, W213C 1	10:00 am, Career Choice Workshop, call for location Last day 100% tuition refund 2	3
		4
National Tutoring Recognition Week 1:30 PM - Veteran Benefit Orientation, W213C 8	National Tutoring Recognition Week 9	10
		11
1:30 PM - Veteran Benefit Orientation, W213C 15	10:00 am, Career Choice Workshop, call for location 16	17
		18
10:00 am, ASG Advising Information Day, East Mall 10:00 AM - ASG Club Day 1:30 PM - Veteran Benefit Orientation, W213C 22	23	24
		25
Halloween Celebration 1:30 PM - Veteran Benefit Orientation, W213C 29	30	<i>Halloween</i> 31



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OCTOBER						
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NOVEMBER						
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“The price of greatness is responsibility.” – Winston Churchill

October **5** **MONDAY**

National Tutoring Recognition Week

October **6** **TUESDAY**

National Tutoring Recognition Week
10:00 AM - LWTech Information Session, W204F
11:00 AM - Veteran Benefit Orientation, W213C

October **7** **WEDNESDAY**

National Tutoring Recognition Week
7:00 PM - Welcome Back BBQ

desecrate – violate the sanctity of. The robbers desecrated the temple.

October **8** **THURSDAY**

National Tutoring Recognition Week
1:30 PM - Veteran Benefit Orientation, W213C

October **9** **FRIDAY**

National Tutoring Recognition Week

October **10** **SATURDAY**

October **11** **SUNDAY**

matri (mother) – matricide, matron, matriarch, matrimony, matrilineal



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*“The point is not to pay back kindness,
but to pass it on.” – Julia Alvarez*

OCTOBER						
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NOVEMBER						
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October **12** **MONDAY**

Columbus Day (Observed)
COMPASS Prep Workshop

October **13** **TUESDAY**

Muharram begins at sundown
10:00 AM - LWTech Information
Session, W204F
11:00 AM - Veteran Benefit
Orientation, W213C

October **14** **WEDNESDAY**

WorkPlace 101-Resume Review,
W204F

goad – urge on. The boy was goaded by his friends until he gave in to their wishes.

October **15** **THURSDAY**

1:30 PM - Veteran Benefit
Orientation, W213C

October **16** **FRIDAY**

10:00 am, Career Choice
Workshop, call for location

October **17** **SATURDAY**

October **18** **SUNDAY**

mega (large) – megalith, megaphone, megalomania, megalopolis, megahertz



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Calendar grid for October

Calendar grid for November

"I've finally stopped running away from myself. Who else is there better to be?" - Goldie Hawn

Monday, October 19. Lined writing area.

Tuesday, October 20. Lined writing area. Last day 50% tuition refund (most classes) 10:00 AM - LWTech Information Session, W204F 11:00 AM - Veteran Benefit Orientation, W213C

Wednesday, October 21. Lined writing area. WorkPlace 101- Cover Letter, W204F

tureen - deep table dish for holding soup. Her great-grandmother had served soup in the antique tureen.

Thursday, October 22. Lined writing area. 10:00 am, ASG Advising Information Day, East Mall 10:00 AM - ASG Club Day 1:30 PM - Veteran Benefit Orientation, W213C

Friday, October 23. Lined writing area.

Saturday, October 24. Lined writing area.

Sunday, October 25. Lined writing area.

pop (people) - popular, populist, populate, population, popularize, populous



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“We must use time as a tool, not as a crutch.” – John F. Kennedy

OCTOBER						
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NOVEMBER						
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October **26** **MONDAY** COMPASS Prep Workshop

October **27** **TUESDAY** 10:00 AM - LWTech Information Session, W204F
11:00 AM - Veteran Benefit Orientation, W213C

October **28** **WEDNESDAY** WorkPlace 101-Interview, W204F

ornithology – study of birds. John James Audubon was a famous scholar of ornithology.

Halloween Celebration
1:30 PM - Veteran Benefit Orientation, W213C

October **29** **THURSDAY**

October **30** **FRIDAY**

Halloween

October **31** **SATURDAY**

Standard Time returns

November **1** **SUNDAY**

alter (other) – alternator, alteration, alter ego, alternative, altruism, altercation

NOVEMBER 2015

MONDAY	TUESDAY	WEDNESDAY
10:00 am, ASG Advising Information Day, East Mall 2	<i>Election Day</i> Academic Advising Day: Talk to Your Advisor Winter quarter graduation application due 10:00 AM - LWTech Information Session, W204F 11:00 AM - Veteran Benefit Orientation, W213C 3	Veteran's Day Luncheon, E144 4
COMPASS Prep Workshop 9	10:00 AM - LWTech Information Session, W204F 11:00 AM - Veteran Benefit Orientation, W213C 10	<i>Veterans Day</i> Veteran's Day, No School, Buildings Closed 11
16	10:00 AM - LWTech Information Session, W204F 11:00 AM - Veteran Benefit Orientation, W213C 17	18
COMPASS Prep Workshop 23	10:00 AM - LWTech Information Session, W204F 11:00 AM - Veteran Benefit Orientation, W213C 24	Last day to withdraw from fall quarter 25
30		

THURSDAY	FRIDAY	SATURDAY / SUNDAY
		Standard Time returns 1
1:30 PM - Veteran Benefit Orientation, W213C 5	10:00 am, Career Choice Workshop, call for location 6	7
		8
1:30 PM - Veteran Benefit Orientation, W213C 12	13	14
		15
1:30 PM - Veteran Benefit Orientation, W213C 19	10:00 am, Career Choice Workshop, call for location 20	21
		22
<i>Thanksgiving</i> Thanksgiving Holiday, No School, Buildings Closed 26	Thanksgiving Holiday, No School, Buildings Closed 27	28
		29



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“Imagination rules the world.” – Napoleon Bonaparte

NOVEMBER						
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DECEMBER						
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November **2** **MONDAY**

10:00 am, ASG Advising Information Day, East Mall

November **3** **TUESDAY**

Election Day
Academic Advising Day: Talk to Your Advisor
Winter quarter graduation application due
10:00 AM - LWTech Information Session, W204F
11:00 AM - Veteran Benefit Orientation, W213C

November **4** **WEDNESDAY**

Veteran's Day Luncheon, E144

supple – flexible; pliant. The fisherman found a supple tree limb to use as a fishing rod.

