



**BELLEVUE  
COLLEGE**  
CENTER FOR  
HIGH SCHOOL  
PROGRAMS

**Center for High School Programs  
Running Start  
New Student Registration**

**You are responsible for information in this packet.  
Please contact us immediately with any questions.**

**Main Campus Building B Room 233**

**3000 Landerholm Circle SE**

**Bellevue, WA 98007-6484**

**[chsprograms@bellevuecollege.edu](mailto:chsprograms@bellevuecollege.edu)**

**(425) 564- 2026**

**Office Hours:**

**Monday: 8AM-5PM**

**Tuesday & Wednesday: 8AM-6PM**

**Thursday: 10AM- 5PM**

**Friday: 8AM- 4PM**



## Get information from Bellevue College Running Start office right on your phone – in addition to receiving BC emails.

Pick a way to receive messages for Running Start Student Remind Text Group:

A) If you have a smartphone, get push notifications

On your iPhone or Android phone, open your web browser and go to the following link:

[rmd.at/dced6h](http://rmd.at/dced6h)

Follow the instructions to sign up for REMIND. You'll be prompted to download the mobile app.

B) If you don't have a smartphone, get text notifications.

Text the message @dced6h to the number 81010

If you're having trouble with 81010 try texting @dced6h to (425) 947-2430

- Standard text message rates apply.

Don't have a mobile phone? Go to [rmd.at/dced6h](http://rmd.at/dced6h) on a desktop computer to sign up for email notifications.



## Running Start Academic Policy

### TERMS and CONDITIONS

- A student must earn a grade point average of 2.00 or better each quarter to maintain eligibility in the Running Start Program, regardless of the number of credits attempted or earned.
- If any quarterly grade point average falls below a 2.00 ("C" average) the student will be placed on probation. Academic progress will be monitored for the students' duration in the RS program.
- Academic probation may result in restrictions as determined by the Running Start Director. Restrictions may include, but are not limited to: reduced/restricted credit load, mandatory participation in tutoring, and/or mandatory follow up appointments with Director. A study skills class, HD 120, is highly recommended for all students struggling academically.
- If the student's quarterly grade point average falls below 2.00 for **any** two quarters enrolled he/she is no longer eligible for the Running Start Program at Bellevue College.
- The student whose eligibility is suspended for poor academic performance will be notified by mail within one week of the date on which grades are posted. Knowledge of eligibility is available to the student through *My Online Services* as soon as grades are posted. Grades are due from the instructors the Monday following finals and grades are posted within 48 hours. It is important that running start student keep their contact info up to date for this very reason. Addresses and other contact info can be updated through here. <https://www.ctc.edu/~bellevue/stuaddr/waci203.html>
- You are expected to know your academic status at all times. It is your responsibility to track your grades during the quarter so you are aware of your performance at any given time and can address concerns as they arise.

(Please Note: The interval between the end of Winter Quarter and the beginning of Spring Quarter is very short. It is often impossible to get written notification out to students re their suspension before the Spring Quarter begins. Students who know or suspect their Winter Quarter GPA will fall below 2.00 should begin the appeal process early or plan to withdraw from their classes or fill out the necessary paperwork to attend as a regular BC student if 18. Although the time is short between winter and spring quarters this policy will be strictly enforced.)

- The student has the right to appeal their suspension. You can appeal your dismissal to the Running Start Program at <http://www.bellevuecollege.edu/runningstart/forms/appeal/>  
The letter of appeal must include the following:
  - 1) Provide a clear description of extreme extenuating circumstances that you feel justify an exception to the Running Start Academic Policy. Take responsibility for your dismissal
  - 2) Specify what changes have occurred to ensure you will be successful academically
  - 3) What is your plan for success if you are reinstated to the Running Start
  - 4) Provide in additional comments and documentation if you had a medical situation
- The suspended student who is already registered for the following quarter will lose their Running Start status. In that case a student 18 or older may attend as a full tuition-paying BC student, and the student *must* submit a new BC application so the appropriate tuition is charged. Otherwise the student will be dropped from his/her classes. Those who are not yet 18, and have not yet earned a high school diploma or GED, are dropped from BC classes and must return to high school.

We want your experience as a Running Start student to be productive and positive. If you are struggling in classes, there are services available to help, most of which are free (tutoring, advising, workshops). Please do not hesitate to contact us for guidance at [chsprograms@bellevuecollege.edu](mailto:chsprograms@bellevuecollege.edu) or (425) 564-2026.

