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New Faculty List

BUSINESS

Conna Bond, Associate Professor
B.A. 1990, Whitman College
J.D. 2003, University of Florida

CHEMISTRY

Frank Fabian, Assistant Professor
B.S. 1999, Universidad Nacional del Centro del Peru
M.S. 2012, University of Nebraska
Ph.D. 2019, University of Nebraska

ENGINEERING

Kendrick Mensink, Visiting Assistant Professor
B.S. 2012, Walla Walla University
Ph.D. in process, University of California

TECHNOLOGY

Jonathan Spracklen, Instructor
B.S. 2017, Walla Walla University
M.A. in process, Academy of Art University
### New Faculty Orientation Agenda

1. **Volker Henning, VPAA** (Introduction, About WWU, Faculty Responsibilities, R&T Overview)  
   8:30 – 9:30

2. **Scott Ligman, AVPAA, Course Syllabi**  
   9:30 – 10:00

3. **Group Photo – Steps Behind Library** (outdoor picture, photographer: Alix Harris)  
   10:00 – 10:30

4. **Carolyn Denney, Registrar – myWWU** (Grades, registration, incomplete policies, degree audit) and **FERPA**  
   10:30 – 11:00

5. **Sue Huett, Disability Support Services**  
   11:00 – 11:30

6. **Matt Heinrich, Bookstore & Textbook Ordering**  
   11:30 – 12:00

7. **Lunch – The Express**  
   12:00 – 1:00

8. **Bruce Toews, Rank and Tenure**  
   1:00 – 1:30

9. **Scott Ligman, (Review week, academic integrity policy, other forms)**  
   1:30 – 2:15

10. **Stretch Break**  
    2:15 – 2:30

11. **Brandon Aberle, Information Technology**  
    2:30 – 3:00

12. **Pam Cress, Annual Performance Evaluation**  
    3:00 – 3:15

13. **Sylvia Nosworthy, Desire to Learn (D2L)**  
    3:15 – 3:35

14. **Richard Scott, Information Literacy & Library Tour**  
    3:40 – 4:30, Library Lab
**Best Practices Series**

“Best Practices Series” are faculty development sessions required for new faculty at Walla Walla University. Please make these meetings a priority and inform our office if you are unable to attend by calling (509) 527-2431 or emailing academic.administration@wallawalla.edu. Lunch will be provided at each meeting.

<table>
<thead>
<tr>
<th>Date: (Wednesdays)</th>
<th>Topic:</th>
<th>Presenters:</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 9, 2019</td>
<td>“Integrating the Institutional Mission, Faith &amp; Learning”</td>
<td>Volker Henning, VP, Academic Administration</td>
</tr>
<tr>
<td>November 13, 2019</td>
<td>“Classroom Teaching and Management”</td>
<td>TBD</td>
</tr>
<tr>
<td>December 11, 2019</td>
<td>“Academics: Copyright, Syllabus Construction and Academic Integrity”</td>
<td>Scott Ligman, AVP Academic Administration</td>
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<tr>
<td>January 22, 2020</td>
<td>“Using Technology in the Classroom”</td>
<td>Peter Gleason, Education and Psychology</td>
</tr>
<tr>
<td>February 19, 2020</td>
<td>“Rank &amp; Tenure”</td>
<td>Bruce Toews, Chair, Rank and Tenure Committee</td>
</tr>
<tr>
<td>March 11, 2020</td>
<td>“Course Evaluation System and Using Course Evaluations to Improve Teaching”</td>
<td>Don Crumley, Institutional Research and Brian Hartman, Education and Psychology</td>
</tr>
<tr>
<td>April 15, 2020</td>
<td>“Scholarship”</td>
<td>Greg Dodds, Chair, History and Philosophy</td>
</tr>
<tr>
<td>May 20, 2020</td>
<td>“Success in Advising”</td>
<td>Kari Firestone, Assoc. Dean of Nursing and Jonathan Duncan, Chair of Computer Science and Mathematics</td>
</tr>
</tbody>
</table>
Essential Teaching Duties for Full-time and Part-time Faculty

A. Before school:
   a. Order books
   b. Prepare syllabus and upload in D2L
      i. address class policies
      ii. explain expectations for reading, homework, papers, quizzes, exams
      iii. schedule topics and major activities for all class sessions
      iv. explain makeup of final grade
      v. designate office hours and encourage students to make appointments
      vi. document how students should communicate with the instructor; provide email addresses, telephone numbers and hours when students may call
      vii. Refer to ADA and academic integrity policies in the bulletin

B. During the quarter:
   a. Lead class sessions (lecture, instructor-led discussion, group work, student presentations, etc.)
   b. Give clear expectations for assignments and exams or projects, and how they will be graded
   c. Read, respond to, and grade student work
   d. Record and return student work in a timely manner (within two weeks)
   e. Give students regular grade reports: at least two during the quarter (third and sixth weeks) or have regularly updated information in D2L grade book
   f. Make and keep appointments for conferences

C. Communication
   a. Respond to all telephone and email inquiries in a timely way (within 24 hours is a good rule of thumb)
   b. Inform department chair or designee in case of illness that will keep you from leading a class session or keeping a conference appointment, and what arrangements you’ve made to cover or make up the appointment

D. At the end of the quarter:
   a. Grade all final assignments and exams
   b. Record and calculate all final grades
   c. Record all grades on myWWU and submit to Records Office by due date
Academic Items

General Information

1. Information about ordering nameplates and door signs may be obtained from your department chair/school dean and/or Marketing and University Relations (509) 527-2656.

2. Business cards may be ordered through the following web address:

   Web address: orderprinting.com
   Account Number: 30485272615
   Password: wwu

   If you have any questions about signage, business cards, and/or letterhead orders, please contact Marketing and University Relations (509) 527-2656.

3. Spiral-bound Bulletins for faculty members are available in the Academic Records Office, contact Jerry Entze (509) 527-2491 or jerry.entze@wallawalla.edu.

