CAMPUS BUILDING GUIDE
3000 NE Fourth Street, Renton, WA 98056 | 425-235-2352

A – MCCORMICK
Property Maintenance
Roofers Apprenticeship
Welding

B – ALLIED HEALTH
Dean, Allied Health
Associate Dean, Allied Health
Director, Nursing
Anesthesia Technician
Central Service Technician
Dental Assistant
Massage Therapy Practitioner
Medical Assistant
Pharmacy Technician
Phlebotomy
Registered Nurse
Surgical Technologist
Veterinary Assistant

C – TECHNOLOGY RESOURCE CENTER
Director, Communications & Marketing
Director, Foundation
Director, Library
Boeing Classroom
Communications & Marketing
Foundation
Harry Blencoe Auditorium
Learning Resource Center
Library
McLendon Hardware Conference Room
Renton Rotary Suite
Shannon Parker Media Lab

D – BASIC STUDIES CENTER
Dean, Basic Studies
Associate Dean, Basic Studies
Adult Basic Education (ABE)
English as a Second Language (ESL)
General Educational Development (GED)

E – HOUSER
Major Appliance and Refrigeration Technology
Plasterers Apprenticeship

F – ANDERSON
Executive Dean, Workforce, Trades & Economic Development
Director, Construction Center of Excellence
Construction Center of Excellence
Computer Numerical Control
Construction Management

G – ELECTRICAL MECHANICAL

H – BUSINESS TECHNOLOGY
Dean, Business Technology, Education & Human Services
Accounting
Administrative Office Management
Certified Office Professional
Computer Applications
Conference Center
Instructor Resource Room
Legal Secretary/Legal Assistant
Medical Office Programs
Nursing Assistant
Nursing Lab
Registered Nurse
Workforce Development
Workforce Education Manager

I – ROBERTS CAMPUS CENTER
Dean, Culinary Arts
Dean, Student Success
Director, Enrollment Services
Director, Financial Aid
Administration
Bakery
Bookstore
C.A.F.E
Cafeteria
Cashiering
Catering
Culinaire Express
Culinaire Room
Culinary Arts
Enrollment Services/Registration
Financial Aid
Mailroom/Print Shop
Professional Baking
Student Success Center

J – DE MOSS
Executive Director, Institutional Planning & Effectiveness
Director, Financial Services
Director, Grant Development
Director, Human Resources
Director, Information Technology
Director, Student Programs & Engagement
Access Services

K – GRECO
Dean, Automotive, Technology, & Distance Education (K3)
Manager, Custodial (K1)
Aerospace Tool Maker (K3)
Auto Parts Store (K3)
Autobody Repair & Refinishing (K1)
Automotive/Ford ASSET (K2)
Automotive Quad Classrooms (K3)
Automotive Service Technician/ITEC (K4)
Automotive Technology (K2, K4)

L – ODEM
Carpenters Apprenticeship
Heat and Frost Insulators and Asbestos
Workers Apprenticeship

M – RENTON PUBLIC HEALTH CENTER

N – FACILITIES AND SECURITY
Director, Campus Safety & Security
Director, Plant Operations
Campus Security
Early Childhood Careers
Facilities

PARKING AREAS
Staff: P1, P5, P6, P8, P13
Student: P2, P3, P4, P9, P10
Visitor & Staff: P7, P11, P12

CONTACT
3000 NE Fourth Street
Renton, WA 98056-4123
425-235-2352
www.RTC.edu
PHONE NUMBERS

Access Services................................................................. 425-235-5840
Bookstore............................................................................... 425-235-2323
Campus Security: Dial 911 to report an emergency. Then, call. 425-235-7871
Student Success Center (Entry Services/Advising)............. 425-235-5840
Enrollment Services................................................................. 425-235-5532
Financial Aid........................................................................ 425-235-5841
Foundation........................................................................... 425-235-2415
International Student Services........................................... 425-235-5840
Library.................................................................................. 425-235-2331
Running Start/Tech Prep......................................................... 425-235-5840
Testing Services................................................................. 425-235-2352, ext. 5704
Veterans Services................................................................. 425-235-5840
Workforce Programs............................................................... 425-235-5804

DEPARTMENTS

Allied Health................................................................. 425-235-2470
Automotive Technology/Distance Learning.................. 425-235-2352, ext. 5501
Basic Studies................................................................. 425-235-2391
Business Technology.................................................. 425-235-2352, ext. 5500
Construction................................................................. 425-235-2352, ext. 5751
Culinary Arts................................................................. 425-235-2352, ext 5754
General Education.............................................................. 425-235-2352, ext. 5500
Trades and Industry and Apprenticeship............425-235-2352, ext. 5751

ADMINISTRATORS

President................................................................. 425.235.2426
Vice President, Administration/Finance.................. 425.235.5846
Vice President, Instruction.................................................. 425.235.2369
Vice President, Student Services.............................. 425.235.2463
WELCOME TO RENTON TECHNICAL COLLEGE

For over 70 years, Renton Technical College has been proud to serve the community by providing relevant, quality training and education, giving our students the opportunity to develop the necessary skills to compete in the job market. Our career training programs are designed to replicate the work environment, giving our students the opportunity to train on equipment that is used in the workplace. Whether you intend to be a welder, surgical technologist or computer network technician, your experience at RTC will be hands-on and relevant. When you successfully complete your program at RTC, you'll be ready to seek employment in your chosen field.

Students are at the center of all we do at Renton Technical College. They enjoy our caring environment, small class sizes and the individualized attention they receive. In fact, the majority of our students tell us they come to RTC because a relative or friend had a positive experience here. A high percentage of our students find employment when they leave our campus.

Thank you for choosing RTC as your college. We look forward to partnering with you to reach your personal and professional goals. Please hold on to this handbook as it will provide you with useful information about your school.

PUBLICATION DISCLAIMER
The Student Handbook is published for information purposes only. Although every effort is made to ensure accuracy at the time of publication, this student handbook shall not be construed to be an irrevocable contract between the student and Renton Technical College. The College reserves the right to make any changes in the content and provisions of the Student Handbook without notice.

NON-DISCRIMINATION STATEMENT
Renton Technical College is committed to non-discrimination in all of its educational and employment activities, and to provide equal access to each of its educational programs and activities, and employment opportunities. This policy shall apply to all students and applicants for admission, as well as all employees and applicants for employment, without regard to race; color; creed; religion; national origin; sex; sexual orientation; marital status; age; the presence of any sensory, mental or physical disability; or whether a Vietnam-era or disabled veteran. Questions regarding the college affirmative action policies, harassment or discrimination should be directed to Director of Human Resource 425-235-7873. Accommodations for both physical and learning disabilities should be directed to Access Services at 425-235-5840.
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ABOUT RENTON TECHNICAL COLLEGE

Renton Technical College is accredited by the Northwest Commission on Colleges and Universities and is listed in the Accredited Institutes of Higher Education.

OUR MISSION
Renton Technical College prepares a diverse student population for work, fulfilling the employment needs of individuals, business and industry.

OUR VISION
Renton Technical College will be the premier technical college in Washington State offering certificates and associate and baccalaureate technical degrees.

RTC VALUES
Renton Technical College is committed to the following values as we fulfill the mission and move towards our vision:

Student-focused: their success is our success
Quality: without compromise
Integrity: to say and do what is right
Teamwork: together, we all accomplish more
Respect: for people and feelings, ideas and resources
Service: to our customers and our community
RTC LEARNING OUTCOMES

RESPONSIBILITY
• Display honest and ethical behavior in all actions.
• Demonstrate accountability for performance.
• Apply effective work habits and attitudes.
• Articulate a plan for career pathways.

COLLABORATION
• Participate effectively within groups.
• Demonstrate the value of diversity and the necessity for equity.
• Use effective communication skills that encourage all members of the team.
• Demonstrate ability to work effectively with diverse populations.

PERFORMANCE
• Demonstrate content specific skills.
• Perform competencies to program-specific, or certification standards.
• Demonstrate skills, knowledge, and abilities for matriculation or employment.

PROBLEM SOLVING
• Use multiple resources to find pertinent information.
• Organize information into a usable format.
• Apply decision-making strategies to come to reasonable solutions.

COMMUNICATION
• Demonstrate clearly understood purpose.
• Analyze audience appropriately and recognize diverse needs.
• Deliver information effectively.
• Interpret feedback accurately.
DIVERSITY STATEMENT

Renton Technical College seeks to create a healthy, positive, respectful environment where the many voices of our students, faculty, and staff are heard and valued. The RTC community will accomplish this through awareness and the ongoing development of the knowledge and skills necessary to learn, work, and thrive in a diverse community.

ACCREDITATION

Renton Technical College is accredited by the Northwest Association of Schools and Colleges and by the Washington State Board for Community and Technical Colleges.

CAMPUS SECURITY DEPARTMENT

The Campus Security Department at Renton Technical College provides full-service, seven days a week, safety and security services to the campus community. The Campus Security Department is located on the main campus of Renton Technical College in the Learning Resource Center, N-103, main office telephone number 425.231.7871.