This policy pursuant WAC 392-169-075 Academic standards and discipline -Jurisdiction of educational agencies

Last Revised on April 11, 2018

## How Running Start Works at Bellevue College

The credits you earn at Bellevue College can, with careful planning, apply to your high school graduation and college degree or certificate.

Your college tuition is covered through Running Start. The maximum credit eligible through Running Start is based on your combined high school and college enrollment. See the Running Start Enrollment Verification Form for credit eligibility. You can take up to 18 credits and self-pay for the number of credits above what is approved per your enrollment verification form.

Bellevue College follows federal guidelines under the Family Education Rights and Privacy Act ([FERPA](https://www.bellevuecollege.edu/runningstart/parents/access-to-records/)) which means that only students have access to their college grades and records.  
<https://www.bellevuecollege.edu/runningstart/parents/access-to-records/>

The grades and credits earned through Running Start at Bellevue College are part of your permanent college and high school transcripts.

## What Running Start Offers

Free college tuition. The maximum credit eligible through Running Start is based on your combined high school and college enrollment. See the Running Start Enrollment Verification Form for credit eligibility.

- College instruction taught by faculty who care about your success
- A wide variety of classes that may not be offered at your high school
- Small class size--averaging 25-40 students per class
- Class schedule flexibility--classes are offered during the day, evening, weekend and online.
- Opportunity to participate in all college activities, clubs and leaderships programs except for intercollegiate athletics
- New opportunities to grow and build meaningful relationships
- Opportunity to simultaneously earn your high school diploma and college degree

## How many quarters can I be in Running Start?

Eligible students can participate for a maximum of 6 quarters (Fall, Winter, and Spring quarters of the junior and senior years). In accordance with state rules, there is no Running Start in the summer quarter. **If you want to attend Summer Quarter, you will need to either apply to a different program offered by Bellevue College or apply as a regular student to the college. Restriction may apply based on eligibility requirements.**

## Can I attend Bellevue College full-time or part-time?

Yes, you can take all of your classes at Bellevue College, or some at Bellevue College and some at your high school. The average credit load for Running Start students is 12-15 credits per quarter (approximately 3 classes). The maximum number of credits for which Running Start will cover tuition is 15 credits per quarter, providing you do not exceed the combined enrollment limit which is detailed on your Running Start Enrollment Verification Form.

## Challenges to consider

Parents should take into consideration the maturity level of their student when considering Running Start. Some students who are academically ready may find the independence and fast pace of college classes overwhelming and would benefit from remaining in the high school. The material covered in an a quarter which is roughly 11 weeks at the college is the equivalent to what is covered in a year at the high school.  
Last Revised on April 11, 2018

Socialization may be an issue for some students. The high school provides a social network and social experiences for teenagers, some of which may not be available at the college. There is great age diversity on the college campus. Students will be attending classes with adults their parent's age. Some may find this uncomfortable; most find it an enriching experience.

- Transportation is the responsibility of the student. Dependable transportation is a must and student should take into consideration travel time and parking time when planning class schedule.
- The college operates on the quarter system while high schools operate on a semester system causing time conflict with holidays and vacation periods. Students who attend the college full time will be in school when their friends at the high school are on vacation and vice versa. Students who attend both the college and the high school will always be in school except for an extended vacation period during December.
- The scheduling of college classes may conflict with high school classes or extracurricular activities.
- The high school is the authority on what is required for high school graduation. Care must be given to work closely with the high school counselor to insure graduation requirements will be met.
- As in the case with all BC students there is no guarantee that a RS student will be able to register for a particular class at the preferred time or quarter.
- **Payment for Fees and Tuition** – Always know when your payment is due to avoid getting dropped for nonpayment. You will always have an amount due when you register for classes.
- **Fee Waiver**, you may be eligible to receive assistance with the cost of tuition and fees. Please check the High School Programs website for information regarding Running Start Fee Waiver Eligibility.