4. Official transcripts of all completed academic work are required to be on file in the Academic Administration office. If you haven’t already, please request your former schools to send them to the office of the Vice President for Academic Administration as soon as possible.


6. The following forms must be submitted to the Academic Administration Office for approval:
   a. Domestic Student Travel Request Application* Sent to Dr. Scott Ligman, Associate V.P., after your department chair/school dean has endorsed it.
   b. Reimbursement Request* in connection with approved conference or convention travel.

7. The dues for one membership in a professional organization (up to $250) are paid by the university on a yearly basis. The bill, invoice from the association, or a canceled personal check must be submitted for payment or reimbursement to Academic Administration.
8. The faculty are to provide book information for each class taught, whether or not books will be used. When no book is needed, please indicate “No textbooks required.” Please supply the ISBN, expected enrollment, and whether the book is required or recommended for all texts ordered. Please inform the Bookstore of any special instructions, such as, "Choose one of the recommended titles." ISBNs are found on the copyright page or the back cover, and are unique to each edition & version of the textbook. You will receive deadline reminders each quarter. Thank you for ordering early!

9. Please check to make sure your adopted materials are congruent with your syllabus. The textbook locator on the Bookstore web site (https://wallawalla.bncollege.com) will show you what your students will see when they check for their required materials, and ensuring that this agrees with your syllabus reduces confusion and helps your students to be prepared for the first day of class.

Classrooms

1. All classroom assignments are made by the Academic Records Office (Craig Connell (509)527-2501 or Craig.Connell@wallawalla.edu).

2. Requests for a change in classroom are to be submitted to Craig Connell in Records.

3. Classroom arrangements for audiovisual usage may be made with the department chair.

Schedules

1. Class schedule changes are requested through the chair/dean to Craig Connell (509) 527-2501 or Craig.Connell@wallawalla.edu for approval. The instructor is responsible for notifying class members.

2. Out-of-schedule final examinations are not to be administered to students without clearance from the Associate Academic Vice President’s Office. The fee is $100 for all examinations administered out of schedule and only if approved by the Associate Vice President for Academic Administration and the instructor. Also, please note that in the event that a student is scheduled for three tests in a row, or four in one day, they may file an Examination Change Request* if they wish, and there will be no fee.

3. If a change in class registration is desired, the student must complete the Change of Registration form*, obtain both the instructor’s and the major adviser’s signature, and submit the form to the Academic Records Office. This is for both adding as well as dropping classes.

4. Review Week Policy* – Review Week begins seven calendar days before test week and continues for seven calendar days. No major assignments such as themes, research papers, or quarter projects shall be made after the beginning of Review Week. Quizzes will be allowed during Review Week over material presented no earlier than two class periods before the quiz. Generally, there
will be no in- or out-of-class tests during Review Week (a test being defined as an examination that is of greater scope than a quiz). If the instructor and students see the need for a unit or chapter test (as opposed to a final test) during Review Week in order to help the students by:

a. reducing the amount of material presented in the final test;
b. avoiding a buildup of tests the week prior to Review Week; and/or
c. assisting in their grade achievement endeavors;
d. a test may then be scheduled during Review Week, provided the instructor and two-thirds of the class agree. When it is necessary to give a final test during Review Week, authorization must be obtained from the Associate Vice President for Academic Administration.

Grades

1. **The use of Progress Reports is essential.** Reporting is done online using myWWU. The student, their mentor (if applicable), and the advisor of record will be able to view the report online. Reminders to faculty are sent by the Associate Vice President’s office.

2. No grades should be turned into the Academic Records Office by anyone other than the instructor. Quarterly grade submission is done online.

3. In order to distribute grades to the students on time and allow ample time for probation processing, all grades must be submitted to the Academic Records Office by the deadline dates indicated in the Academic Calendar.

4. A grade of Incomplete* is given in case of incomplete work due to justifiable cause and must be made up three weeks before the close of the following quarter (excluding summer term). When an Incomplete is recorded on the grade roster, the instructor **must** also submit a course default grade, based on the current grade if no additional work is submitted. This grade will be recorded if the Incomplete is not made up in the allotted time (See *WWU Bulletin*, pp. 42-43.) To record such a grade in myWWU, simply choose grades that begin with I and end with the default grade. Example IB--; ID+; etc.

5. To report the removal of an incomplete grade or to correct a grade, an online grade change should be submitted to the Academic Records Office. A grade change is initiated by selecting “Request Grade Change” on a grade roster in the Faculty Center. Grades for credit by examination can be entered on the form sent to the instructor when the examination request is approved.

Registration

Please note: any transaction made in person at the Records Office will require picture ID, either WWU ID Card or Driver License or passport.

1. **Changes of Registration***

   - Need signature of instructor (after the first 4 days of classes) and academic adviser
   - No courses may be added after the tenth day of any quarter without permission from Academic Standards Committee
2. Late registration
   - $75.00 late fee from published registration date
   - Must submit Late Add Request* with signatures of all instructors involved, and academic adviser

3. Withdrawing Individual Courses
   - Final date to drop is published in the Academic Calendar
   - Submit a Change of Registration* form to Academic Records Office signed by instructor and academic adviser

4. Withdrawing from All Classes
   - Submit an official WWU Withdrawal Form* to Academic Records Office signed by a financial counselor and one of the following:
     a. Registrar
     b. Assistant Vice President for Student Life and Mission
     c. Associate Vice President for Academic Administration
     d. Director of Academic Advisement

Student Requests and Petitions

1. Petition to Academic Standards Committee* for academic curriculum irregularities in a student’s program should be submitted in writing to Dr. Scott Ligman, Associate Vice President for Academic Administration, on the forms provided. Courses to be taken off campus (whether online or at different institutions) to satisfy a WWU requirement should be pre-approved by WWU’s transcript evaluator, Nancy Davis at (509) 527-2360 or nancy.davis@wallawalla.edu.

2. Students wishing to request a challenge, validation or waiver examination must complete the Examination Request* as per instructions: obtain the signatures of the course instructor, the chair/dean of the department offering the course and a financial advisor. The completed form should be submitted to the Academic Records office for approval or denial.