The Campus Security Department works closely with the Renton Police and Fire Department and other local emergency service agencies. The Campus Security Department acts as the first responder for all incidents on campus, provides general patrol of campus facilities and property, manages both traffic safety and parking management for the college, coordinates emergency preparedness planning and provides crime prevention programming. The department responds to all reports of fire and/or medical aid working in support of the Renton Fire Department.

The Campus Security Department also provides community members with assistance when they are locked out of their vehicles, need a jumpstart because of a dead battery and escorts to and from your classes for community members.

### About Renton Technical College

Miscellaneous Notes:

Includes incidents reported to College authorities and to the local law enforcement (Renton Police Department). A change to federal law requires that the incident count for certain crimes be reported by geographic category beginning in 1999. Counts for other classifications not required by federal law include only incidents on College facilities unless otherwise designated.

**ONC: On-Campus.** This category includes incidents that occurred on the main campus of the College.

**OCC: Off-Campus Contiguous.** This category includes incidents that occurred on property immediately adjacent to and accessible from campus.

**NON: Non-Campus Facilities.** This category includes incidents that occurred on property other than the main campus, was owned or controlled by the College and used in support of our educational purposes.

### Renton Technical College Campus Crime Statistics

<table>
<thead>
<tr>
<th></th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ONC</td>
<td>OCC</td>
<td>NON</td>
</tr>
<tr>
<td>Murder/Non-Negligent</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Manslaughter</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>3</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Burglary (Total)**

- **Forcible Burglary**: 0 0 0 0 0 0 0 0 0
- **Non-Forcible Burglary**: 1 0 0 0 0 1 0 0 0
- **Attempted Burglary**: 0 0 0 0 0 0 0 0 0

**Sex Offenses, Forcible (Total)**

- **Forcible Rape**: 0 0 0 0 0 0 0 0 0
- **Forcible Sodomy**: 0 0 0 0 0 0 0 0 0
- **Sexual Assault w/object**: 0 0 0 0 0 0 0 0 0
- **Forcible Fondling**: 0 0 0 0 0 0 0 0 0

**Sex Offenses, Non-Forcible (Total)**

- **Incest**: 0 0 0 0 0 0 0 0 0
- **Statutory Rape**: 0 0 0 0 0 0 0 0 0

**Statistics not required by law**

- **Minor Assualt**: 0 0 0 1 0 0 1 0 0
- **Larceny/Theft**: 0 0 0 8 0 0 14 0 0
- **Vandalism**: 0 0 0 2 0 0 10 0 0

**Violence Against Women (VAWA) Offenses**

- **Domestic Violence**: 0
- **Dating Violence**: 0
- **Stalking**: 0

**Violations of Weapons, Drug, and Liquor Laws - Arrests and Disciplinary Referrals**

<table>
<thead>
<tr>
<th>Weapons</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Arrests</td>
<td>Referrals</td>
<td>Arrests</td>
</tr>
<tr>
<td>Weapons</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drugs</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Alcohol</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
STUDENT SERVICES AND CAMPUS RESOURCES

ADVISING & ENTRY SERVICES

Academic, Admissions and Career Counseling are provided in the Student Success Center Office, which is located on the second floor of Roberts Campus Center, Building I. To schedule an appointment, call 425-235-5840. In addition to information about your training program and the degree and/or certificate requirements, referrals are also made for supportive services from a variety of community programs.

ACCESS SERVICES

Many RTC students are aware of challenges and/or disabilities which may impact their learning. We respond to these challenges through a combined process of strategies, accommodations and Universal Design for Learning (UDL).

If you are experiencing challenges in learning, please contact our Student Success Center desk at 425-235-5840 to schedule an appointment with a counselor or advisor. You will be asked a few questions so that you are scheduled with the appropriate counselor or advisor.

If you would like to request reasonable accommodations, please schedule an intake appointment with Access Services.

To ensure access, RTC considers all requests for accommodations in accordance with:

• The Americans with Disabilities Act of 1990 (ADA)
• The Americans with Disabilities Act Amendments Act of 2008 (ADAAA)
• Section 504 of the Vocational Rehabilitation Act of 1973 (504)
• Documentation of a disability including diagnosis and functional limitations
• Core competencies of the curriculum - For more information or to schedule an appointment, please contact:

Student Success Center 425-235-5840
Access Services access@RTC.edu

Note: Please feel free to use the Video Relay service of your choice, if applicable.

ASSISTIVE TECHNOLOGY

Assistive Technology is designed for students with disabilities but at RTC these technologies are offered to help ALL students learn. The Assistive Technologies read to you, print the words you say, teach you to type and change the way the computer screen looks through the use of color or magnification. There are also special keyboards and standing/sitting work tables for comfort. You can use these tools for help with reading and comprehension, writing papers, making study notes, improving grammar and organization.

Assistive Technology can be accessed in the Technology Resource Center Open Lab, the Library, and in many classrooms. The library also loans out digital notetaking devices as well as flash drives loaded with software programs to help you in school or at home.
BASIC STUDIES

Basic Studies offers reading, writing and math instruction during the day and evening to accommodate your busy schedule. Classes offered include: Adult Basic Education, GED Preparation, Student Success in Career Training Programs, English as Second Language and Planning for Student Success. Several online courses are available.

Some classes have integrated ESL and Adult Basic Education instruction (Integrated Basic Education and Skills Training or I-BEST). These classes provide additional help in developing reading, writing, and math skills or with speaking and listening skills for students to whom English is a second language.

BOOKSTORE

Textbooks, supplies, gifts, and snacks can be found in the Bookstore which is located on the second floor of the Roberts Campus Center, Building I.

Also visit our website at http://epos2-phx.sequoiars.com/ePOS?form=index.html&store=470

Purchases can be made by cash, check with a valid picture ID, and by VISA or MasterCard. The bookstore is open Monday-Friday from 7:30 a.m.-4:30 p.m. During the first three weeks of fall, winter and spring quarters the Bookstore offers extended hours. To find out current hours, please call 425-235-2323 or see the hours posted on the door, or visit http://epos2-phx.sequoiars.com/ePOS?form=index.html&store=470

Refund policy and deadlines are posted at the bookstore. Please save your receipt, it is needed for returns, exchange of defective merchandise, class cancellations, etc. At the end of each quarter, the bookstore hosts a buyback. A buyback is when the bookstore and a used-books wholesaler repurchase textbooks from students as they are needed by the Bookstore and the wholesaler for the following quarter. Buyback dates are posted at the bookstore.

COST OF TRAINING

The State of Washington contributes approximately 61 percent of the cost of student’s education through the support of the basic instruction costs. Students are responsible for the remaining 39 percent. In addition to the state support of the basic instructional cost, students may also receive state-supported financial aid, if eligible.

FINANCIAL AID

It is easy to apply for financial aid. Students submit the Free Application for Federal Student Aid (FAFSA) online by going to www.fafsa.gov. We are located in the Roberts Campus Center, Building I, and open Monday-Thursday, 9 a.m.-4:30 p.m. and Fridays, 9 a.m.-1 p.m.

The key to obtaining financial aid is to apply early. Financial aid is provided in the form of grants, loans, scholarships and work-study. Eligibility criteria, application process and deadlines on available scholarships are posted in the Financial Aid Office in the Roberts Campus Center, Building I. The financial aid staff is available to assist you with the application process and provide general financial aid information. The Financial Aid Office also processes all paperwork for Veterans educational benefits and acts as the liaison for many agency-funded students attending our college.

To remain eligible for financial aid at RTC, the student must meet the requirements of the Satisfactory Progress Policy, which includes maintaining an average of 2.0 (“C”). Failure to meet these standards will result in financial aid probation, suspension, or possibly termination.
LIBRARY

The RTC Library is dedicated to supporting the information needs of the college’s students. It is located on the second floor of the Technology Resource Center in Room C-202 and is open every weekday and four evenings a week during the academic quarter. The library’s phone number is 425-235-2331. It offers the following services to RTC users:

Checkout Services – The library’s online catalog lists over 37,000 items, including audiocassettes, books, CD’s, DVD’s, magazines, newspapers, and videos. Users may check most items out of the library.

Materials from Other Libraries – If the library doesn’t have the materials you need, it may be able to borrow them for you from another library.

Media Equipment Services – The library has media equipment available to listen to audio materials or to view DVDs and videos.

Computer Services – The library has a scanner and computers with Internet access, Microsoft Office and some other software. Black and white printouts are 5¢ a page. Color printouts are 50¢ a page.

Online Databases and Services – Users can access the library’s online resources from on and off campus via the library’s website www.RTC.edu/library. Users need a student ID number to access the databases from home.

Photocopying Services – The library has a self-service photocopier. All copying must be done in compliance with copyright laws and is 5¢ a page for black and white and 50¢ for color.

Study Rooms – The library has ten study rooms available for RTC-related use at no charge. They can be reserved up to seven days in advance.

Help 24 hours a day/7 days a week – Online help is available from a reference librarian every hour of every day. Just go to www.RTC.edu/library and click on the “Ask WA” button.
LEARNING RESOURCE & CAREER CENTER

Renton Technical College has developed a new Learning Resource Center. The center is located in, room C-102, and is available for classes and for drop-in tutoring. Drop-in hours are posted on the door.