### Can I take online classes and evening classes?

Yes, it is the opinion of the Attorney General's office that Running Start students will be treated as regular college students and enrolled in regular college classes. These classes are considered to be within the normal delivery of the college curriculum. Are Online Courses Right For Me? While online (eLearning) classes give more scheduling flexibility, they can be challenging for certain students. Before enrolling in an eLearning class you may want to ask yourself how well the following statements describe you:

- I feel comfortable using reading and writing as my primary means of communication and learning
- I feel I can learn in an environment where oral lectures are not the primary means of learning
- I am self -motivated and can work independently
- I have no problem communicating with my instructor and other classmates through electronic means such as email and discussion boards
- I have no problem asking questions when I don't understand something or need clarification
- I have or will have access to a computer on a regular basis
- I feel comfortable in my keyboarding abilities
- I feel comfortable with basic computer skills such as email, creating and saving files, and downloading files
- I can dedicate approximately 3 hours of work per credit hour to my eLearning class. If you've answered yes to most of these questions, eLearning could be a good option for you

Yes, Running Start students can attend day or evening classes.

### What does Running Start cost?

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The Running Start program covers up to 15 credits of tuition for college level courses (courses numbered 100+), depending on the number of classes taken at the high school. However, there are associated costs with participating in the program, as outlined below.

- Assessment test fee
- Books and transportation costs
- Quarterly fees associated with tuition: Facilities fee, Technology fee, Student Center fee, and Special Services fee. Costs vary per quarter according to enrollment (see Quarterly Class Schedule for details)
- Application for graduation fee

Running Start students may choose to enroll in classes that are below college level (any course that begins with the number '0') or development classes (English 100 or Read 104). Enrollment in these courses is separate from the Running Start program and as such, students are responsible for full tuition for those courses. For example, if a student enrolls in Math 097, the student will be charged tuition for the class according to their residency and the per-credit rate applied for credits between 1 and 10 (**See Tuition and Fees**). Additionally, Running Start students who enroll in more than their quarterly approved credits will be charged tuition for the credits beyond. Tuition rates can be found here.

<https://www.bellevuecollege.edu/tuition/>

Classes that are (300 level or higher) are also not covered by the running start program and follow the same restrictions as below college level courses.

Note: All tuition and fees are subject to change.

### **How do I know which classes at BC apply toward my high school graduation requirements?**

Your high school counselor at your public high school can answer this question when you meet with them to "forecast" your Running Start classes. Different schools accept different courses from Bellevue College to meet specific requirements. It is critical that you work with your high school counselor to make sure that you are meeting your high school graduation requirements. You need to meet with your high school counselor every quarter that you are in Running Start to complete an Enrollment Verification Form, even if you are home-schooled. On this form, the high school counselor will indicate what specific graduation requirement each course meets, even if it is an elective.

The ratio is 5:1

|                        |                           |                          |
|------------------------|---------------------------|--------------------------|
| a 5 credit class at BC | (e.g., Math or Sociology) | = 1 high school credit   |
| a 1 credit class at BC | (e.g., P.E.)              | = 0.2 high school credit |

Thus, a Running Start student attending Bellevue College full-time (15 credits per quarter) would earn 3 high school credits per quarter x 3 quarters = 9 high school credits in a school year. Students should always check with their high school counselor to discuss high school graduation requirements. Some high schools may require that specific content be covered, so in some cases, students may need to take more than one class to meet a high school graduation requirement.

### **Is it possible to obtain both a high school diploma and a college associate degree after completing two years in the Running Start program?**

Yes, it is possible to graduate from high school with an Associate Degree at the same time. Typically about 150 Running Start students graduate from Bellevue College every year with an A.A. Degree at the same time they graduate from high school. This takes careful planning, so be sure to ask the Bellevue College

Advising Office for advising help toward an A.A. degree. If you do not plan to graduate from a public high school, you have the option of asking the college to issue a State of Washington high school diploma upon completion of an associate degree.

### **Should I take either the SAT or ACT test if I am in Running Start?**

Yes. Some universities will require either SAT or ACT scores, even if you earn an Associate Degree from a community college

### **College Life, what to Expect as a Bellevue College Student**

Running Start students are “regular” college students in every sense of the word with the same privileges and responsibilities of any other college student. You cannot be on a BC sports team but you can be part of a club sport.

### **Student Responsibility**

Students are expected to meet class deadlines, be prepared for class, ask questions and conduct themselves in a manner that contributes to their own learning and that of the other students in the class. If students are having difficulty or want additional information it is their responsibility to seek out the instructor. Instructors have posted office hours when students can come to see them for help or discussion. Appointments can often be made outside of office hours.