Academic policies may also be found on WWU’s website under “Academics”

Forms may be found on the WWU’s website under “Resources”
Disastrous Teaching Experience at New Institution Teaches Many Lessons

By Juan Tolosa
Richard Stockton University, NJ
tolosa@loki.stockton.edu

Ed’s note: Some months back we published a piece by Sharon Hollander called “Clickers in the Classroom.” In it she described an instructional strategy that didn’t work. Because we can learn as much from our failures as we can from our successes, we invited other readers to share some of their less successful instructional moments. We didn’t expect the brutal honesty found in the piece that follows. We laud this faculty member for his forthrightness, and although instructional mistakes are often situation and content specific (meaning what he labels mistakes might not always cause disaster), it is his model of reflection and analysis that we find most meritorious.

I arrived at my most recent teaching position with 17 years of teaching experience. I had taught at the Universidad de la Republica in Montevideo, Uruguay, at the Universidad Simon Bolivar in Caracas, Venezuela, and at the University of California, Berkeley. I considered myself a successful teacher, one with good classroom rapport with students. I felt confident; I was overconfident. At this university I met my Waterloo.

I began by teaching two precalculus sections and calculus 3. Calculus 3 went reasonably well, but I started off on the wrong foot in both precalculus sections. Students and I disliked each other almost from the beginning. From there on, practically all classes became battles, in which both parties — students and instructor — were trying to prove a point. I was trying to convey to them that they were using the wrong approach, and they were trying to convey exactly the same to me.

The experience was painful and humbling. I promised myself that I would never, ever, teach precalculus again.

When my anger and frustration subsided, I had to recognize very grudgingly that I was not the excellent teacher I thought I was. There was still a lot about teaching that I needed to learn. In retrospect, I believe I made a number of mistakes. Here’s a list of some of the worst and in some cases how I tried to rectify them.

1. I assumed that students are as motivated as I am. In reality, most students, especially in introductory or remedial courses like the ones I was teaching, couldn’t care less about the content. In the case of math, they come believing that the content is boring and that they will never be good at it.
2. I criticized the book and insisted that student use their class notes instead. Most students feel insecure. They need as many things to hold onto as possible. The book is one of them. If I discredit the book, I am taking away what they believe is their life preserver. I learned the hard way how much they resent that. Now I make the book our companion. I use it whenever possible and regularly encourage students to consult it in class.
3. I did not take attendance. My rationale? I believed these kids were adults. They would understand that it was their responsibility to be in class. If they didn’t attend, that was their problem. Now I take attendance every day and make it a part of the grade. Checking attendance sends a strong message. It says being in class is important — it matters. In my experience that message motivates students to take it seriously as well.
4. I didn’t let students use calculators in class or on tests. I reasoned that students should be learning concepts, the fundamental ideas. Students rely too much on calculators. They never learn that they can figure things out for themselves. But I underestimated how much students would resist the ban. Now I require the use of calculators. There’s no student resentment, and I’ve come to understand that students who don’t bother to learn the concepts are helpless ever with their calculators.

I did teach precalculus again, in fact I teach it every year now. I’ve discovered some approaches and strategies that do work. Here are some of my favorites:

1. Patience. When students make stupid mistakes, like adding fractions wrong, making crazy cancellations, or forgetting what I just explained five minutes ago, I used to take it personally and become very angry. Students are very easily intimidated; an angry reply is almost sure to turn them off and discourage them from asking questions ever again. It is very hard to make students feel at ease so that they will ask the questions that they need to. It is a little like taming wild squirrels. One false move and they run away. They hide silently.
2. Forbidden words. I carefully avoid words and phrases like easy, simple, straightforward, trivial, elementary, basic stuff, and you should know this.
3. What is easy for me is not easy for students; that is why I am standing in front of the class.
4. High homework standards. Require detailed explanations and justifications in homework and tests. Set standards from day one. If a project is unacceptable, I return it and let students resubmit. If it’s unacceptable next time, they have earned a zero.
5. Tough Love. Treat students with respect, but don’t pamper them. Students know the difference. I have learned that you can care for them and still be very demanding.
6. Be informal. Promote a relaxed atmosphere. For several years now I have dressed up for Halloween. It still amazes me what a difference a costume and a good laugh makes. I’ve had students tell me that this day changed how they felt about the course. They decided not to drop and to keep trying.
7. Use the SETs (even if you are tenured!). Learn from students’ comments on the Student Evaluation of Teaching forms.

The Teaching Professor

January 2003
Internet Cheaters: Who Are They? Why Do They Do It?

Research continues to document that an alarming number of college students cheat. Some faculty fear that the Internet may be making this bad problem worse. Now students have easy access to sources (both free and fee-based) that offer term papers on virtually every subject. Mindy Lester and George Diekhoff wondered who these Internet cheaters might be. Are they a new breed, or do low-tech cheaters simply have a new method at their disposal?

To find out more, they surveyed students and obtained usable responses from 421 students in entry-level psychology and sociology courses at one university. They used a previously developed instrument that included:

- demographic information about the students
- inquiries about how much and via what methods they cheated, if they did
- how they reacted to the cheating of others
- the reasons why they cheated, if they did
- a cheating justification scale that measured how willing students were to justify their behavior.

The researchers modified this survey slightly so that it asked specifically "if students had, during their college careers, plagiarized either a portion of or an entire paper from the Internet." (p. 907)

They also changed other items so that they included references to Internet cheating.

About 32 percent of this sample reported no cheating of any kind compared with almost 69 percent who reported cheating via traditional and/or Internet methods. Of those who reported cheating, 88 percent reported using traditional methods exclusively. Another 12 percent reported using Internet methods of cheating, but only about 1 percent reported Internet cheating exclusively.