REGISTRATION SERVICES

The Enrollment Services Office is located in the Roberts Campus Center, (Building I). The Enrollment Services Office is open Monday–Thursday 7:30 a.m.-6 p.m. and 8:30 a.m.-4 p.m. on Friday. You may register for classes at this office as well as make payment by cash, check or charge. Continuing students are required to register by using the web at www.RTC.edu. Payment must be made with a credit card at the time of web registration. The credit card transactions are made through a secure Bank of America web connection. If assistance is needed, call 425-235-2352 ext. 5910.

Students who have had program-related coursework at other institutions prior to attending Renton Technical College may be awarded transfer credit. RTC maintains credit reciprocity agreements with many institutions of higher learning. Students transferring from other institutions must have an official transcript. Courses with less than a “C” or 2.0 grade will not be accepted by RTC. To have your transcript evaluated, submit your Official Transcript and a Request for Transcript Evaluation form to the Office of Enrollment Services. Once the paperwork is submitted, determinations are generally made within two weeks.

STUDENT ONLINE

You can view and/or print your schedule, your financial aid status, and an unofficial copy of your transcript online. You may enter the site directly through www.RTC.edu. Once you are at the main menu and make your selection, you will need to know the following information: the quarter and year of attendance; the student ID number and a pin number (the date of birth in MM/DD/YY format). If you don’t know your Student ID number, there is a feature on the web site that will take your Social Security Number and find the Student ID number that was assigned to you. Click on Hints and Help on the main menu for suggestions if you are having trouble in obtaining your requested information. If you continue to have difficulties, contact Registration at 425-235-2352 for assistance.
TESTING SERVICES

The Testing Center is located in the DeMoss Building (J-219). The Testing Center publishes a monthly calendar which is available both on campus and online. Children are not permitted in the Testing Center. All tests administered in the Testing Center require approved picture identification and a copy of the receipt showing payment for the test. For questions, please call and leave a detailed message at 425-235-2352, ext. 5704. Testing fees are not refundable.

COMPASS PLACEMENT TEST

Before enrolling in a career training program, direct transfer program or general education class at RTC, students are required to take the COMPASS placement test. The test assesses the student's math and reading. The COMPASS test is offered on the computer and has no time limit. The scores are used to determine appropriate class placement and referral to services. An adviser will review the scores with the tester as part of the educational process. Students must start the test during the posted hours on the calendar. The COMPASS test costs $20 for all both subject tests. Each test, taken individually or as a retest, costs $10.

- Exception: If you have attended other colleges and have completed college level English writing or math (intermediate algebra and higher) with at least a 2.0 grade point average, bring your transcript to the Student Success Center in the Roberts Campus Center (Bldg I) and the COMPASS assessment may be waived. Copies of your transcript are acceptable.

- Students registering in continuing education classes are not required to take the COMPASS assessment test.

(General Education Development) GED TESTS

Individuals who are at least 16 years old, have not graduated from an accredited high school in the United States or Canada, and who are not currently enrolled in high school are eligible to take the GED tests. The tests can be taken in English or Spanish. The test covers 5 subject areas, including: Reading, Writing, Social Studies, Science and Math. To take a test at RTC, one must attend a Pre-Registration meeting where the test and testing conditions will be described, all paperwork will be filled out, and questions can be answered. After attending the Pre-Registration meeting, individuals can sign up for a testing date and pay for the tests. The GED currently costs $150 for all 5 tests. If a test needs to be retaken, each test costs $30.

TRANSCRIPT EVALUATION

Transfer credits from other institutions will be considered upon validation of transcripts and assessment of coursework. Students interested in transferring credits from other institutions should have an official transcript sent directly to the Credentials Evaluator at Renton Technical College. Transcripts will be evaluated within 2 weeks after the Transcript Translation Request Form is completed and returned to Enrollment Services. These forms are available in Enrollment Services or online.
TRANSCRIPTS

Official transcripts can be requested by coming to the Enrollment Services and filling out a request form, sending a request by mail or by fax 425.235.7826. Requests should include your full name, student ID number or Social Security number, and your signature. Your request will be ready within 7–10 business days.

ACADEMIC ACHIEVEMENT

PRESIDENT’S HONORS LIST

Students who complete a Certificate, AAS or AAS-T degree of 21 credits or more with a GPA of 3.7 or higher by the end of the previous quarter are recognized with the right to wear gold cords to distinguish them during the graduation ceremony. If they continue to qualify after the grades for their graduating quarter are posted, students will receive a letter signed by the President of the college and a statement will appear on their transcript.

VICE-PRESIDENT’S HONORS LIST

To qualify for the quarterly Vice-President’s List, students must be registered for 12 or more credits and complete all courses for which they are registered with a GPA of 3.7 or higher. There is no limit to the number of quarters that a student may appear on the list. Students who achieve this distinction will receive a letter signed by the Vice-President of Instruction acknowledging their achievement.
ADDITIONAL SERVICES

ATM CASH MACHINE
An ATM is available in the Roberts Campus Center, (Building I), just outside the cafeteria. All major bank debit and credit cards are accepted.

AUTO SERVICE
Is your car in need of brakes or do you need your transmission checked? If you need your car serviced, consider having it done by one of the automotive programs in the Greco Building (K). Services are available on a limited basis, depending on students’ learning objectives throughout the year. Call 425-235-2352, ext. 5587 for more information about service availability and cost.

BAKERY
An assortment of freshly baked goods is prepared daily by students in the Professional Baking program and sold in the RTC bakery. Special order cakes, pies or other breads and pastries are available by calling 425-235-2352, ext. 5596. The bakery hours are Monday–Friday, 7a.m.–1 p.m.

CATERING
We are very proud of our catering program and look forward to assisting you in planning every detail to ensure that your function is a success. Let RTC make your event special, whether it’s a wedding, box lunch, special occasion at home or at work. (Rental facilities are available for groups of all sizes. See “Renting of Facilities” in this section). Renton Technical College will cater off campus as well. Our delivery charge is $30 for destinations within the Renton City limits or $1.75 per mile for delivery outside Renton (with a $30 minimum charge). Call the Catering Department to discuss special orders and catering arrangements, 425-235-5845, ext. 4.

COMMENCEMENT CEREMONY
Renton Technical College holds one commencement each year in June. Graduation applications are due the first week of the quarter of anticipated graduation date. All graduates are encouraged to participate and to celebrate this occasion with family and friends. Caps and gowns are required for the Commencement Ceremony and can be purchased in the bookstore.

CUISINE
Culinaire Express
Fast foods for people on the go! You can find burgers, wraps, baskets, daily specials and salads. It’s open Monday–Friday, 11:15 a.m.–2:45 p.m. Culinaire Room

The Culinaire Room is a sit-down restaurant which features upscale daily menus at reasonable prices. It offers a delicious selection of Northwest, ethnic and international cuisine. Monday–Friday, 11:15 a.m.–1 p.m. Credit cards are accepted.

Express Dining
The College cafeteria features daily specials from the grill, breakfast, deli, salad bar and beverage station. Open Monday–Friday 7 a.m.-10:30 a.m. for breakfast, 11:15 a.m.-1:00 p.m. for lunch and deli.
**Vending Machines**

RTC has numerous vending machines located around campus. Please see vending machine diagram on page 38 for specific locations.

**DENTAL CLINIC**

Students and the general public can receive dental services during the clinical session of the Dental Assistant program. For specific dates and times, call 425-235-2352, ext. 5560.

**FACILITIES RENTALS**

The Culinaire Dining Room seats up to 60 people comfortably and is beautifully appointed for your dining enjoyment. It provides an intimate atmosphere for special occasions or business breakfast meetings. The cost to rent this room is $100.

The Renton Technical College campus catering facilities will hold groups up to 350 people. Rental of these rooms varies from a $25 per hour classroom charge to a $500 per day cafeteria fee. For a list of facilities available for rent, visit: www.RTC.edu/catering/roomr.htm. Please contact our catering department for specific facility charges at 425-235-5845, ext. 4.

**INSURANCE, STUDENT INJURY AND SICKNESS**

Students are urged to have insurance against accidents and illness while they are enrolled at the college. Students in some health occupations may be required to carry accident/illness insurance. A plan has been developed especially for students of Community and Technical Colleges. Application forms and information are available in Student Success Center, and Enrollment Services in Roberts Campus Center, Building I, or by calling 425-235-5840.

**MASSAGE CLINIC**

Our massage therapy program offers massage to the RTC community and general public at specific times of the year for a small fee. Call 425-235-2352, ext. 5305 to get more information or to make an appointment.

**TRANSIT & TRANSPORTATION**

Renton Technical College is served by Metro Buses. For bus schedules or information on bus routes to our other sites, call Metro Transit Information Line at 206.553.3000 or log on to http://transit.metrokc.gov.

**PARKING RULES & PERMITS**

Free student parking is available in designated areas throughout the main campus. Several parking spots are set aside for carpools. Students should contact 425.235.7836 to obtain a carpool permit. Disabled parking may be obtained at the Washington State Department of Licensing.
Parking Rules and Permits

Parking rules and regulations are enforced 24 hours a day, seven days a week throughout the calendar year. RTC students, employees and visitors are required to obtain parking permits for their vehicles. Student parking permits are free of charge and are available from the Enrollment Services, Robert Campus Center, Building I. Employee parking permits can be obtained from Campus Security Office, N-103.