November **5** **THURSDAY**

1:30 PM - Veteran Benefit Orientation, W213C

November **6** **FRIDAY**

10:00 am, Career Choice Workshop, call for location

November **7** **SATURDAY**

November **8** **SUNDAY**

vita (life) – vitamin, vitality, vital, revitalize, viable, vitalize



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"A creative man is motivated by the desire to achieve, not by the desire to beat others." - Ayn Rand

NOVEMBER calendar grid

DECEMBER calendar grid

Monday, November 9 - COMPASS Prep Workshop

Tuesday, November 10 - 10:00 AM - LWTech Information Session, W204F; 11:00 AM - Veteran Benefit Orientation, W213C

Wednesday, November 11 - Veterans Day, Veteran's Day, No School, Buildings Closed

Thursday, November 12 - 1:30 PM - Veteran Benefit Orientation, W213C

Friday, November 13

Saturday, November 14

Sunday, November 15

itinerary - plan of a trip. She left her itinerary with us in case we need to contact her.

demo (people) - democracy, demography, undemocratic, democratize



Lake Washington Institute of Technology LIONS

NOVEMBER calendar grid

DECEMBER calendar grid

“Opportunity is missed by most people because it is dressed in overalls and looks like work.” – Thomas Edison

Monday, November 16. Lined writing area with 'MONDAY' on the left.

Tuesday, November 17. Lined writing area with 'TUESDAY' on the left. Includes event text: 10:00 AM - LWTech Information Session, W204F; 11:00 AM - Veteran Benefit Orientation, W213C.

Wednesday, November 18. Lined writing area with 'WEDNESDAY' on the left.

coerce –force. Don't try to coerce me into doing this.

Thursday, November 19. Lined writing area with 'THURSDAY' on the right. Includes event text: 1:30 PM - Veteran Benefit Orientation, W213C.

Friday, November 20. Lined writing area with 'FRIDAY' on the right. Includes event text: 10:00 am, Career Choice Workshop, call for location.

Saturday, November 21. Lined writing area with 'SATURDAY' on the right.

Sunday, November 22. Lined writing area with 'SUNDAY' on the right.

stereo (solid) – stereoscope, stereophonic, stereotype, stereopticon, stereotropism



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“Lots of people want to ride with you in the limo, but what you want is someone who will take the bus with you when the limo breaks down.” – Oprah Winfrey

NOVEMBER						
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DECEMBER						
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November **23** **MONDAY** COMPASS Prep Workshop

November **24** **TUESDAY** 10:00 AM - LWTech Information Session, W204F
11:00 AM - Veteran Benefit Orientation, W213C

November **25** **WEDNESDAY** Last day to withdraw from fall quarter

dissertation – formal essay. For her degree, she wrote a dissertation on learning disabilities.

November **26** **THURSDAY** Thanksgiving Thanksgiving Holiday, No School, Buildings Closed

November **27** **FRIDAY** Thanksgiving Holiday, No School, Buildings Closed

November **28** **SATURDAY**

November **29** **SUNDAY**

amat (love) – amatory, amateur; amorous, amiable, amigo, amour

DECEMBER 2015

MONDAY	TUESDAY	WEDNESDAY
	10:00 AM - LWTech Information Session, W204F 11:00 AM - Veteran Benefit Orientation, W213C 6:00 PM - Medical Assisting Pinning Ceremony, A102 7:30 PM - Cram the Exam Night, Library	7:30 PM - Cram the Exam Night, Library
	10:00 AM - LWTech Information Session, W204F 11:00 AM - Veteran Benefit Orientation, W213C	
COMPASS Prep Workshop	10:00 AM - LWTech Information Session, W204F	
	10:00 AM - LWTech Information Session, W204F	
	10:00 AM - LWTech Information Session, W204F	
	10:00 AM - LWTech Information Session, W204F	
COMPASS Prep Workshop	10:00 AM - LWTech Information Session, W204F	

THURSDAY	FRIDAY	SATURDAY / SUNDAY
1:30 PM - Veteran Benefit Orientation, W213C	10:00 am, Career Choice Workshop, call for location	Hanukkah begins at sundown
Chef City Grill Quarterly Buffet, Chef City Grill 1:30 PM - Veteran Benefit Orientation, W213C 6:00 PM - Nursing Pinning Ceremony, W404	Fall Quarter Ends	
	10:00 am, Career Choice Workshop, call for location	
Christmas Holiday, No School Buildings Closed	Christmas Holiday, No School Buildings Closed	Kwanzaa begins
New Year's Eve Holiday, No School Buildings Closed		



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DECEMBER						
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JANUARY						
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31						

“Be who you are and say what you feel because those who mind don’t matter and those who matter don’t mind.” – Dr. Seuss

November

MONDAY 30

December

TUESDAY 1

10:00 AM - LWTech Information Session, W204F
 11:00 AM - Veteran Benefit Orientation, W213C
 6:00 PM - Medical Assisting Pinning Ceremony, A102
 7:30 PM - Cram the Exam Night, Library

December

WEDNESDAY 2

7:30 PM - Cram the Exam Night, Library

amble – move at an easy pace. He ambled around the town.

