

**WAC 132Q-10-305 Process to file complaints.** (1) General complaints - Individuals may file with the student conduct officer a written complaint, a student conduct incident report (SCIR), against a student or student organization for alleged violation(s) of the standards of conduct for students specified in WAC 132Q-10-130 through 132Q-10-240, 132Q-10-246 and 132Q-10-250 through 132Q-10-255. Complaints are to be submitted as soon as possible after the event takes place, preferably within thirty calendar days after the event. A copy of an SCIR can be obtained from the office of student conduct, the office of the Title IX coordinator, or the office of campus safety, on both the SCC and SFCC campuses. The SCIR is also available online at <http://www.ccs.spokane.edu/Forms/SCC-Forms/Student-Svcs/ccs-5761.aspx>. SCIRs must be submitted to:

**Student Conduct Officer SCC**

Spokane Community College  
1810 N. Greene St., MS 2061  
Room 125  
Bldg. 6, Lair Student Center  
Phone: 509-533-8657

**Student Conduct Officer SFCC**

Spokane Falls Community College  
3410 W. Whistalks Way, MS 3010  
Room 244  
Bldg. 30, Falls Gateway Building  
Phone: 509-533-3682

**Title IX Coordinator SCC**

Spokane Community College  
1810 N. Greene St., MS 2150  
Room R228  
Main Building, Building 1  
Fax: 509-533-7132  
Phone: 509-533-7015

**Title IX Coordinator SFCC**

Spokane Falls Community College  
3410 W. Whistalks Way, MS 3010  
Administration Offices Room 225  
Falls Gateway Building, Building 30  
Fax: 509-533-3225  
Phone: 509-533-3514

**Office of Campus Safety SCC**

1810 N. Greene St., MS 2159  
Room 118  
Max Snyder, Building 50  
Phone: 509-533-8624

**Office of Campus Safety SFCC**

3410 W. Whistalks Way, MS 3174  
Room 145  
Human Services Building, Building 16  
Phone: 509-533-3555

(2) Sexually violent conduct, discrimination, and sexual harassment complaints. Individuals may file complaints of sexually violent conduct as defined in WAC 132Q-10-105(18) and further detailed in WAC 132Q-10-244; complaints of discrimination as set forth in WAC

132Q-10-242; and sexual harassment as set forth in WAC 132Q-10-243 to the Title IX coordinator at the appropriate address listed below. Complaints are to be submitted as soon as possible after the event takes place, preferably within thirty calendar days after the event. Complaints may be submitted by using a Student Conduct Incident Report (SCIR) form. If the complaint is against the Title IX coordinator, the complainant should report the matter to the Spokane Community College president's office or Spokane Falls Community College president's office for referral to an alternate designee. A copy of the SCIR can be obtained from the office of student conduct, the office of the Title IX coordinator, or the office of campus safety, on both the SCC and SFCC campuses. A copy of the SCIR form is also available online at <http://www.ccs.spokane.edu/Forms/SCC-Forms/Student-Svcs/ccs-5761.aspx>.

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**President**

Spokane Community College  
1810 N. Greene St., MS 2150  
Spokane, WA 99217-5399

Fax: 509-533-7321

**President**

Spokane Falls Community College  
3410 W. Whistalks Way, MS 3010  
Spokane, WA 99224-5288  
Fax: 509-533-3225

[Statutory Authority: RCW 34.05.353. WSR 21-12-050, § 132Q-10-305, filed 5/26/21, effective 6/26/21. Statutory Authority: RCW 28B.50.140. WSR 15-15-161, § 132Q-10-305, filed 7/21/15, effective 8/21/15.]