General Parking Rules

Unless cars are marked with a special permit (disabled, carpool or visitor), students are required to park in the regular student parking lots on weekdays. On weekends, students may also park in any employee lot. Information subject to change – please check entrance sign at lots for current restrictions.

• Park one vehicle to a space inside a set of white lines. The rule of thumb is: if the area does not have white lines around it, it is not a legal parking spot–be aware that RTC does not mark all illegal zones with red curbs and “No parking “signs.
• No one may park at any time in roadways, fire lanes, bus zones, loading zones, service driveways, on sidewalks, and on the landscape.
• No one may park in a reserved space without the appropriate permit or authorization.

In addition to imposing fines, vehicles may be impounded due to the following grounds but not limited to: blocking a roadway so as to impede the flow of traffic, blocking a fire hydrant or fire lane, creating a safety hazard, blocking another legally parked vehicle, parking in a marked “tow away” zone and outstanding unpaid parking citations.
COMMUNITY RESOURCES

Everyone hopes that life can run smoothly. However, emergencies do happen. We encourage you to let us know that you need help and hope that your instructor and/or counselor can help you find the needed resources. Every effort has been made to ensure accuracy of the information in this handbook. Detailed information about an agency’s services can be obtained by calling the agency directly.

Renton Technical College does not endorse any agency or clinic.

ALCOHOL AND DRUG PROBLEMS

Alcohol and Drug, 24-hr Help Line
1.800.562.1240
206.722.3700

Recovery Centers of King County
253.854.6513

Valley Medical Recovery Center
400 S. 43rd St.
Renton, WA 98055
425.656.4055

Highline Community Hospital
Specialty Center/Recovery Services
12844 Military Road S.
Tukwila, WA 98168
24-hr Admission Line
206.242.2260

COUNSELING AND SOCIAL SERVICES

Renton Public Health Center
3001 NE 4th St.
Renton, WA 98056
206.296.4700
Hours: Monday–Friday, 8 a.m.–5 p.m.

South King County Family Center
1229 W. Smith
Kent, WA
253.850.2523

Kent East Public Health Center
WIC & MSS - Maternity Support Services
13210 SE 240th, Kent, WA 98042
206.296.4500
Hours: Monday–Friday, 8 a.m.–5 p.m.

Northwest Harvest (Referrals)
711 Cherry Street
Seattle, WA 98104
1.800.722.6924
Hours: Monday–Wednesday, 9 a.m.–5:30 p.m.
Tuesday–Friday, 9 a.m.–5:30 p.m.

Northwest Harvest (Baby Cupboard)
1.800.722.6924
Hours: Thursday, 9 a.m.–5 p.m.

Margie Williams Helping Hands Center,
Martin Luther King Memorial Baptist Church
13611 SE 116th St
Renton, WA 98056
425.255.1446
Hours: Saturdays, 8 a.m.–11 a.m.

Parent Help (Health Care Resources):
1.866.585.1123
Hours: Monday–Thursday, 8 a.m.–5:30 p.m.
Friday, 8 a.m.–5 p.m.

Within Reach
Family Planning: 1.800.770.4334
Family Health: 1.800.322.2588
Family Food: 1.888.4FOODWA

MULTI-CULTURAL SERVICES

Asian Counseling and Referral Services
3639 Martin Luther King JR Way S
Seattle, WA 98133
206.695.7600

Catholic Community Services
Randolph Carter African-American Family Center
100 23rd Ave. S.
Community Resources

Seattle, WA 98144
1.800.499.5979 or 206.323.6636

Chaya (services to South Asian women)
206.325.0325 24-hr Helpline
1.877.922.4292
Hours: Monday–Friday, 9 a.m.–5 p.m.

Korean Women’s Association
1.888.508.2780
253.946.1995 Federal Way Office
Hours: Monday–Friday, 8:30 a.m.–5 p.m.

Refugee Federation Service Center
7101 Martin Luther King Jr Way S.
Seattle, WA 98118
206.725.9181

Consejo Counseling and Referral Service
3808 S. Angeline
Seattle, WA 98118
206.461.4880
Hours: Monday–Friday, 8:30 a.m.–5 p.m.

Seattle Indian Center
611 12th Ave. S. Ste 300
Seattle, WA 98144
206.329.8700

Urban League
105 14th Ave.
Seattle, WA
206.461.3792

DAWN—Domestic Abuse Women’s Network
425.656.7867

King County Sexual Assault Resource Center
1.888.998.6423 or 800.825.7273 24-hr
Resource Lines

YWCA of Seattle/South King County,
Domestic Violence Community Advocacy
Program
1010 S. 2nd St.
Renton, WA 98055
425.226.1266, ext. 1017 (office)

Abused Deaf Women's Advocacy Services
206.236.3134 Crisis Line
206.726.0093 Office

New Beginnings for Battered Women & Their
Children
206.522.9472 Crisis Line/Shelter (24 hour)

Washington Statewide Domestic Violence
Hotline
1.800.562.6025

MENTAL HEALTH AND ASSAULT

Crisis Clinic—24-hr Crisis Line
206.461.3222 or 1.866.427.4747
206.461.3219 (TDD)

Community Information Line
M–F, 8am–6pm
206.461.3200 or 800.621.4636
206.461.3610 (TDD)

DOHM—Domestic Abuse Helpline for Men
888.743.5754
SUPPORT GROUPS

Al-Anon/Alateen
206.625.0000

Alcoholics Anonymous
206.587.2838
425.454.9192

Cocaine Anonymous
206.467.8189

Gamblers Anonymous
1.888.424.3577 (24 hour hotline)

Narcotics Anonymous
206.790.8888 (24 hour hotline)

Overeaters Anonymous
206.264.5045 24-hr Helpline

Sexaholics Anonymous
206.548.9538

Shoplifters Alternative
800.848.9595
9 a.m.–5 p.m. (EST), 6 a.m.–2 p.m. (PST)
STUDENT’S RIGHTS AND RESPONSIBILITIES

YOUR FEEDBACK
We take our commitment to you very seriously. We want to respond to your needs and make sure that our personnel and the services offered are nothing but excellent. Because of our commitment, we conduct regular evaluations of the instructors and of the services that the institution provides to you. We hope that you take the opportunity to complete the evaluations and surveys.

CODE OF CONDUCT
Academic Dishonesty/Classroom Conduct (cf WAC 495 E-120-080)
Any student who submits an assignment or other work to an instructor and falsely represents it as his/her own is guilty of academic dishonesty and is subject to discipline.

Cheating
Cheating involves doing something that can deceptively or fraudulently misrepresent your knowledge or ability in an academic or training exercise. It can also include your assisting of others during an exercise. Cheating is not tolerated at this institution. If a student is caught cheating, the student will be subject to discipline. If you have questions about cheating, ask your instructor. For additional information and examples about academic dishonesty, visit the following sites: www.testudo.umd.edu/soc/dishonesty.html http://weber.ucsd.edu/~dkjordan/resources/cheat.html

Plagiarism
In the United States, it is important to give credit to the person or organization that originated an idea and requires you to make appropriate citations. This means that if you like an idea that was originated by someone else, you must give that person or organization credit for having had that idea. Representing that idea as your own without citing a reference is referred to as plagiarism. Plagiarism is not tolerated at this institution. If a student is caught plagiarizing, the student will be subject to discipline. To help you better understand plagiarism and see examples of what is acceptable and not acceptable, visit the following sites: www.indiana.edu/~wts/pamphlets.shtml http://gervaseprograms.georgetown.edu/hc/plagiarism.html

Social Media
Renton Technical College welcomes the responsible use of social media technologies to support engaged and transformative learning and to reach out effectively to our broader community.

The College also recognizes the open nature of social media which is often used for both personal and professional purposes. It is important to remember that you are subject to the same laws, professional expectations, and guidelines when interacting online as you would in-person. Any student found engaging in these behaviors may face disciplinary action:

a. Using social media networks to make disparaging remarks directed at students, faculty, staff, internship site staff or facilities. Social media networks may include, but are not limited to, Facebook, Twitter, YouTube, Google+, Instagram

b. Cyber-bulling directed at students, faculty, staff or internship site staff. Bullying through the use of technology may include, but is not limited to, photographs, images, electronic mail, internet communications, instant messages, texting, or creation of a webpage or blog.
ANIMALS
Only service animals used by persons with disabilities are allowed on campus (see ADA Accommodations on page 10).

ATTENDANCE POLICY
We believe that the workplace should be modeled in our training programs. It is through this modeling that students receive the best training and preparation for success in the workplace. As such, attendance is important in order to gain the maximum benefit of instruction. Many prospective employers who are interested in hiring our graduates will ask the instructor about the student’s attendance, ability, and work habits. Make every day count towards a positive recommendation!

Individual programs may have specific attendance standards that must be met.
The college does not grant formal leaves of absence. If you need to be absent, contact your instructor as soon as possible to make arrangements about missed work or to learn about re-entry requirements.