December

1:30 PM - Veteran Benefit Orientation, W213C

THURSDAY 3

December

10:00 am, Career Choice Workshop, call for location

FRIDAY 4

December

SATURDAY 5

December

Hanukkah begins at sundown

SUNDAY 6

cognosc, cognit (to learn) – agnostic, incognito, cognition



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DECEMBER						
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JANUARY						
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"One of the secrets to life is to make stepping stones out of stumbling blocks." – Jack Penn

December **7** **MONDAY**

December **8** **TUESDAY**

10:00 AM - LWTech Information Session, W204F
11:00 AM - Veteran Benefit Orientation, W213C

December **9** **WEDNESDAY**

epitome – a representative or example of a type. He is the epitome of a male chauvinist.
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December **10** **THURSDAY**

Chef City Grill Quarterly Buffet, Chef City Grill
1:30 PM - Veteran Benefit Orientation, W213C
6:00 PM - Nursing Pinning Ceremony, W404

December **11** **FRIDAY**

Fall Quarter Ends

December **12** **SATURDAY**

December **13** **SUNDAY**

graph, gram (writing) – epigram, telegram, stenography
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"Truth is the only safe ground to stand upon." - Elizabeth Cady Stanton

Calendar grid for DECEMBER

Calendar grid for JANUARY

Monday, December 14 - COMPASS Prep Workshop

Tuesday, December 15 - 10:00 AM - LWTech Information Session, W204F

Wednesday, December 16

Thursday, December 17

Friday, December 18 - 10:00 am, Career Choice Workshop, call for location

Saturday, December 19

Sunday, December 20

adhere - stick fast. I will adhere to my opinion until I'm proven wrong.

ile (pertaining to, capable of) - civil, ductile, puerile



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“There is no shortage of good days. It is good lives that are hard to come by.” – Annie Dillard

Calendar for DECEMBER with days of the week and dates 1-31.

Calendar for JANUARY with days of the week and dates 1-31.

Monday, December 21. Includes horizontal lines for writing.

Tuesday, December 22. Includes event: First Day of Winter 10:00 AM - LWTech Information Session, W204F.

Wednesday, December 23. Includes event: Mawlid al-Nabi begins at sundown.

ogle – look at with strong interest; stare. It is impolite to ogle at people walking by.

Thursday, December 24. Includes event: Christmas Holiday, No School Buildings Closed.

Friday, December 25. Includes event: Christmas Holiday, No School Buildings Closed.

Saturday, December 26. Includes event: Kwanzaa begins.

Sunday, December 27. Includes event: Mawlid al-Nabi begins at sundown.

ambi (both) – ambidextrous, ambiguous, ambivalent



Lake Washington Institute of Technology LIONS

“Nothing is so embarrassing as watching someone do something that you said couldn’t be done.” – Sam Ewing

DECEMBER calendar grid

JANUARY calendar grid

Monday, December 28: COMPASS Prep Workshop

Tuesday, December 29: 10:00 AM - LWTech Information Session, W204F

Wednesday, December 30

Thursday, December 31: New Year's Eve Holiday, No School Buildings Closed

Friday, January 1: New Year's Day, No School Buildings Closed

Saturday, January 2

Sunday, January 3

infamous – notoriously bad. Jesse James was an infamous outlaw.

ab, abs (from, away from) – abduct, abdicate, absent

JANUARY 2016

MONDAY	TUESDAY	WEDNESDAY
Welcome Back Booth, East Mall Winter Quarter Begins 4	10:00 AM - LWTech Information Session, W204F 11:00 AM - Veteran Benefit Orientation, W213C 5	10:00 AM - ASG Day, East Mall 6
COMPASS Prep Workshop 11	10:00 AM - LWTech Information Session, W204F 11:00 AM - Veteran Benefit Orientation, W213C 12	13
<i>Martin Luther King, Jr. Day (Observed)</i> Martin Luther King Jr. Holiday, No School Buildings Closed 18	10:00 AM - LWTech Information Session, W204F 11:00 AM - Veteran Benefit Orientation, W213C 19	9:30 am Community Resource Fair, East Mall 20
COMPASS Prep Workshop Last day 50% tuition refund (most classes) 25	10:00 AM - LWTech Information Session, W204F 11:00 AM - Veteran Benefit Orientation, W213C 26	27

THURSDAY	FRIDAY	SATURDAY / SUNDAY
	New Year's Day New Year's Day Holiday, No School Buildings Closed 1	2
1:30 PM - Veteran Benefit Orientation, W213C 7	Last day 100% tuition refund 8	3
1:30 PM - Veteran Benefit Orientation, W213C 14	10:00 am, Career Choice Workshop, call for location 15	9
1:30 PM - Veteran Benefit Orientation, W213C 21	22	10
1:30 PM - Veteran Benefit Orientation, W213C 28	29	16
		17
		23
		24
		30
		31



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"I like pressure. If I am not on the edge of failure, I'm not being sufficiently challenged." - Jewel

Calendar for January with days of the week and dates 1-31.

Calendar for February with days of the week and dates 1-29.

Monday, January 4: Welcome Back Booth, East Mall Winter Quarter Begins

Tuesday, January 5: 10:00 AM - LWTech Information Session, W204F; 11:00 AM - Veteran Benefit Orientation, W213C

Wednesday, January 6: 10:00 AM - ASG Day, East Mall

verdigris - a green coating on copper due to weathering. The statue became coated with verdigris.

Thursday, January 7: 1:30 PM - Veteran Benefit Orientation, W213C

Friday, January 8: Last day 100% tuition refund

Saturday, January 9

Sunday, January 10

jur, jurat (to swear) - abjure, perjure, jury



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JANUARY						
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FEBRUARY						
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28	29					

*"I can accept failure. Everyone fails at something.
But I can't accept not trying." – Michael Jordan*

January **11** **MONDAY**

COMPASS Prep Workshop

January **12** **TUESDAY**

10:00 AM - LWTech Information Session, W204F
11:00 AM - Veteran Benefit Orientation, W213C

January **13** **WEDNESDAY**

January **14** **THURSDAY**

1:30 PM - Veteran Benefit Orientation, W213C

January **15** **FRIDAY**

10:00 am, Career Choice Workshop, call for location

January **16** **SATURDAY**

January **17** **SUNDAY**



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"It's lack of faith that makes people afraid of meeting challenges, and I believe in myself." – Muhammad Ali

JANUARY

Calendar grid for January with days of the week and dates.