### **Wait List**

You may only be on 1 waitlist at a time per quarter. **The waitlist should really only ever be used if there are no other sections offered for the class you need or want to take.**

The waitlist closes at 9:00am on the last business day before the quarter starts. You cannot get on the waitlist after this time and the waitlist will also stop automatically enrolling students into classes if a seat becomes available. If you still want the class after the waitlist closes, you need instructor permission. Review late registration procedures on the Bellevue College enrollment webpage. If you decide you no longer want to take the chance with the waitlist you must remove yourself from the waitlist thru online services. Here is a link regarding waitlist and late registration procedures from the running start website. <https://www.bellevuecollege.edu/runningstart/current/waitlist/>

### **Class Pace**

Course subjects are taught and material is covered at a much faster pace in the college than in the high school. For example, the same amount of subject matter in one course that is taught in one year of high school is taught in one eleven week quarter at the college. There is little time for instructors to stop and review lessons for students who do not understand the material or were absent from class. However, instructors encourage students to come to their offices for help.

### **Homework**

College classes demand an average of at least two (2) hours of homework for each hour of class. A five (5) credit class will have approximately ten (10) hours of homework each week. Total time commitment for a five (5) credit class will be approximately fifteen (15) hours a week with no classroom time for homework. The time commitment for 15 credits will be similar to that of a 45-hour job.

### **Attendance**

Attend the first week of class (or login to your online or hybrid class) or the instructor can request enrollment services to have the student dropped from their class. If you know ahead of time you will miss class, it is critical that you contact your instructor before the quarter starts. Your instructor may request that you be administratively withdrawn from class. The instructor may or may not take attendance. It is the students' responsibility to be prepared each day for class and to meet all deadlines set out by the instructor's syllabus. Some instructors give pop (surprise) quizzes. They expect all papers to be turned in on time and some offer no make-up opportunities.

### **Class Participation**

This is an important and integral part of being a college student. Most instructors require students to participate in class discussions; some even include class participation as a factor in the student's grade.

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The students in the classes can range in age from 16 to 80 and students need to be prepared for a variety of opinions.

### **Grade Reports**

Grades can be viewed thru Online Services View Unofficial Transcript approximately one week following final exams. A hard copy of grades will not automatically be mailed to students. However, a record of a Running Start student's quarterly grades will be sent to the high schools. Students are **NOT allowed to audit classes**. Here is a link for students to check their grades from their unofficial transcript.

<https://www.ctc.edu/~bellevue/student/waci002.html>

### **Academic Records**

Students successfully completing classes under the Running Start Program will receive both high school and college credit. The grade reported is part of the permanent college transcript. If students wish to apply to another college, they must list Bellevue College as a college attended and request an official transcript be sent to verify previous college course work.

<https://www.bellevuecollege.edu/records/official-transcript-request/>

### **Class Size**

Classes vary in size from 10 to 55 students with the average class size about 30 students. This class size makes it possible for instructors to give individual attention to students who request assistance.

### **Parking**

#### **Main Campus Daily Parking**

Daily parking is provided on the main campus (see our parking map online) through pay and display pay meters. Daily parking lots are reserved for daily parking permits only. Daily permits allow you to park in any student parking lot. Contact the office or employee you are meeting with for special circumstances.

Permits are required in daily parking lots Monday through Friday 6am to 3pm. On Saturday and Sunday, parking is available in all lots (except reserved parking) without a permit or sticker. This is subject to change.

### **Parent's Access to Students Records**

BC follows federal guidelines under the Family Educational Rights and Privacy Act ("FERPA") concerning access to student records. No information will be released without the student's written consent. With an Information Release on file, only the High School Programs office will give out student information to parent's. We offer this in hopes of keeping communication lines open between HSP staff and parents.

### **Parent's Access to Faculty**

In accordance with the guidelines stated in the Family Educational Rights and Privacy Act ("FERPA") faculty will not discuss the student's progress with a parent. It is the student's responsibility to communicate with the instructor regarding progress and/or any other issues.

### **FERPA Rights Regarding Educational Records**

Students at Bellevue College have certain rights regarding their educational records. These rights are part of the federal legislation known as the Family Educational Rights and Privacy Act (FERPA).

<https://www.bellevuecollege.edu/runningstart/parents/access-to-records/>

### **Students have the right to:**

**Inspect and review their educational records within 45 days of the day that the College receives a request for access.**

Students should submit a written request to the office of the Vice President for Student Affairs (Bldg. B, room 218) that identifies the record(s) they wish to inspect. The Executive Assistant to the Vice President will make arrangements for access and notify the student of the time and place where the records may be inspected.