WITHDRAWAL
Withdrawal is initiated by the student. Student Registration/Change of Schedule form occurs when students inform the instructor and the Enrollment Services by completing the form indicating they plan to withdraw from the college and make arrangements to return at a later time. The student must submit the form to the Enrollment Services by dates in quarterly class schedule. No refunds will be processed without an official withdrawal by the student. Students should pay close attention to the college refund policy before they withdraw from a class or program. The policy is available in the front section of the quarterly class schedule, in the school catalog, or at Enrollment Services. It is also advised that students check with Financial Aid before withdrawing. It could impact future Financial Aid eligibility.

CHILDREN ON CAMPUS
In order to ensure the safety and security of child visitors, and to safeguard the educational and work environment of the College, no employee, student, or visitor to Renton Technical College shall leave a child unsupervised at the College, including in campus buildings, grounds, or in a vehicle. Unless enrolled in an authorized program of the College, children are not permitted in classrooms except on an emergency basis, and for a specified and limited period of time with the specific approval of the faculty member for the class.
INFORMATION TECHNOLOGY RESOURCES ACCEPTABLE USE POLICY

What You Should Know Before Using RTC’s Information Technology

1. It is expected that any and all use of the College’s information technology resources will be consistent with the laws of the State of Washington and the policies and procedural guidelines established by the College.
2. The use of these resources is a privilege, not a right.
3. It is the user’s responsibility to use these resources in a manner that is efficient, ethical, and legal.
4. There are no facilities provided by Renton Technical College for sending or receiving confidential messages.
5. Users must be aware that electronic messaging systems may not be secure from unauthorized access and should not be used to deliver confidential information.

What You May And May Not Do

1. You may use college computing resources only for authorized purposes.
2. You may use only those computing resources that you have been authorized to use.
3. If your access to computer resources is protected by a personal password, you must not make this password available to others.
4. You may not allow someone else to give his/her password to you or attempt to find out the password of another user, or aid such attempt by any other person.
5. You may not copy, rename, alter, examine, or delete the files or programs of another user without the user’s permission.
6. You may not interfere with the use of computing resources by any other authorized user or compromise the confidentiality of the college’s internal business practices or records.
7. You must be aware of the copyright law as they apply to computer software and other materials that you may access with college computing resources.
8. You may not impersonate someone else in any electronic message or send messages that do not clearly identify you as the sender.
9. You may not use the college’s computing resources to send, receive, or display information including text, images, or voice that is sexually explicit or constitutes discrimination or harassment.
10. You may not subvert (known as hacking), or attempt to subvert or assist others to subvert, the security of any computing resources.
11. You may not request computer support from college personnel for home systems.
12. You may not use devices designed to capture or examine network data.
13. You may not use college resources to create, disseminate or execute self-replicating or similar nuisance programs (e.g. virus, Trojan horse), whether or not they are destructive in nature.
14. If you use the college computing resources to access external networks and computing resources, you agree to comply with the policies of those external networks and computing resources.
Disclaimer

The College accepts NO RESPONSIBILITY for any damages to or loss of data due directly or indirectly to the use of Renton Technical College computing resources or any consequential loss or damage. It makes representation of NO WARRANTY, expressed or implied, regarding the computing resources offered, or their fitness for any particular use or purpose. The College's liability in the event of any loss or damage shall be LIMITED TO THE FEES AND CHARGES, IF ANY, PAID TO THE COLLEGE for use of the computing resources, which resulted in a said loss or damage.

For the complete text of Renton Technical College's acceptable use policy and procedures, please refer to sections 20051 and 20052 of the RTC procedure manual.

DISTRIBUTION OF MATERIALS
(cf WAC 495 E-120-090)

The distribution on campus of printed materials by Executive Board Associated Student Government or student groups is permitted provided that a copy of the material has been approved by the Vice President for Student Services, or designee, and the distribution does not disrupt the educational process and the operation of the College. Materials must indicate the name of the publisher and the distributing organization or individual.

The distribution on campus of printed material for purely commercial purposes is prohibited.

Distribution of material on campus by non-college-related individuals is prohibited unless they have registered with the Vice President for Student Services or designee before the distribution of any materials.

DRUGS AND ALCOHOL POLICY

The College is committed to maintaining an environment of teaching and learning, which is free of illicit drugs and alcohol. Any student who, while in any college facility or participating in a college-related program, uses, possesses, consumes, is demonstrably under the influence of, or sells any narcotic drug or controlled substance as defined in RCW 69.50.101, in violation of law or in a manner which significantly disrupts a college activity, shall be subject to discipline. A separate student brochure with drug and alcohol information is available through Human Resources.

SMOKING, EATING AND DRINKING

Smoking is permitted only at designated smoking areas. Eating and drinking are not permitted in any RTC classroom or laboratory. Violations shall be cause for discipline.

RIGHT TO DEMAND IDENTIFICATION
(cf WAC 495 E 120-070)

College personnel may demand that any person on college property identify themselves.
FERPA

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

1. The rights to inspect and review the student’s educational records within 30 days of the day RTC receives a request for access.

Students should submit to the registrar a written request that identifies the record(s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the registrar does not maintain the records, the student will be advised of the correct official to whom the request should be addressed.

2. The rights to request the amendment of the student’s education records that the student believes are inaccurate or misleading.

Students may ask RTC to amend a record that they believe is inaccurate or misleading. They should write to the RTC official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If RTC decides not to amend the record as requested by the student, RTC will notify the student of the decision and advise the student of his or her 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 consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by RTC in an administrative, supervisory, academic or research, or support staff position; a person or company with whom RTC has contracted (such as an attorney, auditor, or collections agent); a person serving on the Board of Trustees. 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 responsibility.

RTC designates the following information as Directory Information: Student name, address, telephone number, date of birth, level of education, major field of study, certificates or degrees awarded, and the most recent previous educational agency or institute attended by the student. Directory Information may be released by RTC without student consent unless the student specifically requests that such information not be released. RTC will not release Directory Information for commercial or other purposes not related to the college program or the conduct of official government business. RTC will release directory information as required to do so under the Solomon Amendment to Military Recruiting and Reserve Officer Training Corp.

4. The right to file a complaint with U.S. Department of Education concerning alleged failures by RTC 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
600 Independence Avenue, SW
Washington, DC 20202-4605
MISCONDUCT

Misconduct for which Renton Technical College may impose sanctions includes, but is not limited to, any of the following:

(1) Any act of course-related dishonesty, including but not limited to cheating or plagiarism.
   (a) Cheating includes, but is not limited to, using, or attempting to use, any material, assistance, or source which has not been authorized by the instructor to satisfy any expectation or requirement in an instructional course, or obtaining, without authorization, test questions or answers or other academic material that belong to another.
   (b) Plagiarism includes, but is not limited to, using another person’s ideas, words, or other work in an instructional course without properly crediting that person.
   (c) Academic dishonesty also includes, but is not limited to, submitting in an instructional course either information that is known to be false (while concealing that falsity) or work that is substantially the same as that previously submitted in another course (without the current instructor’s approval).

(2) Any other act of college-related dishonesty. Such acts include, but are not limited to:
   (a) Forgery, alteration, or misuse of any district document, record, or instrument of identification;
   (b) Tampering with an election conducted by or for district students; or
   (c) Furnishing false information, or failing to furnish correct information, in response to the request or requirement of a district officer or employee.

(3) Obstruction or disruption of (a) any instruction, research, administration, disciplinary proceeding, or other district activity, whether occurring on or off district property, or (b) any other activity that is authorized to occur on district property, whether or not actually conducted by the district.

(4) Assault, physical abuse, verbal abuse, threat(s), intimidation, harassment, bullying, or other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of any student, any district officer or employee, or any other person who is on district property or is participating in a district activity.

(5) Attempted or actual damage to, or theft or misuse of, real or personal property or money of (a) the district or state, (b) any student or district officer, employee, or organization, or (c) any other person or organization lawfully present on district property, or possession of such property or money after it has been stolen.

(6) Failure to comply with the direction of a district officer or employee who is acting in the legitimate performance of his or her duties, or failure to properly identify oneself to such a person when requested to do so.

(7) Participation in any activity which unreasonably disrupts the operations of the district or infringes on the rights of another member of the district community, or leads or incites another person to engage in such an activity.

(8) Possession or use, without express authorization by the district chancellor or a campus president, of any explosive, incendiary device, dangerous chemical, weapon, or other
device or substance which can be used to inflict bodily harm or to damage real or personal property.

(9) 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.

(10) Being observably under the influence of any alcoholic beverage, or otherwise using, possessing, consuming, or selling any alcoholic beverage, except as permitted by law and authorized by the chancellor or a college president.

(11) Being observably under the influence of any narcotic drug or controlled substance as defined in chapter 69.50 RCW, or otherwise using, possessing, consuming, or selling any such drug or substance, except (a) in accordance with a lawful prescription for that student by a licensed health care professional or (b) as permitted by law and authorized by the chancellor or a college president.

(12) Obstruction of the free flow of pedestrian or vehicular movement on district property or at a district activity.

(13) Conduct which is disorderly, lewd, or obscene.