FEBRUARY

Calendar grid for February with days of the week and dates.

MONDAY

January 18

Martin Luther King, Jr. Day (Observed)
Martin Luther King Jr. Holiday, No School Buildings Closed

TUESDAY

January 19

10:00 AM - LWTech Information Session, W204F
11:00 AM - Veteran Benefit Orientation, W213C

WEDNESDAY

January 20

9:30 am Community Resource Fair, East Mall

antipathy – aversion. Dogs are her greatest antipathy.

1:30 PM - Veteran Benefit Orientation, W213C

January

21

THURSDAY

January

22

FRIDAY

January

23

SATURDAY

January

24

SUNDAY

an (without) – anarchy, anemia, anesthesia



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JANUARY						
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FEBRUARY						
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28	29					

“Mistakes are the portals of discovery.” – James Joyce

January **25** **MONDAY**

COMPASS Prep Workshop
Last day 50% tuition refund (most classes)

January **26** **TUESDAY**

10:00 AM - LWTech Information Session, W204F
11:00 AM - Veteran Benefit Orientation, W213C

January **27** **WEDNESDAY**

ruddy – having a fresh healthy color. The baby’s ruddy skin was a sign of good health.

January **28** **THURSDAY**

1:30 PM - Veteran Benefit Orientation, W213C

January **29** **FRIDAY**

January **30** **SATURDAY**

January **31** **SUNDAY**

morph (shape) – amorphous, morphology, polymorphous

FEBRUARY 2016

MONDAY	TUESDAY	WEDNESDAY
1 <i>Groundhog Day</i> 10:00 AM - LWTech Information Session, W204F 11:00 AM - Veteran Benefit Orientation, W213C	2	10:00 AM - ASG Club Day 3
<i>Chinese New Year</i> 10:00 am, ASG Advising Information Day, East Mall COMPASS Prep Workshop 8	Academic Advising Day: Talk to Your Advisor Spring quarter graduation applications due 10:00 AM - LWTech Information Session, W204F 11:00 AM - Veteran Benefit Orientation, W213C 9	<i>Ash Wednesday</i> 10
<i>Presidents' Day</i> President's Day Holiday, No School Buildings Closed 15	10:00 AM - LWTech Information Session, W204F 11:00 AM - Veteran Benefit Orientation, W213C 16	WorkPlace 101- Resume, W204F 17
<i>Washington's Birthday</i> COMPASS Prep Workshop 22	10:00 AM - LWTech Information Session, W204F 11:00 AM - Veteran Benefit Orientation, W213C 23	WorkPlace 101- Interview, W204F 24
<i>Leap Day</i> 29		

THURSDAY	FRIDAY	SATURDAY / SUNDAY
10:00 am, ASG Advising Information Day, East Mall 1:30 PM - Veteran Benefit Orientation, W213C 4	10:00 am, Career Choice Workshop, call for location 5	6 7
Valentine's Day Celebration 1:30 PM - Veteran Benefit Orientation, W213C 11	<i>Lincoln's Birthday</i> 12	13 <i>Valentine's Day</i> 14
1:30 PM - Veteran Benefit Orientation, W213C 18	10:00 am, Career Choice Workshop, call for location 19	20 21
1:30 PM - Veteran Benefit Orientation, W213C 25	26	TRIO Day 27 28



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*"If you want to make peace with your enemy,
you have to work with your enemy. Then he
becomes your partner." – Nelson Mandela*

FEBRUARY						
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MARCH						
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February **1** **MONDAY**

February **2** **TUESDAY**

Groundhog Day
10:00 AM - LWTech Information
Session, W204F
11:00 AM - Veteran Benefit
Orientation, W213C

February **3** **WEDNESDAY**

10:00 AM - ASG Club Day

maudlin – tearfully sentimental. I am annoyed when a movie turns needlessly maudlin.

February **4** **THURSDAY**

10:00 am, ASG Advising
Information Day, East Mall
1:30 PM - Veteran Benefit
Orientation, W213C

February **5** **FRIDAY**

10:00 am, Career Choice
Workshop, call for location

February **6** **SATURDAY**

February **7** **SUNDAY**

corp (body) – corpulent, corporation, corporeal, corporal, corpse, corpuscle



Lake Washington Institute of Technology LIONS

Calendar for February with days of the week and dates.

Calendar for March with days of the week and dates.

“Courage is the ladder on which all the other virtues mount.” – Clare Boothe Luce

Monday, February 8. Chinese New Year 10:00 am, ASG Advising Information Day, East Mall COMPASS Prep Workshop

Tuesday, February 9. Academic Advising Day: Talk to Your Advisor Spring quarter graduation applications due 10:00 AM - LWTech Information Session, W204F 11:00 AM - Veteran Benefit Orientation, W213C

Wednesday, February 10. Ash Wednesday

vilify – make abusive and slanderous statements. The Nazi propaganda vilified the Jews.

Thursday, February 11. Valentine's Day Celebration 1:30 PM - Veteran Benefit Orientation, W213C

Friday, February 12. Lincoln's Birthday

Saturday, February 13

Sunday, February 14. Valentine's Day

punct (point) – punctuate, punctilious, puncture, punctual, acupuncture, contrapuntal



Lake Washington Institute of Technology LIONS

“Some of the world’s greatest feats were accomplished by people not smart enough to know they were impossible.” – Doug Larson

Calendar grid for February

Calendar grid for March

Monday, February 15. Presidents' Day, President's Day Holiday, No School Buildings Closed.

