

**Memorandum of Understanding**  
Student Rights and Responsibilities  
Whatcom Community College and WashingtonOnline

Both WashingtonOnline, a unit of the State Board for Community and Technical Colleges, and Whatcom Community College (hereafter referred to as the College) agree to place the following statement on their web sites:

Students served by WashingtonOnline will follow the policies and procedures that govern student conduct, disciplinary procedures and procedures for resolving conflicts regarding student conduct which are in place at the enrolling college. WashingtonOnline students are responsible for being familiar with the student rights and responsibilities and code of conduct of the enrolling college(s).

Jurisdiction and authority for discipline of students served by WashingtonOnline will rest with the enrolling college; however, administrators and faculty of the teaching college and/or WashingtonOnline staff may be included in investigations prior to final decisions regarding a discipline situation. All appeals will be handled according to the policies of the enrolling college.

The College will:

- Review the definition of “student” in their current student codes to ensure that a student is defined as anyone enrolled in courses through its college.
- Review their code to ensure that there is language broad enough to allow discipline for actions in any college-related activity, course or facility.
- Place rights and responsibilities materials on their websites for easy access by students and provide WashingtonOnline with the URL to link to the rights and responsibilities. A disclaimer will be included that codes of conduct are subject to change.
- Review their Code of Conduct to ensure that it contains an acceptable use policy that covers such things as tampering with the equipment or computer codes of the college or agent’s web sites and unauthorized entry or use of computer back-end systems. The Code of Conduct should allow the college to respond if violations occur via the WashingtonOnline web site.
- Ensure that their conduct code does not limit the college’s ability to sub-delegate disciplinary steps. This is because in situations when college officials are unavailable, the enrolling college should delegate authority to the Manager of Online Student Services of WashingtonOnline (or designee) to terminate access to the electronic classroom when a student presents a danger to himself/herself or to others. To insure safety, order and security in the WashingtonOnline web site or class the instructor and/or Manager of Online Student Services may remove a disruptive student for a single class session. The chief student affairs officer (or designee) of the enrolling college will then be informed on the first business day following any such action so that the CSAO of the enrolling college can take appropriate steps according to that college’s policies.

WashingtonOnline will:

Develop an interface screen in the WashingtonOnline account creation process that requires students to indicate that they understand they are subject to the conduct code of each institution into which they are enrolled. Furthermore, the student must indicate that they understand that their enrolling institutions may conduct consolidated hearings if they violate the code of more than one institution into which they are enrolled.

Both the College and Washington Online understand that:

- WashingtonOnline staff are considered college officials and employees of the enrolling college when interpreting the code of conduct.
- WashingtonOnline staff will notify the chief student affairs officer of the enrolling college of potential infractions of the discipline code. It is the responsibility of the CSAO of the enrolling college to keep WashingtonOnline staff apprised of the status of a discipline concern.
- If a student is expelled or suspended by an institution from use of WashingtonOnline, that student will not be able to be served by the WashingtonOnline portal for courses from any college. Those students would need to be served directly by the enrolling college.
- When there is a student conduct issue (e.g. computer hacking) that is not specifically related to a single course and multiple enrolling colleges are involved, the College agrees that the college of the first course the student enrolls in will have jurisdiction in investigating and ruling on the situation. WashingtonOnline staff will report which course that is.
- When involved colleges do consolidate a disciplinary proceeding against a student, each college involved will provide written notice to the student that (s)he will be provided an opportunity to be heard by one of the colleges regarding the disciplinary charges, but that (s)he is accused of violating both colleges' disciplinary codes. The student will be notified that (s) he has violated both codes and informed that the institution that is not conducting the disciplinary process will rely on the institution that is and will apply disciplinary sanctions based on the outcome of the other institution's process.
- Colleges using WashingtonOnline in any way will notify the WashingtonOnline Manager of Online Student Services (according to the enrolling college's policies) when the college is aware that a registered sex offender may use the WashingtonOnline website or enroll in a course offered via the WashingtonOnline course management system(s).

Signed by

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