When comparing traditional and Internet cheaters, the researchers found, "Internet cheaters and traditional cheaters did not differ significantly on the following variables: age, marital status, year in college, percentages in fraternities or sororities, percentages of scholarship or grant recipients, percentages who reported using their own savings to finance their education or the percentages who reported that they would be likely to report the cheating of others." (p. 908) These data and others caused the researchers to conclude that "in many ways Internet cheaters are just exaggerated versions of their low-tech counterparts." (p. 909)

They do, however, justify their behavior to an even greater extent. The researchers wonder if this is because searching the Net "feels" like legitimate research to many students. Internet cheaters are also even more likely to ignore the cheating of others, and they resent it less.

What can faculty do to prevent Internet cheating?

Researchers asked students what led them to use the Internet to cheat. Students answered time pressure, the convenience of the Internet, a belief that they won't be found out, and dislike for the class or professor. Assigning a paper that is due in installments across a semester is one way of helping students manage time pressures. Faculty can also require that students attach copies of their resources to the paper and be vigilant in their efforts to identify plagiarized work. The article lists a number of websites helpful in this regard. And the way faculty interact with students may also diminish the motivation to cheat. Assignment designs (like creative topic options) also can make plagiarism more difficult.


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**Disastrous Teaching**

*From Page 3*

As imperfect as they are, the SETs are still a very good source of student feedback. Some of their comments are nonsensical, or worse, spiteful, but most are done seriously and contain very useful feedback. When I first read the students' comments from that disastrous first year, I became indignant. When I re-read them many years later, I was surprised to find sound advice in many of them — advice that I had failed to see then.

- Optional final project. I allow students with a strong B average to do a final take-home project instead of the final test. This option is usually gratefully accepted, since it removes the uncertainty of a final test (which is always comprehensive in my courses, and counts for a sizeable percentage of the grade). Even so, the final project assignment is designed so that it forces students to review the whole course in the process of working on demanding and creative problems.
- Cooperative learning. I now use it in all my classes, although I'm still searching for ways to make it less time-consuming. Students are organized into groups of four people each (with small deviations). They work as a group outside class and turn in homework assignments (projects), one per group. In my experience, students come to appreciate collaborative work. Often I find the same groups still working together in subsequent semesters, even with different course content. 

January 2003

The Teaching Professor
**WWU Faculty Rank Process**

(See Governance Handbook Section 3.1.5.6 for details)

<table>
<thead>
<tr>
<th>INSTRUCTOR</th>
<th>ASSIST. PROFESSOR</th>
<th>ASSOC. PROFESSOR</th>
<th>PROFESSOR</th>
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<tbody>
<tr>
<td>(1) Little or no college teaching experience and (2) Master’s degree (or bachelor’s with certain experience/certifications)</td>
<td>(1) Terminal degree or (2) Master’s degree with extra study and/or teaching experience (see handbook) (3) Scholarly activity, etc.</td>
<td>(1) Terminal degree and 4 years as assist. prof., or (2) ABD and 5 years as assist. professor (3) Scholarly activity, etc.</td>
<td>(1) Terminal degree and 4 years as assoc. prof. (2) Scholarly activity, etc.</td>
</tr>
</tbody>
</table>

Rank determines pay levels. Once above criteria are met, faculty are eligible to submit dossiers for new rank by July 1; see handbook for alternative qualifications to those described above and other such details.

**WWU Faculty Tenure-Track Process**

(See Governance Handbook Section 3.1.5.7 for details)

<table>
<thead>
<tr>
<th>INITIAL PLACEMENT</th>
<th>THREE, 1-YR APPOINTMENTS</th>
<th>3-YEAR APPOINTMENT</th>
<th>TENURE/POST-TENURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Instructors or assist. profs. usually get 1-year appointments (2) Assoc. profs. usually get 3-year appointments (3) Professors who’ve taught at least 6 years usually get tenure</td>
<td>(1) All courses evaluated by students (2) One course per term is peer evaluated (usually by chair) (3) Chair writes letter to R&amp;T Committee (4) During 2nd year, apply for 3-yr. appt. &amp; prepare dossier, due July 1 after 2nd year</td>
<td>(1) Three courses per year evaluated by students (2) Peer evaluations &amp; letter from chair (3) During 2nd year, apply for tenure and prepare dossier due July 1 after 2nd year</td>
<td>(1) Three courses per year evaluated by students (2) Peer evals. &amp; chair letter (3) Submit dossier every 4 yrs., due July 1 after 3rd yr. (4) Results: initial review is usually up or out. Post-tenure is standard or sub-standard (see handbook)</td>
</tr>
</tbody>
</table>

**WWU Annual Faculty Performance Evaluation**

(See Governance Handbook Section 3.1.5.4 and here for details)

(1) Separate from rank/tenure process; (2) initiated by chair; (3) requires current CV, professional activities report, list of goals (due June 30); (4) Chair completes evaluation form & discusses with faculty; (5) While prof. activities report is shared with CAO, evaluation results are not routinely shared; but if results are substandard for two consecutive evaluations, immediate tenure review is initiated.

Prepared by Bruce Toews, 2019
Miscellaneous Items

Blue Mountain Credit Union
Blue Mountain Credit Union offers a wide variety of products and services to all employees of Walla Walla University in one convenient place. From Checking and savings accounts to loans and mobile banking, we offer the latest in services, along with competitive rates, notary services and minimal fees. Call BMCU (509) 526-4562 for account and rate information and become a part of our family.

Discovery Preschool
Discovery Preschool is located in Smith Hall and provides a learning-enriched preschool program for children ages 3 to 5. Call 509-527-2252 or visit http://wallawalla.edu/childdevelop.

University Church
The University Church is on campus at the corner of Fourth and Bade and designs active worship services to meet the needs of WWU students and faculty, young children and families and also the retired community members. The church office is open daily to serve your needs and may be reached at 509-527-2800. Watch weekly Sabbath services live, access recordings of past worship and learn more about the University Church at http://www.wwuchurch.com/

University Bookstore
The University Bookstore is here to serve the entire campus community. Matt Heinrich and Karen Lafferty are ready to help you research your course material options, and can help highlight options to increase affordability, including textbook price matching, rentals, custom course packs, Open Educational Resources (OER), courseware, and more. You can earn 10 "text bucks" toward your purchases each quarter by turning your text adoptions in by the deadline!