Tuesday, February 16. 10:00 AM - LWTech Information Session, W204F. 11:00 AM - Veteran Benefit Orientation, W213C.

Wednesday, February 17. WorkPlace 101- Resume, W204F.

Thursday, February 18. 1:30 PM - Veteran Benefit Orientation, W213C.

Friday, February 19. 10:00 am, Career Choice Workshop, call for location.

Saturday, February 20.

Sunday, February 21.

inter – bury. They had plans to inter the body after an autopsy.

arch (ruler, first) – anarchy, archeology, archbishop



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“Never doubt that a small, group of thoughtful, committed citizens can change the world. Indeed, it is the only thing that ever has.” – Margaret Mead

FEBRUARY						
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MARCH						
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February **22** **MONDAY**

Washington's Birthday
COMPASS Prep Workshop

February **23** **TUESDAY**

10:00 AM - LWTech Information Session, W204F
11:00 AM - Veteran Benefit Orientation, W213C

February **24** **WEDNESDAY**

WorkPlace 101- Interview, W204F

tractable – manageable. His new computer made complex graphic design more tractable, so he got more done.

February **25** **THURSDAY**

1:30 PM - Veteran Benefit Orientation, W213C

February **26** **FRIDAY**

February **27** **SATURDAY**

TRIO Day

February **28** **SUNDAY**

endo (within) – endoplasm, endocrine, endogamous, endoskeleton, endothermic

MARCH 2016

MONDAY	TUESDAY	WEDNESDAY
	10:00 AM - LWTech Information Session, W204F 11:00 AM - Veteran Benefit Orientation, W213C 4:00 PM - 7:00 PM - , LWTech Open House, Kirkland Campus	
Last day to withdraw from winter quarter	10:00 AM - LWTech Information Session, W204F 11:00 AM - Veteran Benefit Orientation, W213C 6:00 PM - Medical Assisting Pinning Ceremony, A102 7:30 PM - Cram the Exam Night, Library	7:30 PM - Cram the Exam Night, Library
COMPASS Prep Workshop	10:00 AM - LWTech Information Session, W204F 11:00 AM - Veteran Benefit Orientation, W213C	
Winter Quarter Ends 5:00 PM - PTA Graduate Pinning Ceremony, A102	10:00 AM - LWTech Information Session, W204F 11:00 AM - Veteran Benefit Orientation, W213C	
COMPASS Prep Workshop	10:00 AM - LWTech Information Session, W204F	

THURSDAY	FRIDAY	SATURDAY / SUNDAY
1:30 PM - Veteran Benefit Orientation, W213C	10:00 am, Career Choice Workshop, call for location	
1:30 PM - Veteran Benefit Orientation, W213C		Daylight-Saving Time begins
St. Patrick's Day Chef City Grill Quarterly Buffet, Chef City Grill 1:30 PM - Veteran Benefit Orientation, W213C	10:00 am, Career Choice Workshop, call for location 6:00 PM - Nursing Pinning Ceremony, W404	First Day of Spring Palm Sunday
1:30 PM - Veteran Benefit Orientation, W213C	Good Friday	Easter



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"You can always wish for what you don't have, but always respect what you do have." – Suzanne Vermilyea

MARCH						
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APRIL						
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February

MONDAY **29** *Leap Day*

March

TUESDAY **1**

10:00 AM - LWTech Information Session, W204F
 11:00 AM - Veteran Benefit Orientation, W213C
 4:00 PM - 7:00 PM - , LWTech Open House, Kirkland Campus

March

WEDNESDAY **2**

steadfast – firm; unwavering. The president spoke with steadfast resolve.

March

THURSDAY **3**

1:30 PM - Veteran Benefit Orientation, W213C

March

FRIDAY **4**

10:00 am, Career Choice Workshop, call for location

March

SATURDAY **5**

March

SUNDAY **6**

ver (true) – verify, veracity, veritable, verdict, verisimilitude, aver, cinema verity



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"If there is to be any peace it will come through being, not having." – Henry Miller

MARCH						
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March **7** **MONDAY**

Last day to withdraw from winter quarter

March **8** **TUESDAY**

10:00 AM - LWTech Information Session, W204F
 11:00 AM - Veteran Benefit Orientation, W213C
 6:00 PM - Medical Assisting Pinning Ceremony, A102
 7:30 PM - Cram the Exam Night, Library

March **9** **WEDNESDAY**

7:30 PM - Cram the Exam Night, Library

incite – stir up; provoke. The movie incited a riot.

March **10** **THURSDAY**

1:30 PM - Veteran Benefit Orientation, W213C

March **11** **FRIDAY**

March **12** **SATURDAY**

March **13** **SUNDAY**

Daylight-Saving Time begins

sanguine (blood) – sanguinary, sanguine, consanguinity, sangria



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*“To fulfill a dream, to be allowed to sweat over
lonely labor, to be given a chance to create, is the
meat and potatoes of life.” – Bette Davis*

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March **14** **MONDAY**

COMPASS Prep Workshop

March **15** **TUESDAY**

10:00 AM - LWTech Information Session, W204F
11:00 AM - Veteran Benefit Orientation, W213C

March **16** **WEDNESDAY**

awry – crooked; amiss; wrong. *The surprise party went awry when he learned of their plans.*

March **17** **THURSDAY**

St. Patrick's Day
Chef City Grill Quarterly Buffet,
Chef City Grill
1:30 PM - Veteran Benefit
Orientation, W213C

March **18** **FRIDAY**

10:00 am, Career Choice
Workshop, call for location
6:00 PM - Nursing Pinning
Ceremony, W404

March **19** **SATURDAY**

March **20** **SUNDAY**

First Day of Spring
Palm Sunday

anim (mind, soul) – animadvert, unanimous, magnanimity



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“There is no man living who isn’t capable of doing more than he thinks he can do.” – Henry Ford