**Request an amendment of the student education record(s) that the student believes are inaccurate or misleading.**

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

**NOTE:** Students who wish to request a change of grade from an instructor that has been recorded correctly must follow separate complaint procedures. Information about how to challenge a properly recorded grade is available from faculty, advisors, and deans.

If the College decides not to amend the record as requested by the student, the Bellevue College Registrar will notify the student of the decision and advise the student of their 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.

**Consent to disclosure 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 disclosures without consent is to school officials with legitimate education interests. A school official is a person employed or contracted by the College in an administrative, supervisory, academic or research, or support staff position (including campus security personnel); a person, company or agency with whom the College has contracted (such as an attorney, auditor, collection agency, public service agency, education agency or school); a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Volunteers and interns serving in any of these capacities are also considered school officials. A school official has a legitimate education interest if the official needs to review an education record to fulfill his or her professional responsibility.

Upon request, the College discloses education records without consent to officials of another schools in which a student is concurrently enrolled, or seeks or intends to enroll.

The College also may publish or provide the following directory information to any person who requests it: Student name, major field of study, participation in officially recognized activities or sports, weight and height of members of athletic teams, dates of attendance or degrees and awards received. In addition, the College provides to military recruiters the following additional directory information: address, telephone listing, date and place of birth, level of education, academic major, and the educational institution in which the student most recently was enrolled.

Students who do not wish the College to release their directory information must notify the Registrar in writing.

For more information regarding FERPA please follow the link.

<https://www.bellevuecollege.edu/runningstart/parents/access-to-records/>

**File a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.**

The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
Department of Education  
600 Independence Avenue SW  
Washington, DC 20202-4605



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## **Students Rights and Responsibilities**

Bellevue College policies and procedures provide an institutional perspective on many important issues for college management and governance. They also provide a context for action and thoughtful decision making. Often, specific procedures for implementation are included. May also be found in hard copy in the N and C Buildings or online at

<http://www.bellevuecollege.edu/stupro/handbook/default.html>.

Visit our website to read complete list college policies

<http://bellevuecollege.edu/policies/>

This website does not include department-specific policies or procedures. Please contact the appropriate department for more information.

## **Adherence to College Policies & Procedures**

Bellevue College expects students to be aware of and follow college rules and regulations as published in the catalog, quarterly schedule, college website, student handbook, and other official publications. Students will be held accountable for following all procedures for which they have a responsibility.

These include but are not limited to:

**Note:** Policy and procedure changes are approved by President's Staff and the college board of trustees. Every effort is made to publish the most current revision of policies and procedures, but there are occasions when they may change prior to publication on this site. Please contact Administrative Services for more information regarding the publication and governance of college policies and procedures.

## **Student Code of Conduct**

The student is in the unique position of being a member of the college community and the community at large. Admission to the college carries with it the expectation that students:

- will respect and abide by the laws of the community, state, and nation;
- will adhere to college rules and regulations which assure the orderly conduct of college affairs;
- will maintain high standards of integrity and honesty;
- will respect the rights, privileges, and property of other members of the college community; and
- will not interfere with legitimate college affairs.

Bellevue College may apply sanctions or take other appropriate action only when student conduct interferes with the college's:

- primary educational responsibility of ensuring the opportunity of all members of the college community to attain their educational objectives;

•subsidiary responsibilities of protecting property, keeping records, providing services, and sponsoring non-classroom activities such as lectures, concerts, athletic events, and social functions. An atmosphere of learning and self-development is created by appropriate conditions in the college community. The rights, freedoms, and responsibilities in this document are critical ingredients toward the free, creative, and spirited educational environment to which the students, faculty, and staff of Bellevue College are committed.

- **Jurisdiction**

- All rules herein adopted concerning student conduct and discipline shall apply to every student whenever said student is participating in a distance education class or event, or is attending a class, or is present in any college facility, or whenever said student is engaged in or present at any college-related activity whether occurring on or off college facilities.
- Faculty members, other college employees, and members of the public who breach or aid or abet another in the breach of any provision of this chapter shall be subject to:
  - possible prosecution under the state criminal law;
  - any other civil or criminal liability for which remedies are available to the public; or
  - appropriate disciplinary action pursuant to the state of Washington Higher Education Personnel Board or the college's policies and regulations.
- The college may carry out any disciplinary proceedings prior to, simultaneously, or following civil or criminal proceedings in a court of law.