Sodexo Food Service
Sodexo provides meal service to the Walla Walla University campus and looks forward to meeting your culinary needs. As a benefit, WWU gives all full time staff and faculty members with a valid WWU ID card, one free meal per week. We encourage you to take advantage of this weekly benefit. Sodexo is refreshing the menu for 2019/2020.

**Breakfast 7-10 a.m. All you can eat WWU ID $7.75/No WWU ID $8.80:** Main line, Waffle bar with toppings, Fresh fruit, Granola with yogurt, variety of hot/cold cereals, made-to-order omelets, boiled eggs, breads, bagels with toppings, pastries, juice bar, hot chocolate with whip cream, etc.

**Lunch 11 a.m. to 2 p.m. All you can eat WWU ID $8.45/No WWU ID $10.05:** Main line, Pizza station, Sushi bar, Vegan station, Deli/Wrap bar, Salad bar with specialty salads, Hot soup station, International station, Drink station, Ice cream and Desserts.

**Dinner 5-7 p.m. All you can eat WWU ID $9.55/No WWU ID $11.65:** Menu is similar to lunch, Pasta station replaces International station.
**WWU Catering by Sodexo** is our exclusive onsite catering service. They are here to meet all your catering needs: help plan your events; strategize with your budgets; arrange delivery and service to provide the most successful event for you and your guests.

The Catering Team is happy to reserve the Alaska Lobby or Alaska Room in Kellogg Hall for your event. Please contact the Catering office at 509-527-2690 or Sodexo@wallawalla.edu.

**Gymnasium**

The Health and Physical Education (HPE) department facilities are available to faculty, staff, and their families. Spouses of Full-Time Employees can receive a card from Academic Records. Spouses of Part-Time Employees as well as all children of faculty and staff may obtain a Facility Pass from the HPE department for a quarter (3 months from date of purchase) for $60 or a year for $145. These passes will allow access to the gym, pool, fitness center, and racquetball courts during normal operating hours. Faculty and staff members may also use the Faculty Locker room located across from the fitness center, please request a key from Mike Jimenez (509) 527-2906 and pick up at Facilities Services.

**University Health Clinic**

University Health Clinic (UHC) accepts scheduled and walk-in appointments by calling (509) 527-2425. UHC is located in the Bookstore building. A well-qualified staff provide routine and urgent care for students, faculty, staff and dependents. Lab draws, immunizations, and simple procedures are available on-site. Services are billed directly to insurance carriers. Please be prepared to present your insurance card and driver’s license and/or WWU ID card. Hours of operation are Monday – Thursday 9 am - Noon and 1 - 5 pm and Friday 9 am - Noon.

**Walla Walla University Libraries**

The WWU Libraries consist of Peterson Memorial Library on the College Place campus as well as branches at the Portland School of Nursing and the Masters in Social Work campuses in Billings and Missoula, Montana. The university libraries’ main webpage is located at https://library.wallawalla.edu. From here, you may access Research Central (the online catalog and Summit), full-text databases, electronic reference resources, and much more.

**Information Literacy (Library Instruction)**

Recent studies indicate that students who make use of library resources and services have higher GPA’s. Help your students improve theirs through classroom partnerships with the library. Christy Scott, Education Services Librarian and Richard Scott, Outreach & Faculty Liaison Services Librarian, in our Center for Library Education and Research (CLEAR) can provide you with specialized instruction support as you encourage your students to discover and think about knowledge through library research for research papers, speeches, group projects, or other information gathering assignments. To learn more about what CLEAR can do for your students visit https://wallawalla.libguides.com/CLEAR.
Reserves

If you require all students in a particular class to look at the same books or have a short list of suggested titles, it is highly recommended that you place them on Reserve. We find students tend to focus on titles listed in their syllabi and/or assignment sheets even if you allow other options.

Faculty on both College Place and Portland campuses may temporarily place library materials or items from their personal collection on short loan periods (i.e. Reserve). In College Place, there are several loan period options available ranging from an hour to multiple days. In Portland, the standard reserve period is three days. Also in Portland, many critical resources are on permanent reserve and do not leave the library.

Please plan ahead when using this service as it takes up to a week for us to completely process reserve items. Contact Andra Winslow (College Place) at 2191 or Doug McClay (Portland) at 2124 for additional information.

Study Spaces

All libraries provide suitable study spaces for students. Additionally, Peterson Memorial Library (PML) provides collaborative areas for students to practice speeches or group presentations. One such area, the Collaboration Conference Room, is a technology friendly space which contains a wall mounted video camera and a table with laptop/tablet connectivity where students may connect their own devices and display to two large, wall-mounted screens. Students, faculty, and staff may reserve the Collaboration Conference room and several other group study areas through PML's Room Reservation site.

Research Central & Summit Borrowing

The university libraries’ online discovery system, Research Central, connects faculty and students to the university libraries’ collections including print books, eBooks, electronic journals, articles, and streaming media. Additionally, access to collections in the Orbis Cascade Alliance’s Summit Borrowing system is through Research Central. Summit provides access to nearly 30 million books and other resources from 37 other academic libraries in Washington, Oregon, and Idaho. Items in the Summit Borrowing system may be requested online through Research Central and items are delivered within 3-5 business days. Presently, Summit borrowing is not available at the Montana MSW sites. Faculty at these sites should request titles through Interlibrary Loan (see below).

Interlibrary Loan

Items not available in the university libraries’ collections or Summit may be requested through Interlibrary Loan. The Interlibrary Loan (ILL) forms are available through the Interlibrary Loan link on the libraries’ home page. Additionally, databases such as Academic Search Premier allow you to request directly from an article citation.

Media

Media, such as Blu-rays, DVDs, and videos are available for checkout at both the College Place
and Portland campuses. In College Place, audiovisual equipment such as portable disc drives and LCD projectors are also available for checkout from the Library Information Desk.