March **21** **MONDAY**

Winter Quarter Ends
5:00 PM - PTA Graduate Pinning Ceremony, A102

March **22** **TUESDAY**

10:00 AM - LWTech Information Session, W204F
11:00 AM - Veteran Benefit Orientation, W213C

March **23** **WEDNESDAY**

March **24** **THURSDAY**

1:30 PM - Veteran Benefit Orientation, W213C

March **25** **FRIDAY**

Good Friday

March **26** **SATURDAY**

March **27** **SUNDAY**

Easter



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"You really can change the world if you care enough." - Marian Wright Edelman

MARCH calendar grid

APRIL calendar grid

Monday, March 28: COMPASS Prep Workshop

Tuesday, March 29: 10:00 AM - LWTech Information Session, W204F

Wednesday, March 30

Thursday, March 31

Friday, April 1: April Fools' Day 10:00 am, Career Choice Workshop, call for location

Saturday, April 2

Sunday, April 3

fortitude - courage. It took a lot of fortitude to confess to cheating on the exam.

cord (heart) - accord, cordial, discord

APRIL 2016

MONDAY	TUESDAY	WEDNESDAY
Spring Quarter Begins Welcome Back Booth, East Mall 10:00 AM - ASG Day, East Mall	10:00 AM - LWTech Information Session, W204F 11:00 AM - Veteran Benefit Orientation, W213C	
COMPASS Prep Workshop	10:00 AM - LWTech Information Session, W204F 11:00 AM - Veteran Benefit Orientation, W213C	
	10:00 AM - LWTech Information Session, W204F 11:00 AM - Veteran Benefit Orientation, W213C	
COMPASS Prep Workshop Last day 50% tuition refund (most classes)	10:00 AM - LWTech Information Session, W204F 11:00 AM - Veteran Benefit Orientation, W213C	

THURSDAY	FRIDAY	SATURDAY / SUNDAY
	April Fools' Day 10:00 am, Career Choice Workshop, call for location	
1:30 PM - Veteran Benefit Orientation, W213C	Last day 100% tuition refund	
1:30 PM - Veteran Benefit Orientation, W213C	10:00 am, Career Choice Workshop, call for location	
1:30 PM - Veteran Benefit Orientation, W213C	Earth Day Passover begins at sundown 9:00 AM - Spring Plant Sale, Horticulture Complex	9:00 AM - Spring Plant Sale, Horticulture Complex
1:30 PM - Veteran Benefit Orientation, W213C	9:00 AM - Spring Plant Sale, Horticulture Complex	9:00 AM - Spring Plant Sale, Horticulture Complex



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“Action is the antidote to despair.” – Joan Baez

April **4** **MONDAY**

Spring Quarter Begins
Welcome Back Booth, East Mall
10:00 AM - ASG Day, East Mall

April **5** **TUESDAY**

10:00 AM - LWTech Information Session, W204F
11:00 AM - Veteran Benefit Orientation, W213C

April **6** **WEDNESDAY**

April **7** **THURSDAY**

1:30 PM - Veteran Benefit Orientation, W213C

April **8** **FRIDAY**

Last day 100% tuition refund

April **9** **SATURDAY**

April **10** **SUNDAY**

extraneous – not essential. Putting in hardwood flooring was an extraneous expense.

dox (opinion) – orthodox, heterodox, doxology, indoctrinate, paradox



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"The time is always right to do what is right." – Martin Luther King, Jr.

APRIL						
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April **11** **MONDAY**

COMPASS Prep Workshop

April **12** **TUESDAY**

10:00 AM - LWTech Information Session, W204F
11:00 AM - Veteran Benefit Orientation, W213C

April **13** **WEDNESDAY**

defunct – no longer in existence. The Whig Party is now defunct in the United States.

April **14** **THURSDAY**

1:30 PM - Veteran Benefit Orientation, W213C

April **15** **FRIDAY**

10:00 am, Career Choice Workshop, call for location

April **16** **SATURDAY**

April **17** **SUNDAY**

ism (doctrine) – Marxism, capitalism, Imagism, Cubism, nihilism, pluralism



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*"Where there is great love there are
always miracles." – Willa Cather*

APRIL						
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April **18** **MONDAY**

April **19** **TUESDAY**

10:00 AM - LWTech Information Session, W204F
11:00 AM - Veteran Benefit Orientation, W213C

April **20** **WEDNESDAY**

levity – lightness. The boy's levity towards the serious situation was bothersome.

April **21** **THURSDAY**

1:30 PM - Veteran Benefit Orientation, W213C

April **22** **FRIDAY**

Earth Day
Passover begins at sundown
9:00 AM - Spring Plant Sale, Horticulture Complex

April **23** **SATURDAY**

9:00 AM - Spring Plant Sale, Horticulture Complex

April **24** **SUNDAY**

annu (year) – annuity, biennial, perennial



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"It's kind of fun to do the impossible." – Walt Disney

APRIL						
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MAY						
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April **25** **MONDAY**

COMPASS Prep Workshop
Last day 50% tuition refund (most classes)

April **26** **TUESDAY**

10:00 AM - LWTech Information Session, W204F
11:00 AM - Veteran Benefit Orientation, W213C

April **27** **WEDNESDAY**

April **28** **THURSDAY**

1:30 PM - Veteran Benefit Orientation, W213C

April **29** **FRIDAY**

9:00 AM - Spring Plant Sale, Horticulture Complex

April **30** **SATURDAY**

9:00 AM - Spring Plant Sale, Horticulture Complex

May **1** **SUNDAY**

ostracize – exclude. Virginia did not want to ostracize her new neighbors, so she invited them to her party.