Complete information can be found at:

[http://www.bellevuecollege.edu/policies/2/2050\\_Student\\_Code.asp](http://www.bellevuecollege.edu/policies/2/2050_Student_Code.asp)

### **STUDENTS RIGHT-TO-KNOW ACT**

**<http://www.bellevuecollege.edu/stupro/handbook/policies/programs12.html>**

The Student Right-to-Know Act requires that institutions receiving Title IV funding disclose specific information about the college. Information about Bellevue College and its campus is available for review for our students, which also includes the bachelor degree students, on BC's website at [www.bellevuecollege.edu/legal/publicdisclosure/](http://www.bellevuecollege.edu/legal/publicdisclosure/). You can also access much of this information throughout this annual Course Catalog, including BC website links to specific topics. In addition, some hard-copy reports are available as noted below.

Complaint Policy/Grievance Procedures <http://www.bellevuecollege.edu/policies/>

*Excerpt from Policy*

It is the policy of Bellevue College to provide clear and accurate information, provide accessible services, and offer excellent educational programs and quality service. Students have both the right to receive clear information and fair application of college grading policies, standards, rules, and requirements as well as the responsibility to comply with them in their relationships with faculty and staff members. The purpose of this policy and procedures is to provide a systematic way in which to express and resolve misunderstandings, complaints or grievances about dissatisfaction with college personnel, services, processes or facilities, discrimination or academic issues.

Bellevue College, through its affirmative action policy and general policy on sexual harassment, and in accordance with state and federal regulations, prohibits discrimination against students and employees on the basis of race or ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion, the presence of sensory, mental or physical disability, or status as a disabled or Vietnam-era veteran.

Bellevue College employees are responsible for ensuring that their conduct does not discriminate

against anyone; they are expected to treat people conducting business at Bellevue College with respect and may expect the same consideration, in return.

The college recognizes that disputes may sometimes arise and encourages the parties involved to resolve the conflict informally whenever possible. If resolution cannot be reached, a formal process provides an impartial and equitable way to resolve those conflicts.

General Complaint Resolution Procedures can be viewed at:

[http://bellevuecollege.edu/policies/1/1450P\\_General Complaint% 20Resolution Procedures.asp](http://bellevuecollege.edu/policies/1/1450P_General%20Complaint%20Resolution%20Procedures.asp)

Student Academic Dispute Resolution Procedure can be viewed at:

<http://bellevuecollege.edu/policies/1/1450P2%20Student%20Academic%20Dispute%20Resolution%20Procedure.asp>

## **Classroom Behavioral Standards**

A common, campus-wide minimum standard regarding student cheating, stealing, and plagiarizing provides enough autonomy for instructors and programs to set their own standards. It is the instructor's responsibility to clearly articulate to the students what is considered appropriate and inappropriate behavior in the classroom and what action will be taken in the case of inappropriate classroom behavior. It is recommended that this be done through the course syllabus.

Visit our website to read complete list college policies <http://bellevuecollege.edu/policies/>.

This website does not include department-specific policies or procedures.

Please contact the appropriate department for more information.

## **Appeal Process**

Exceptions to the refund policy may be made only in the event of illness, death of an immediate family member or when there is evidence of institutional error. For all other administrative policies, it may be possible to make an exception, depending on the circumstances and the particular policy for which an exception is being requested. Appeals requesting re-instatement to the Running Start program due to academic dismissal from the program must be completed online at <http://www.bellevuecollege.edu/runningstart/forms/appeal/>. Other appeals must be complete online at <http://www.bellevuecollege.edu/services/appeal.asp> through Online Services.

*Bellevue College does not discriminate on the basis of race, color, national origin, language, ethnicity, religion, sex, sexual orientation, including gender identity or expression, disability, or age in its programs and activities. Please see policy 4150 at [www.bellevuecollege.edu/policies/](http://www.bellevuecollege.edu/policies/). The following people have been designated to handle inquiries regarding non-discrimination policies: Title IX Coordinator, [425-564-2641](tel:425-564-2641), Office C227, and EEOC/504 Compliance Officer, [425-564-2266](tel:425-564-2266), Office R130*