(14) Breach of the peace, or aiding, abetting, or procuring a breach of the peace.

(15) Discriminatory action which harms or adversely affects any student or district employee because of her/his race, color, national origin, mental or physical disability, gender, sexual orientation, age, creed, or religion.

(16) Sexual harassment of a student or district employee. This includes, but is not limited to, engaging in unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature where such behavior offends or would offend a reasonable and prudent person.

(17) Other harassment of a student or district employee. This includes, but is not limited to, repeated and unwelcome following (stalking) or contacting of such a person or making a threat which places that person in reasonable fear of bodily harm.

(18) Smoking inside a campus building or in or on any other property where smoking is not authorized.

(19) Theft or other misuse of computer time or other electronic information resources of the district. Such misuse includes but is not limited to:
   (a) Failure to comply with district electronic use policy
   (b) Unauthorized use of such resources or opening of a file, message, or other item;
   (c) Unauthorized duplication, transfer, or distribution of a computer program, file, message, or other item;
(d) Unauthorized use or distribution of someone else’s password or other identification;
(e) Use of such time or resources to interfere with someone else’s work;
(f) Use of such time or resources to send, display, or print an obscene or abusive message, text, or image;
(g) Use of such time or resources to interfere with normal operation of the district’s computing system or other electronic information resources;
(h) Use of such time or resources in violation of applicable copyright or other law; or
(i) Adding to or otherwise altering the infrastructure of the district’s electronic information resources without authorization.

(20) Unauthorized possession, duplication, or other use of a key, keycard, or other restricted means of access to district property, or unauthorized entry onto or into district property.

(21) 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; or
(g) Failure to comply with any disciplinary sanction(s) imposed under this student conduct code.

(22) Operation of any motor vehicle on district property in an unsafe manner or in a manner which is reasonably perceived as threatening the health or safety of another person.

(23) Violation of any other district rule, requirement, or procedure, including but not limited to any that is posted in electronic form, the district’s traffic and parking rules, or the requirements for carpool parking.

(24) Violation of any federal, state, or local law, rule, or regulation.

(25) Aiding, abetting, inciting, encouraging, or assisting another person to commit any of the foregoing acts of misconduct.
DISCIPLINE
Any student who substantially disrupts any college class and/or makes it disruptive is subject to discipline by the instructor and may be removed for the balance of the class or activity.

Levels of Discipline (cf WAC 495 E-120-110)
1. Verbal warning: oral notice that a college rule has been violated.
2. Reprimand: Written notice that the conduct was not acceptable and may result in disciplinary action.
3. DisciplinaryProbation: Formal action, in writing, placing conditions on the students continued attendance. May be for a special term or in indefinite.
4. Summary Suspension: Temporary dismissal from the College for a period not to exceed ten (10) days. This authority is used when immediate disciplinary action is required.
5. Suspension: Temporary dismissal from the college for a specified period of time.
6. Expulsion: Dismissal from the college for an indefinite period of time.
7. Monetary Fine: A written order requiring the student to pay restitution for financial loss caused by the student's misconduct.

SUMMARY SUSPENSION OF STUDENTS
The Vice President for Student Services, or designee, may suspend any student for not more than ten (10) academic calendar days pending investigation, if the Vice President has reason to believe the student's physical or emotional safety of others requires such suspension.

INSTRUCTOR SUSPENSION OF STUDENTS
(cf WAC 495 E-120-080)
Each College instructor has the authority to take whatever summary actions may be necessary to maintain order in the classroom. This includes the authority to suspend students for a period not to exceed one day.

APPEAL OF DISCIPLINARY ACTION
(cf WAC 495 E-120-130-150)
Step 1. A student who believes that he/she has been unfairly disciplined has the right to appeal their case to the Vice President for Student Services, or designee. The appeal may be for either a brief or a formal hearing and must be filed within twenty (20) days.

Step 2. The formal hearing process goes to a Discipline Appeals Committee which is comprised of the Vice President for Student Services, a Dean and one other person appointed by the president. If the student chooses to be represented at the Committee hearing by legal counsel, he/she should indicate this before the hearing is scheduled to begin. The presiding officer of the committee will issue a decision within twenty (20) days of the hearing.
STUDENT COMPLAINT PROCESS
The grievance process provides students a way to resolve problems. This process is distinct from the process outlined in the Appeal of Disciplinary Action. It also is not utilized if the issue revolves around grades. There is a separate grade appeal process. It is also distinct from the process involving charges of discrimination. The Director for Human Resources handles the latter.

The following are the procedural steps to be taken in the event a student has an issue with his/her instructor and wants the issue resolved. The student can request the assistance of the Student’s Rights and Responsibilities Officer in this process.

Step 1. The student will meet with the instructor to discuss the issue in an attempt to arrive at a resolution. In the event that the student is uncomfortable discussing the issue with the instructor, he/sh may proceed to Step 2. However, the dean has the authority to refer the student back to the instructor if, in his/her opinion, that is the appropriate starting point for the student.

Step 2. If the matter is not resolved at Step 1, the student will complete a Student Complaint form and submit it to the appropriate dean within two (2) instructional days of meeting with the instructor.

Step 3. Within three (3) instructional days of receiving the form, the dean will schedule a meeting with the instructor and the student in an attempt to resolve the issue. The dean has the authority to refer the issue directly to the appropriate vice president if, in his/her judgment, the situation warrants it.

Step 4. If the matter is not resolved at the meeting with the Dean, the student will meet with the Appeals Review Committee within three (3) instructional days. This committee which is an ad hoc committee formed by the appropriate vice president will provide a written decision and will follow the WAC formal process for appealing the college’s decision in the event the student wishes to exercise his/her rights in that regard.

Step 5. The student will begin the WAC appeal process as provided for in WAC 495E 120-130-150, WAC 495E 300-030 and 310-030.

DISCRIMINATION GRIEVANCES (WA 495E-300-030 &310-030).
Students who believe they have been discriminated against on any unlawful basis, including sex, marital status, race, color, national origin, handicap/disability, age or religion may file a grievance with the office of the Director for Human Resources who serves as the college’s Affirmative Action Officer.

It is recommended that the students try to informally resolve the issue by discussing the matter with their instructor, the dean, or with the Affirmative Action Officer before proceeding with the formal process. Formal Process:

Step 1. Student makes a written complaint concerning the discrimination and files it with the Affirmative Action Officer (the Director of Human Resources).

Step 2. The Officer investigates the complaint or conducts an informal hearing and makes a written recommendation to the College President.

Step 3. The College President decides on the appropriate corrective action. In addition to the above process, the student has recourse through the following agencies; the Office of Civil Rights, the Equal Opportunity Commission, and the Washington State Human Rights Commission.
Student Conduct Code

Chapter 495E-120 WAC

WAC 495E-120-010 Definitions. The definitions set forth in this section apply throughout this chapter.

(1) “Board” means the board of trustees for college district No. 27 and Renton Technical College.

(2) “College” means Renton Technical College.

(3) “College facilities” means the real property controlled or operated by the college and includes all buildings and appurtenances affixed thereon or attached thereto.

(4) “Disciplinary action” means action authorized under WAC 495E-120-110 for the violation of a rule in this chapter.

(5) “Disciplining official” means the vice-president for student services or designee who takes a disciplinary action.

(6) “Drug” means a narcotic drug as defined in RCW 69.50.101, a controlled substance as defined in RCW 69.50.201 through 69.50.212, or a legend drug as defined in RCW 69.41.010.

(7) “Liquor” means the definition of liquor as contained within RCW 66.04.010.

(8) “President” means the chief executive officer of the college appointed by the board of trustees.

(9) “Student” means a person who is regularly enrolled at the college.

WA 495E-120-020 Statement of Purpose. (1) Renton Technical College is maintained by the state of Washington for the provision of programs of instruction in higher education and related community services. Like any other institution having its own special purposes, the college must maintain conditions conducive to the effective performance of its functions. Consequently, it has special expectations regarding the conduct of the various participants in the college community.

(2) Admission to the college carries with it the prescription that the student will conduct himself or herself as a responsible member of the college community. This includes an expectation that the student will obey appropriate laws, will comply with the rules of the college and its departments, and will maintain a high standard of integrity and honesty.

(3) Sanctions for violations of college rules or conduct that interferes with the operation of college affairs will be dealt with by the college, and the college may impose sanctions independently of any action taken by civil or criminal authorities. In the case of minors, misconduct may be referred to parents or legal guardians.

WA 495E-120-030 Jurisdiction. All rules in this chapter concerning student conduct and discipline apply to every student enrolled at the college whenever the student is engaged in or present at a college-related activity whether occurring on or off college facilities.