ity (state of being) – annuity, credulity, sagacity

MAY 2016

MONDAY	TUESDAY	WEDNESDAY
2	10:00 AM - LWTech Information Session, W204F 11:00 AM - Veteran Benefit Orientation, W213C	3
		10:00 AM - ASG Club Day 4
10:00 am, ASG Advising Information Day, East Mall COMPASS Prep Workshop 9	Academic Advising Day: Talk to Your Advisor Summer quarter graduation applications due 10:00 AM - LWTech Information Session, W204F 11:00 AM - Veteran Benefit Orientation, W213C 10	11
16	10:00 AM - LWTech Information Session, W204F 11:00 AM - Veteran Benefit Orientation, W213C	WorkPlace 101- TBD, W204F 18
COMPASS Prep Workshop 23	10:00 AM - LWTech Information Session, W204F 11:00 AM - Veteran Benefit Orientation, W213C 24	WorkPlace 101- TBD, W204F 25
<i>Memorial Day (Observed)</i> Memorial Day Holiday, No School Buildings Closed 30	10:00 AM - LWTech Information Session, W204F 11:00 AM - Veteran Benefit Orientation, W213C 31	

THURSDAY	FRIDAY	SATURDAY / SUNDAY
		1
<i>Cinco de Mayo</i> 10:00 am, ASG Advising Information Day, East Mall 1:30 PM - Veteran Benefit Orientation, W213C 5	10:00 am, Career Choice Workshop, call for location 6	7
	<i>Mother's Day</i> 8	
1:30 PM - Veteran Benefit Orientation, W213C 12	13	14
		15
1:30 PM - Veteran Benefit Orientation, W213C 19	10:00 am, Career Choice Workshop, call for location 20	21
		22
1:30 PM - Veteran Benefit Orientation, W213C 26	27	28
		29



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Calendar for May with days of the week and dates 1-31.

Calendar for June with days of the week and dates 1-30.

"No man fails if he does his best." – Orison Swett Marden

Monday, May 2. Includes vertical text 'MONDAY' and horizontal lines for notes.

Tuesday, May 3. Includes vertical text 'TUESDAY', date '3', and event details: '10:00 AM - LWTech Information Session, W204F' and '11:00 AM - Veteran Benefit Orientation, W213C'.

Wednesday, May 4. Includes vertical text 'WEDNESDAY', date '4', and event detail: '10:00 AM - ASG Club Day'.

obsolete – outdated. The computer he purchased last year is already obsolete.

Thursday, May 5. Includes vertical text 'THURSDAY', date '5', and event details: 'Cinco de Mayo 10:00 am, ASG Advising Information Day, East Mall' and '1:30 PM - Veteran Benefit Orientation, W213C'.

Friday, May 6. Includes vertical text 'FRIDAY', date '6', and event detail: '10:00 am, Career Choice Workshop, call for location'.

Saturday, May 7. Includes vertical text 'SATURDAY', date '7', and horizontal lines for notes.

Sunday, May 8. Includes vertical text 'SUNDAY', date '8', and event detail: 'Mother's Day'.

viv (life) – vivid, vivisection, vivacious, convivial, bon vivant, viva, revive



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MAY						
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JUNE						
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"The formula for success is simple: practice and concentration then more practice and more concentration." – Babe Didrikson

May **9** **MONDAY**

10:00 am, ASG Advising Information Day, East Mall
COMPASS Prep Workshop

May **10** **TUESDAY**

Academic Advising Day: Talk to Your Advisor
Summer quarter graduation applications due
10:00 AM - LWTech Information Session, W204F
11:00 AM - Veteran Benefit Orientation, W213C

May **11** **WEDNESDAY**

May **12** **THURSDAY**

1:30 PM - Veteran Benefit Orientation, W213C

May **13** **FRIDAY**

May **14** **SATURDAY**

May **15** **SUNDAY**

disgruntle – make discontent. The passengers were disgruntled by the delay of the flight.

acr (sharp) – acrimonious, acerbity, acidulate



Lake Washington Institute of Technology LIONS

Calendar for May with days of the week and dates 1-31.

Calendar for June with days of the week and dates 1-30.

"A ship in harbor is safe, but that is not what ships are built for." - William Shedd

Monday, May 16. Includes vertical text 'MONDAY' and horizontal lines for notes.

Tuesday, May 17. Includes vertical text 'TUESDAY', date '17', and event details: '10:00 AM - LWTech Information Session, W204F' and '11:00 AM - Veteran Benefit Orientation, W213C'.

Wednesday, May 18. Includes vertical text 'WEDNESDAY', date '18', and event detail: 'WorkPlace 101- TBD, W204F'.

implicit - understood without being stated. It is implicit that she be at the airport on time.

Thursday, May 19. Includes vertical text 'THURSDAY', date '19', and event detail: '1:30 PM - Veteran Benefit Orientation, W213C'.

Friday, May 20. Includes vertical text 'FRIDAY', date '20', and event detail: '10:00 am, Career Choice Workshop, call for location'.

Saturday, May 21. Includes vertical text 'SATURDAY', date '21', and no event details.

Sunday, May 22. Includes vertical text 'SUNDAY', date '22', and no event details.

vest (clothes, endow) - vestry, vestment, vestibule, vest, investiture, divest



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Calendar grid for the month of May

Calendar grid for the month of June

"You cannot achieve a new goal by applying the same level of thinking that got you where you are today." - Albert Einstein

Monday, May 23 - COMPASS Prep Workshop

Tuesday, May 24 - 10:00 AM - LWTech Information Session, W204F; 11:00 AM - Veteran Benefit Orientation, W213C

Wednesday, May 25 - WorkPlace 101- TBD, W204F

urbane - suave; refined; elegant. The Count was urbane and sophisticated in his dress.