Mail Distribution Services

Official WWU Address: 204 South College Avenue, College Place, WA 99324

Departmental Mail (see Personal Mail below)

Incoming Mail and Packages
- USPS, FedEx and UPS deliver to Facility Services between 9 am and noon.
- Departmental mail and packages are delivered to the departments between 1 pm and 4 pm Monday through Thursday. For Friday delivery see the Friday Mail Service below.
- During the summer months, mail is delivered between 10 am and noon Monday through Thursday; packages are delivered between 1 pm and 3 pm Mondays through Thursdays. For Friday delivery see the Friday Mail Service below.

Outgoing Mail and Packages
- Place outgoing, departmental mail and small packages in your departmental office “red mailbag” to be metered in the university mail room.
- Outgoing mail will be metered, charged to your department’s postage account and delivered to the post office by the next business day or following Monday.
- Urgent, outgoing mail must be taken personally to the post office by 1:30 pm to go out the same business day.
- Certified and Registered mail must be taken to the post office for processing.
- International packages must be taken to the post office for processing.
- Large packages can be dropped off at Facility Services, but must be prepaid online, labeled, and ready for pickup by UPS, FedEx or USPS.
- FedEx Express prepaid can be dropped off at Facility Services, but please call (800) 463-3339 beforehand using address 720 SW Bade Avenue, with phone (509) 527-2925.

Inter-Campus Mail
- Inter-Campus Mail envelopes can be found in your department’s office to be used in communication with colleagues in other departments.
- These Inter-Campus Mail envelopes can be placed in your departmental office “red mailbag” for delivery the next business day or following Monday.

Friday Mail Service
- Friday morning incoming mail delivery is limited to Administration and Service Departments such as Student Financial Services, Records, Accounting, HR, etc.
- If you have urgent, incoming mail expected on a Friday, please call the mail room at ext. 2927 before 11 am and we will arrange for your mail delivery.
- If you have urgent, outgoing mail, please call the mail room at ext. 2927 before 11 am and we will arrange for your outgoing mail pickup and metering.
Personal Mail
- Personal mail is accepted if it is stamped.
- Incoming personal mail will be delivered the same as departmental mail.
- Outgoing personal mail must be stamped before placing in the “red mailbag”.
- Urgent, outgoing personal mail must be taken to the post office by 1:30 pm to go out the same business day.
- Outgoing personal packages must be prepaid and labeled to be accepted in the “red mailbag” or dropped off at Facility Services.

Post Office Information
- College Place Post Office: Mail deadline for same day pickup is 1:30 pm.
- Walla Walla Post Office: Mail deadline for same day pickup is 3:30 pm.

General Mail Room Information
- Mail Room Hours: Monday – Thursday 10 am - Noon; Friday 9 am - Noon.
- Mail Room Phone: Extension 2927.
- Mail Room Location: Facility Services at 720 SW Bade Avenue.

Facilities Services
Key/Key Card Access Requests: To receive a key or key card access, have either the department chair or the office manager submit an online request, do not make requests in any other form. Requests are typically filled in 2-3 business days. You will receive an email when your key is ready for pick up. To verify that the key is ready for pick up you may call the Facilities Services front office at (509) 527-2925. The person who will be carrying the key(s) must bring photo ID to pick up and sign for their keys in person.

Maintenance Requests: All requests must be submitted online through the Maintenance Request Form. Major expenditures require approval of a vice president.

University Village Housing
This department coordinates rental properties owned by the university. Call (509) 527-2109.

Radio Station KGTS-FM (Positive Life Radio)
KGTS 91.3 is the home station for the Positive Life Radio (PLR) network with 6 partner stations, 10 translators and 65,000 listeners who love contemporary Christian music across Inland Northwest and world-wide at www.plr.org or through the iTunes app on your smart speaker. Our Mission: We are a family who believes in Christ and feels compelled to share Him by creating and nurturing enduring friendships.

As an academic support department for WWU, Positive Life Radio employs students from many academic disciplines – both as career training/experience and as a way to meet their educational financial needs. Positive Life Radio is a listener-supported radio ministry owned and operated by Walla Walla University. Positive Life Radio also offers a “Hymns and Favorites” online station with Christian classics from the 60’s, 70’s and 80’s at www.hymnsandfavorites.com.
Purpose of a syllabus

The syllabus is an important communication tool for the instructor, the student and a variety of individuals inside and outside the institution. It provides students with information and structure, and encourages development as learners through an overview of what can be anticipated, and what the instructor expects. In one respect, a syllabus is like a contract, which incorporates a job description and the measures to be used to evaluate performance.

A syllabus is also used as an indicator of the quality of a course and the professionalism of the instructor. Parents and prospective students may use a syllabus as part of their decision about enrollment in a course or at an institution. Syllabi are also reviewed by evaluators as part of a program or institutional accreditation review. Faculty and academic support personnel also review syllabi as part of the transfer course evaluation process. In some instances, a course syllabus has been important in resolving student complaints and in litigation.

All syllabi must be posted on WWU K: drive
(K:syllabi\<dept>\<term>\<course> <course#> <lastname>.pdf)

Required sections of a syllabus

1. Title

The heading of the syllabus must include “Walla Walla University - Seventh-day Adventist Higher Education”, the department, current term and “Course Syllabus”. An institutional logo is desirable but not essential.

For Example:

Walla Walla University - Seventh-day Adventist Higher Education
Department or School

Fall 2017
Course Syllabus

2. Basic course information

This section must include course number, course title, number of credits, meeting time and location.

For Example:

GNRL 121 – Introduction to Syllabus Construction (1 credit)

Class Schedule: M/W 2:00-3:50 pm
Classroom: KRH 205

3. Instructor information
The instructor’s full name, professional title, office number and building, office phone number, university email address, and office hours must be included. This section should also include a brief description for how a student can make an appointment with the instructor. Faculty may choose to include additional information such as cell phone number, preferred contact hours, etc. Do not include a personal email address. All communication should be sent though WWU email addresses only. For Example:

**Instructor:** Joseph Smith, Ph.D.  
**Instructor Office:** ADM 334  
**Office Hours:** M 11:00-11:50; R 12:00-12:50; or by appointment  
**Email:** Joseph.Smith@wallawalla.edu  
**Phone:** (509) 527-2222 office; (509) 555-1212 Cell

4. Course description

The minimum requirement is the course description as it appears in the current university bulletin. Additional details may be helpful for courses that are part of a sequence or that include special projects, laboratory components, or field trips. If the course contains content or processes that may be controversial, the instructor may wish to notify students and briefly explain why the content, etc., is included.