WA 495E-120-040 Student Misconduct. Disciplinary action may be taken for a violation of any provision of this conduct code, for violation of other college rules which may from time to time be properly adopted, or for any of the following types of misconduct:

(1) Smoking in any college facility or other areas posted against smoking by college officials;

(2) The possession, use, sale, or distribution of any alcoholic beverage (except as specifically permitted by the board or president), or any illegal drug, on the college campus. The illegal use of drugs or alcohol by any student attending a college-sponsored or supervised event is also prohibited, even though the event does not take place at the college;

(3) Engaging in lewd, indecent, or obscene behavior on college facilities or at college sponsored or supervised functions;

(4) Causing an imminent danger to college facilities or to himself or herself or other persons in college facilities or to the education process of the college;

(5) Academic dishonesty, including cheating, plagiarism, or knowingly furnishing false information to the college;

(6) The intentional making of false statements or filing of false charges against the college or members of the college community;

(7) Forgery, alteration, or misuse of college documents, records, funds, or instruments of identification with an unlawful intent;

(8) Theft from or damage to college facilities or theft of or damage to property of a member of the college community;

(9) Failure to comply with the direction of college officials acting in the legitimate performance of their duties;

(10) Possession of firearms or weapons even if licensed to do so;

(11) Falsely setting off or otherwise tampering with any emergency equipment, alarms, or other devices;

(12) Intentionally and without authorization gaining access to a computer system or electronic data owned or used by the college, including the unauthorized copying of copyrighted software;

(13) Engaging in sexual harassment, unwelcome sexual advances, unwelcome requests for sexual favors, or other unwanted verbal or physical contact of a sexual nature toward a college student or employee;

(14) Entering any locked or otherwise closed college facility in any manner without permission;

(15) Participating in an assembly which materially and substantially interferes with the education or administrative functions of the college, or the private rights and privileges of others;

(16) Failure to comply with college attendance or other rules;

(17) Retaliation against witnesses or accusers under this chapter.
WA 495E-120-045 Loss of eligibility - Student activity participation. Any student found to have violated chapter 69.41 RCW, Legend drugs – Prescription drugs, by virtue of a criminal conviction or otherwise, shall, in lieu of or in addition to any other disciplinary action which may be imposed, be disqualified from participation in any college-sponsored events or activities.

WA 495E-120-050 Civil disturbances. In accordance with RCW 28B.10.570 through 28B.10.573:

(1) It shall be unlawful for any person, singly or in concert with others, to interfere by force or violence with any administrator, faculty member, or student of the college who is in the discharge or conduct of his or 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 member, or student of the college who is in the discharge of his or her duties or studies.

(3) The crimes described in RCW 28B.10.570 through 28B.10.573 shall not apply to any administrator or faculty member who is engaged in the reasonable exercise of their disciplinary authority.

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

WA 495E-120-060 Free movement on campus. The president is authorized in the instance of any event that he or she deems to impede the movement of persons or vehicles or to disrupt the ingress or egress of persons to or from the college facilities, to prohibit the entry of or withdraw the license or privileges of a person or persons to enter onto or remain upon any portion of the college facilities. The president may act through the vice-president for student services or any other designee.

WA 495E-120-070 Right on demand identification. For the purpose of determining whether probable cause exists for the application of any section of this code to any behavior by any person on a college facility, any college personnel may demand that any person on college facilities produce evidence of student enrollment at the college.

WA 495E-120-080 Academic dishonesty/classroom conduct/attendance. (1) Academic dishonesty: Honest assessment of student performance is of crucial importance to all members of the academic community. Acts of dishonesty are serious breaches of honor and shall be subject to discipline as follows:

(a) Any student who, for the purpose of fulfilling any assignment or task required by a faculty member as part of the student’s program of instruction, shall knowingly tend any work product that the student falsely 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 shall be cause for disciplinary action under this chapter.

(b) Any student who aids or abets the accomplishment of an act of academic dishonesty, as described in (a) of this subsection, shall be subject to disciplinary action under this chapter.

(2) Classroom conduct: Any student who substantially disrupts any college class by engaging in misconduct that renders it difficult or impossible to maintain the decorum of the class shall be subject to disciplinary action.

(3) Attendance: Consistent attendance is essential to the educational process and the instructor is authorized to establish reasonable standards to encourage attendance enforceable by disciplinary action.

(4) For disciplinary action under this section, an instructor may take action authorized under WAC 495E-120-110 (1), (2), and (3), except suspension, expulsion, or monetary fine or the instructor may refer the matter to the designee of the vice-president for student services. In addition, an instructor may take immediate or summary action as he/she deems appropriate in order to preserve order or prevent disruption in the classroom. For academic dishonesty, an instructor also may adjust any grade of the student.

WA 495E-120-090 Distribution of information. (1) Handbills, leaflets, newspapers, and similar materials may be sold or distributed free of charge by any student or college employee on or in college facilities at locations specifically designated by the vice-president for student services, provided that such distribution or sale does not interfere with the ingress or egress of persons or interfere with the free flow of vehicular or pedestrian traffic and further provided that a copy of the material has been made available to the vice-president for student services prior to distribution.

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

(3) Nonstudents making such sales or distributions shall register beforehand with the vice-president for student services and shall meet the same requirements.

(4) Any student who violates subsection (1) or (2) of this section will be subject to disciplinary action.

WA 495E-120-100 Commercial activities. (1) College facilities will not be used for commercial solicitation, advertising or promotional activities except when such 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; and

(b) Are conducted under the sponsorship or at the request of the college.

(2) For the purpose of this section, the term “commercial activities” does not include handbills, leaflets, newspapers, and similar materials as regulated in WAC 495E-120-090.

WA 495E-120-110 Disciplinary terms. The following disciplinary actions against a student are authorized, and the definitions set forth in this section apply throughout this chapter:

(1) Verbal warning means oral notice of violation of college rules.

(2) Reprimand means formal action censuring a student for violation of college rules for failure to satisfy the college's expectations regarding conduct. Reprimands are made in writing to the student. A reprimand indicates to the student that continuation or repetition of the specific conduct involved or other misconduct will result in one or more serious disciplinary actions described below.

(3) Disciplinary probation means formal action placing conditions upon the student's continued attendance because of violation of college rules or failure to satisfy the college's expectations regarding conduct. The disciplinary official placing the student on
Appendix

probation will specify, in writing, the period of probation and its conditions. Disciplinary probation warns the student that any further misconduct will automatically raise the question of expulsion from the college. Disciplinary probation may be for a specified term or for an indefinite period which may extend to graduation or other termination of the student’s

(4) Summary suspension means temporary dismissal from the college and temporary termination of a student’s status for a period of time not to exceed ten days due to a necessity to take immediate disciplinary action where a student presents an imminent danger to college property, or to himself or herself or other students or persons in college facilities or off campus, or to the educational process of the college.

(5) Suspension means temporary dismissal from the college and temporary termination of student status, other than summary suspension, for a specified period of time.

(6) Expulsion means dismissal from the college and termination of student status for an indefinite period of time or permanently.

(7) Monetary fine or restitution means a written order, alone or combined with another disciplinary action, requiring the student to pay, within a stated time limit, appropriate restitution for a financial loss caused by the student’s misconduct and/or monetary fine not exceeding one quarter’s tuition. Failure to pay shall be cause for further disciplinary action and/or cancelling and barring the student’s registration.

WA 495E-120-120 Initiation of discipline. (1) The vice-president for student services shall designate the person(s), in addition to instructors under WAC 495E-120-080, who may take any disciplinary action under this chapter. Such disciplining official ordinarily should meet or attempt to meet with the student to explain the seriousness of the matter and hear any explanation by the student before taking a disciplinary action.

(2) The student shall be given written notice of any disciplinary action except a verbal warning. Such written notice shall be delivered personally or mailed by first-class mail to the student’s last known address. The notice shall state the factual basis for the action and shall advise the student of his/her right to appeal under these rules. The notice may be amended by notice reasonably in advance of a hearing.

WA 495E-120-130 Appeal of disciplinary action. (1) A student may appeal a disciplinary action, other than a verbal warning, of an instructor or disciplining official by filing, within twenty days after the earlier of personal delivery or mailing of notice of the disciplinary action, a written application for a brief or formal adjudicative proceeding. This application may, but need not, explain the student’s position and/or be on a form provided under WAC 495E-108-040. The application shall be filed with the vice-president for student services or the person (other than the disciplining official) designated by that vice-president to receive such an appeal.

(2) The vice-president or designee receiving the appeal may, in his/her discretion, stay the effect of the discipline pending the appeal.

(3) The vice-president or designee receiving the appeal may meet or attempt to meet with the student, the disciplining official, and anyone else deemed to have information, for the purpose of attempting to resolve the matter by agreement.

(4) Unless the discipline is rescinded, the student confirms in writing his/her withdrawal of the application for an adjudication, or the matter is otherwise resolved by agreement, the vice-president shall conduct an adjudicative proceeding. This shall be a brief adjudicative proceeding unless:

(a) The vice-president decides to convert the case to a formal adjudicative hearing; or

(b) The discipline includes some form of dismissal from the college and the student in his/her request for an adjudication specified a formal adjudicative hearing.

(5) Disqualification of a presiding officer shall be as provided in RCW 34.05.425.

(6) The matter shall be heard by the presiding officer de novo.

(7) Failure to participate or cooperate in the proceeding may be taken into consideration by the presiding officer and shall not preclude the presiding officer from making a decision. This shall not limit the possibility of a default under RCW 34.05.440.

(8) The student may be accompanied by an advisor. However, no attorney representative of any party may participate in a meeting or hearing unless he/she has filed with the presiding officer and served on all other parties, at least five days previously, a notice of appearance. In the event of such notice, any other party may also have counsel.