Thursday, May 26 - 1:30 PM - Veteran Benefit Orientation, W213C

Friday, May 27

Saturday, May 28

Sunday, May 29

bene (good) - benefit, benevolent, beneficial, benediction, benefactor, benign

JUNE 2016

MONDAY	TUESDAY	WEDNESDAY
		Last day to withdraw spring quarter Springfest! Celebrate Spring! WorkPlace 101- TBD, W204F 1
Ramadan begins at sundown 6	10:00 AM - LWTech Information Session, W204F 7 11:00 AM - Veteran Benefit Orientation, W213C 6:00 PM - Medical Assisting Pinning Ceremony, A102 7:30 PM - Cram the Exam Night, Library	7:30 PM - Cram the Exam Night, Library 8
COMPASS Prep Workshop 13	Flag Day 10:00 AM - LWTech Information Session, W204F 14 11:00 AM - Veteran Benefit Orientation, W213C 6:00 PM - Nursing Pinning Ceremony, W404	Spring Quarter Ends 15
First Day of Summer 20	10:00 AM - LWTech Information Session, W204F 21	22
27	10:00 AM - LWTech Information Session, W204F 28	29

THURSDAY	FRIDAY	SATURDAY / SUNDAY
1:30 PM - Veteran Benefit Orientation, W213C 2	10:00 am, Career Choice Workshop, call for location 3	4
		5
Chef City Grill Quarterly Buffet, Chef City Grill 1:30 PM - Veteran Benefit Orientation, W213C 9	10	11
		12
1:30 PM - Veteran Benefit Orientation, W213C 16 6:00 PM - High School Technical Academy Graduation, W404	10:00 am, Career Choice Workshop, call for location 17 2:00 PM - Commencement	18
		Father's Day 19
23	24	25
		26
30		



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"Laziness may appear attractive, but work gives satisfaction." – Anne Frank

JUNE						
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JULY						
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May **30** **MONDAY**

Memorial Day (Observed)
Memorial Day Holiday, No School
Buildings Closed

May **31** **TUESDAY**

10:00 AM - LWTech Information
Session, W204F
11:00 AM - Veteran Benefit
Orientation, W213C

June **1** **WEDNESDAY**

Last day to withdraw spring quarter
Springfest! Celebrate Spring!
WorkPlace 101- TBD, W204F

June **2** **THURSDAY**

1:30 PM - Veteran Benefit
Orientation, W213C

June **3** **FRIDAY**

10:00 am, Career Choice
Workshop, call for location

June **4** **SATURDAY**

June **5** **SUNDAY**



Lake Washington Institute of Technology LIONS

Calendar for June with days of the week and dates.

Calendar for July with days of the week and dates.

“The world is round and the place which may seem like the end may also be only the beginning.” – Ivy Baker Priest

Monday, June 6. Ramadan begins at sundown.

Tuesday, June 7. 10:00 AM - LWTech Information Session, W204F. 11:00 AM - Veteran Benefit Orientation, W213C. 6:00 PM - Medical Assisting Pinning Ceremony, A102. 7:30 PM - Cram the Exam Night, Library.

Wednesday, June 8. 7:30 PM - Cram the Exam Night, Library.

histrionic – overly dramatic. The actor’s histrionic performance made his character seem foolish.

Thursday, June 9. Chef City Grill Quarterly Buffet, Chef City Grill. 1:30 PM - Veteran Benefit Orientation, W213C.

Friday, June 10.

Saturday, June 11.

Sunday, June 12.

ag, act (to do) – act, agent, retroactive



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“Without discipline, there is no life at all.” – Katharine Hepburn

JUNE						
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JULY						
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31						

June **13** **MONDAY** COMPASS Prep Workshop

June **14** **TUESDAY** *Flag Day*
10:00 AM - LWTech Information Session, W204F
11:00 AM - Veteran Benefit Orientation, W213C
6:00 PM - Nursing Pinning Ceremony, W404

June **15** **WEDNESDAY** Spring Quarter Ends

culmination – end or final result. His inauguration as president marked the culmination of his campaign days.

June **16** **THURSDAY**
1:30 PM - Veteran Benefit Orientation, W213C
6:00 PM - High School Technical Academy Graduation, W404

June **17** **FRIDAY**
10:00 am, Career Choice Workshop, call for location
2:00 PM - Commencement

June **18** **SATURDAY**

June **19** **SUNDAY** *Father's Day*

dorm (sleep) – dormitory, dormant, dormer, dormancy



Lake Washington Institute of Technology LIONS

“Attempt the impossible in order to improve your work.” – Bette Davis

Calendar for June with days of the week and dates.

Calendar for July with days of the week and dates.

Monday, June 20 - First Day of Summer. Includes writing lines.

Tuesday, June 21 - 10:00 AM - LWTech Information Session, W204F. Includes writing lines.

Wednesday, June 22. Includes writing lines.

winsome – charming. She was elected homecoming queen because of her winsome attitude.

Thursday, June 23. Includes writing lines.

Friday, June 24. Includes writing lines.

Saturday, June 25. Includes writing lines.

Sunday, June 26. Includes writing lines.

pater (father) – paternalistic, patronize, paternity, patriarch, expatriate, paterfamilias



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“Adventure is worthwhile in itself.” – Amelia Earhart

JUNE						
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JULY						
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June **27** **MONDAY**

June **28** **TUESDAY**

10:00 AM - LWTech Information Session, W204F

June **29** **WEDNESDAY**

opulence – wealth. Visitors from other countries are often amazed at the opulence in this country.

June **30** **THURSDAY**

July **1** **FRIDAY**

Laylat al-Qadr begins at sundown

July **2** **SATURDAY**

July **3** **SUNDAY**

nov (new) – novel, nova, novice, novitiate, Nova Scotia, innovation, renovate

JULY 2016

MONDAY	TUESDAY	WEDNESDAY
Eid al-Fitr begins at sundown Independence Day		
4	5	6
11	12	13
18	19	20
25	26	27

THURSDAY	FRIDAY	SATURDAY / SUNDAY
	Laylat al-Qadr begins at sundown	1
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AUGUST 2016

MONDAY	TUESDAY	WEDNESDAY
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15	16	17
22	23	24
29	30	31

THURSDAY	FRIDAY	SATURDAY / SUNDAY
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