5. University core themes/values

The purpose of this section is to articulate how the university core themes are integrated at the course level. The table below is the recommended format to indicate the integration. Not all courses will integrate all core themes or to the same extent. Expectedly, courses will have a strong contribution to Excellence in Thought but it is also important to document how other core themes are integrated. For a concise description of each core theme, see the Core Themes Description at the end of this handout.

<table>
<thead>
<tr>
<th>University Core Theme</th>
<th>Summary of How The Core Theme is Actualized in the Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellence in Thought</td>
<td></td>
</tr>
<tr>
<td>Generosity in Service</td>
<td></td>
</tr>
<tr>
<td>Beauty in Expression</td>
<td></td>
</tr>
<tr>
<td>Faith in God</td>
<td></td>
</tr>
</tbody>
</table>

6. Learning objectives or outcomes

Specific learning objectives or student learning outcomes are what students will be assessed on. They could include such thing as the understanding of specific information, the expression of specific professional behaviors, or the demonstration of specific skills. The course level 'student learning outcomes' should relate to the department/school student learning outcomes.

7. Textbooks and materials
List all required materials (not including common supplies). The complete title, edition, and ISBN number (if possible) should be given for each published work. The US Department of Education requires that students can readily determine the cost of course materials. All other uncommon items such as calculators, safety goggles, etc., should be indicated with an approximate cost. Any supplemental materials that are recommended should be indicated as such but the cost does not need to be indicated.

8. Course requirements

List each requirement a student should complete. Indicate the point value or weight toward the final course grade for each item. It may be useful to provide a brief description of each item and an indication if the assessment of an item is qualitative, quantitative, or pass/fail.

9. Course grade

Clearly indicate how the final grade is determined. This would typically include the “formula” to calculate a student’s total points and the points or percentages needed for each potential letter grade. Specify how a student accesses the recorded score for each item to help students be aware of their performance and to provide opportunity for the student to discover any recording errors. It is advisable to include a statement that students are responsible for checking their scores on a regular basis.

Instructors must never record individual scores or grades in a manner such that they can viewed by others unless officially approved. If you need assistance, please contact the director of Academic Records or the associate VP for Academic Administration.

10. Grade scale

Include a grade scale as follows. Screen reader programs read from left to right, not down columns. *For Example:*

<table>
<thead>
<tr>
<th>Grading Scale:</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94-100%</td>
<td>A-</td>
<td>90-93%</td>
</tr>
<tr>
<td>B</td>
<td>84-86%</td>
<td>B-</td>
<td>80-83%</td>
</tr>
<tr>
<td>C</td>
<td>74-76%</td>
<td>C-</td>
<td>70-73%</td>
</tr>
<tr>
<td>D</td>
<td>63-66%</td>
<td>D-</td>
<td>60-62%</td>
</tr>
</tbody>
</table>

11. Returned materials

All materials that have been graded must be viewable (even if temporarily) by the student for review. Indicate how a student can find the graded materials and if they need to be returned to the instructor. If the student can only view the materials temporarily, indicate so and state that they may not capture images of the material on any device.

In order to help student’s understand expectations, the following statement was voted by University Senate to appear in all syllabi:

“All materials submitted by a student will be evaluated in a timely manner (typically 2 weeks). Exams will be scored and be accessible for viewing by a student before the next
exam in a given course. The score for each class requirement may be accessed by ____________.

Complete the underlined portion to inform students how to find the score for each item in a course.

12. Academic integrity

Instructors should provide a link to the university academic integrity policy and state any specific issues related to academic integrity regarding the course or academic discipline. One of the most common responses students give when confronted with an accusation of academic integrity is that they did not know it was a problem. Students readily share ideas, information, materials, and course products with each other so it may be advisable to be clear what your expectations are. Instructors should also explain what the consequences are for a breach of academic integrity.

13. Accommodations for a documented disability

Instructors must include a statement indicating their willingness to provide appropriate accommodations for students with documented disabilities and refer them to Disability Support Services. Specific information on how to contact Disability Support Services must be included (phone number and web link). Instructors should not provide special accommodations to students without a documented disability. Accommodations are not retroactive when a disability is documented.

14. Emergency procedures

You should include the following statement in your syllabus: “WWU is dedicated to providing a safe campus environment and would like you to be aware of emergency preparedness resources available online with information related responses to fire, active shooters, injuries, etc. and our emergency notification system. Additionally, an emergency procedures flip chart and evacuation routes are posted in classrooms near the door.”

15. Title IX: Sex Discrimination and Sexual Misconduct Policy

You should include the following statement in your syllabus: “WWU prohibits all forms of sex discrimination and sexual misconduct including, but not limited to, sex-based intimidation and harassment, sexual harassment, domestic violence, dating violence, stalking and sexual violence. If you have been subjected to, or are aware of, an instance of sex discrimination or sexual misconduct, you are highly encouraged to report it to the Title IX coordinator via email, through the Title IX webpage, or by calling (509) 527-2141. The University has resources to help.

16. Tentative schedule

Include a tentative schedule that shows each class meeting and the intended topics to be presented or events that occur. Indicate when all significant assessments (exams, final exam, etc.) occur and when all assignments, projects, reports, etc., are due. Consult the current final exam schedule for the correct day and time of the final exam. The instructor should consider including a statement that the schedule will be adhered to as much as possible but is subject to change based on the professional judgment of the instructor.
Recommended sections of a syllabus

17. Integration of faith and learning

Describe how the course content, discussion, assignments, etc., are influenced by faith. How would the course be different than one with a similar title at a secular campus or another faith based University?