(9) The presiding officer may exclude from a meeting or hearing any person whose conduct is disruptive.

(10) The presiding officer may consider evidence of any previous disciplinary action taken against the student.

(11) The presiding officer and, subsequently, a reviewing officer, may affirm, modify, or reverse the disciplinary action.

WA 495E-120-140 Discipline review - Brief adjudicative proceedings. In a brief adjudicative proceeding:

(1) RCW 34.05.485 through 34.05.494 and WAC 10-08-080 shall govern, unless otherwise provided in these rules.

(2) The presiding officer shall be the vice-president for student services or, if he/she cannot so serve for any reason, another person designated by the president.

(3) The presiding officer shall serve on the parties and provide to the president an initial order, a brief written statement of the reasons for the decision, within ten days in accordance with RCW 34.05.485. That statement shall describe the available administrative review procedures specified in subsection (4) of this section.

(4) The initial order shall become the final order, unless within twenty-one days of service of the initial order:

(a) The president or president’s designee, upon his/her own motion, determines that the initial order should be reviewed; or

(b) A party to the proceedings files with the president a written petition for administrative review of the initial order. The president or president’s designee shall be the reviewing officer and RCW 34.05.491 shall apply to any such determination or petition.

WA 495E-120-150 Discipline review - Formal adjudicative proceedings. In a formal adjudicative proceeding:

(1) RCW 34.05.413 through 34.05.479 and chapters 10-08 and 495E-108 WAC shall govern, unless otherwise provided in these rules.

(2) The presiding officer shall be a discipline appeals committee consisting of three individuals: The vice-president for student services (who shall serve as chair and make procedural rulings on such issues as discovery, closure, and means of recording), an
associate or assistant dean designated by the president, and a third individual designated by the president.

(3) The presiding officer may designate a recordkeeping clerk and/or other staff as appropriate. Hearings shall be recorded, in accordance with WAC 10-08-170. If any part of a hearing is closed in accordance with WAC 495E-108-070, the recording of that closed part shall be kept separate and confidential.

(4) The presiding officer may conduct prehearing conference(s) in accordance with RCW 34.05.431 and WAC 10-08-130.

(5) The presiding officer may permit or conduct discovery as provided in RCW 34.05.446, WAC 10-08-120, and 495E-108-060.

(6) The presiding officer shall give not less than seven days advance written notice of a hearing to all parties and all intervenors, except where such notice is waived, in accordance with RCW 34.05.434, WAC 10-08-040, or other applicable law.

(7) The burden of proof shall be on the party seeking to uphold the discipline to establish good cause by a preponderance of the evidence.

(8) Within the ninety days specified in RCW 34.05.461, and preferably within twenty days, the presiding officer shall serve on the parties and provide to the president an initial order, together with any relevant comments on the demeanor of witnesses. At the same time, a full and complete record of the proceedings shall also be transmitted to the president. The initial order shall include a statement of findings and conclusions and otherwise comply with RCW 34.05.461 and WAC 10-08-210. The initial order also shall describe the available administrative review procedures specified in subsection (9) of this section.

(9) The initial order shall become the final order, without further action, unless within twenty-one days of service of the initial order:

(a) The president or president’s designee upon his/her own motion, determines that the initial order should be reviewed; or

(b) A party to the proceedings files with the president a written petition for administrative review of the initial order. The president or president’s designee shall be the reviewing officer and RCW 34.05.464 and WAC 10-08-211 shall apply to any such determination or petition.

WA 495E-120-160 Refunds and access. (1) Refund of fees for the term in which disciplinary action is taken shall be in accordance with the college’s refund policy.

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

WA 495E-120-170 Readmission after suspension or expulsion.. Any student suspended from the college for disciplinary reasons will normally be readmitted upon expiration of the time period for which the suspension was issued. If the student has been expelled or feels that circumstances warrant reconsideration of a suspension prior to its expiration, or if the student was suspended with conditions imposed for readmission, the student may be readmitted following approval of a written petition submitted to the vice-president for student services. Such petition must state reasons which support a reconsideration of the matter. The vice-president for student services or his/her designee shall decide the petition through a brief adjudicative proceeding. The president or designee shall be the reviewing officer.

WA 495E-120-180 Reestablishment of academic standing.. Students who have been suspended or expelled pursuant to this chapter and whose suspension or expulsion upon appeal is found to have been unwarranted shall be provided the opportunity to reestablish their academic and student standing to the extent possible within the abilities of the college, including an opportunity to retake examinations or otherwise complete course offerings missed by reason of such action.

WA 495E-120-190 Reporting, recording, and maintaining records. Records of all disciplinary cases shall be kept by the vice-president for student services. Except in proceedings where the student is exonerated, all documentary or other physical evidence considered in disciplinary proceedings and all recorded testimony shall be preserved, insofar as possible, for not less than six years. No records of proceedings wherein the student is exonerated, other than the fact of exoneration, shall be maintained in the student’s file or other college repository.

It is the student’s responsibility to withdraw from the College or from individual classes. Students must submit a Change of Schedule form to guarantee the accuracy of their permanent records and to begin refund procedures when applicable. Date of registration activity using web registration or receipt of Change of Schedule form in the Enrollment Services office establishes the rate at which refunds will be made.

BOARD OF TRUSTEES:

McAbee, Cathy
Page, Tyler
Palmer, Susan
SenGupta, Ira
Unti, Kirby
RENTON TECHNICAL COLLEGE
INSTRUCTIONAL CALENDAR 2014-2015

July 1 - 4, 2014           Summer Break
August 14 - September 10, 2014 Fall Break
November 11, 2014 Veterans’ Day
November 27 & 28, 2014 Thanksgiving Break
December 17 - January 2, 2015 Winter Break
January 19, 2015 M.L. King’s Day
February 16, 2015 Presidents’ Day
March 30 - April 3, 2015 Spring Break
May 25, 2015 Memorial Day
No School for Students; Non-work Day for RTC Faculty
No School for Students; Work Day for Faculty
First/Last Day of Quarter
Student Advising Days
Student Contact Days

QUARTERS
Summer Quarter: (27)
First Day of Quarter: July 7, 2014
Last Day of Quarter: August 12, 2014
Fall Quarter: (55)
September 22, 2014 First Day of Quarter
December 11, 2014 Last Day of Quarter
Winter Quarter: (55)
January 6, 2015 First Day of Quarter
March 26, 2015 Last Day of Quarter
Spring Quarter: (55)
April 7, 2015 First Day of Quarter
June 25, 2015 Last Day of Quarter

HOLIDAYS & VACATIONS
July 1 - 4, 2014           Summer Break
August 14 - September 10, 2014 Fall Break
November 11, 2014 Veterans’ Day
November 27 & 28, 2014 Thanksgiving Break
December 17 - January 2, 2015 Winter Break
January 19, 2015 M.L. King’s Day
February 16, 2015 Presidents’ Day
March 30 - April 3, 2015 Spring Break
May 25, 2015 Memorial Day
No School for Students; Non-work Day for RTC Faculty
No School for Students; Work Day for Faculty
First/Last Day of Quarter
Student Advising Days
Student Contact Days

FACULTY WORK DAY/NON-INSTRUCTIONAL DAY
August 13             January 5      June 26, 29
September 11-19
February 11
September 12(In-service Day)      March 27
October 29
April 6
December 12-16      May 13, 26
Listed below are several outlets to find out school closure information, in the event that Renton Technical College closes due to inclement weather or other emergencies.

1. Television - The following stations are recommended and should have information about Renton Technical College, scrolling on the bottom of the screen:

   KOMO TV 4
   KING TV 5
   KIRO TV 7
   KCPQ TV 13

2. Log on to www.schoolreport.org and search “Renton Tech” to view the College’s message there.

3. Check the RTC website, www.RTC.edu Closure information will be listed under “News and Events” on the homepage.

4. Call the College at 425-235-2352 and press 9 for the latest operating schedule. Keep in mind that if many people are calling at the same time, the lines will be busy.

5. Social media - Check the College’s social media outlets to find out about closures. Facebook – www.facebook.com/rentontechnicalcollege
   Twitter - www.twitter.com/rentontech

6. Radio stations - The following radio stations may voluntarily run closure information. We recommend that you have a radio station tuned into one of the following stations, but not to rely on receiving information solely from this source:

   KBKS 106.1 FM   KIXI 880 AM
   KGRG 89.9 FM   KGRG 1130 AM
   KOMO 97.9 FM   KOMO 1000 AM
   KIRO 97.3 FM   KFNQ 1090 AM
   KMPS 94.1 FM   KPLU 88.5 FM
   KPLZ 101.5 FM   KUOW 94.9 FM
   KZOK 102.5 FM

7. RaveAlert - A message about any College closure will be sent out by the Director of Safety and Security, via the RaveAlert system. To sign up for RaveAlerts, visit: https://www.getrave.com/login/renton

Remember, YOUR power may be out or YOU may have 5” of snow, but not everyone will. You’re encouraged to form a buddy system with someone who does not live close to you, so you can check in with each other for updates.