18. Late policy

State the policy for late work, missed classes, missed exams, etc. Generally, the less impact an assignment has on other course members the more likely that late work is accepted. Additionally, the more central an item is to a students’ understanding, the less tolerance there should be for late work.

19. Use of old course materials or materials from other courses

Students are likely to access course materials (exams, reports, notes, etc.) from previous years or from similar courses at another institution. State what is and is not acceptable use of previous materials. For example, is studying the exam from last year permissible or advisable? It may be helpful to provide previous materials online so all students have access regardless of their social interactions.

20. Use of technology

Describe what devices students may or may not use in the classroom. This may include items such as cell phone use, audio recording, capture of power point presentations, use of laptops, IPads, “cheating” watches, etc.

21. Safety and health (especially for lab classes)

In some courses separate safety information is given before a specific activity, the syllabus should include a short statement about the importance of safety and indicate that more detailed information will be distributed.

22. Grading disagreements or errors

It is helpful to the student and the instructor if there is a procedure and appropriate deadlines specified for correcting grading errors or addressing disagreements. This encourages students to review graded material promptly and reduces the probability of end of term disagreements.

23. Student conduct

Some faculty have specific expectations for professional behavior in the classroom, laboratory, clinic, etc. Specify expectations, along with how the expression of professionalism will be evaluated.

24. Helpful resources (web links, etc.)

List other resources that could be helpful for a student. Web links are especially helpful.

25. Tips for success
Share useful tips. Should a student study the textbook more than notes? Should they do all the sample problems? Is the web page for the textbook from the publisher helpful?

Other information

1. Workload

According to the Department of Education, a credit hour is an amount of work represented in learning outcomes and verified by student achievement that is not less than:

   a) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately 10-12 weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or

   b) At least an equivalent amount of work as required in paragraph (a) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

A student should expect to invest about 30 hours per term per credit for all course related activities.

2. Progress reports

Although a student should be able to determine their tentative course grade at any time, the institution has a special alert for poor academic performance. Inform students to check for progress reports via their MyWWU.

WWU requires all instructors to submit two online progress reports per term for students who have been identified as 1) “high academic risk” (instructor receives an email indicating student names), or 2) who have a tentative grade of C- or below. These reports are an important communication tool for students, academic advisors, mentors, residence hall deans, and academic administration. Instructors are always welcome to alert the academic advisement office or the associate academic vice president any time they are concerned about academic performance, attendance, behavior, etc.

3. Accessibility Checker

It is important for individuals with a visual disability to be able to access your syllabi by using a screen reader. To evaluate your Word document compatibility with screen readers, click on File>Info>Check for issues>check accessibility. When you try this you should see a pop up box on the right of your Word document that indicates any “errors” and “warnings” (see figure):

To locate each error or warning click on each item below the heading. In this example you should click on “Table” in error section and “Table Cell” in the warnings section to find the identified points in your document. One of the more common errors is the lack of figure captions.

Core themes descriptions (summary)

- Excellence in Thought
  Embodies the purpose of Walla Walla University: to educate students in preparation for effective careers, professions, or further study. The objectives identified for this core theme are to
demonstrate effective student learning, provide a positive learning environment, and help students to identify and achieve their academic and career goals.

- **Generosity in Service**
  As an institution of higher education in the context of the global community as well as in the tradition of the Seventh-day Adventist church. The objectives to accomplish this core theme are to address regional, national, and global humanitarian needs and inspire leadership within a Christian worldview.

- **Beauty in Expression**
  Relates to the environment, infrastructure and esthetics of the university as it communicates and accomplishes its’ mission. This includes enriching learning and social opportunities that may be inside or outside the classroom, demonstration of professionalism by students, promotion of positive interactions between students and between students and faculty, as well as participation in scholarly activities such as presentations, publications, and performances.

- **Faith in God**
  Faith in God is embedded in the history and purpose of the institution. This would include activities and interactions that encourage Christian faith development and spiritual growth, promote Adventist holistic living, life balance, and the discussion or adoption or Christian ethics.
References

- [Suggested Standard Syllabus Policies](#) – UNC Charlotte Office of Legal Affairs
- [Constructing Legally Sound Syllabi](#) - Hampton University General Counsel
- Michigan Technical University [Syllabus Requirements](#)
- Sacramento State [Course Syllabus Templates](#)
- University of Delaware [Syllabus Templates](#)
- Brown University – [Creating a Brown University Syllabus](#)
- Texas legislature requirements for a syllabus
- [How To Make A Syllabus](#)
- University of West Florida: “[Best Practices” for Designing a Learning-Centered Syllabus](#)
- [Construction of a Course Syllabus](#): Integration of the ASHA Knowledge and Skills Acquisition
- [Best Practices in Syllabus Construction](#) from the UNCW Center for Teaching Excellence
- Vanderbilt University Center for Teaching – [syllabus construction](#)
- University of Connecticut - Center for Excellence in Teaching and Learning [Syllabus](#)
- [Exploring What the Syllabus Communicates](#). The Teaching Professor December 2016
- Does the Document Matter? [The Evolving Role of Syllabi in Higher Education](#). Published online: Sep 2016

Online Videos

- [Syllabus Best Practices](#). Iowa State University
- Sloan Consortium – [Course & Syllabus Design](#)
- [Preparing an Effective Course Syllabus](#) – Northern Illinois University

Updated September 4, 2019
Academic Policies

Review Week Policy
https://wallawalla.edu/fileadmin/user_upload/Academic_Administration/Forms/reviewWkPol.pdf

A. Review Week shall begin seven calendar days before test week begins and shall continue for seven calendar days.

B. No new major assignments such as papers or projects shall be given after the beginning of Review Week.

C. Quizzes will be allowed during Review Week over material presented no earlier than two class periods before the quiz.

D. Generally, there shall be no in- or out-of-class tests during Review Week (a test being defined as an examination that is of greater scope than a quiz).

If the instructor and students see the need for a unit or chapter test in order to help the students by:

1. reducing the amount of material presented in the final test,
2. avoiding a buildup of tests the week prior to Review Week, and/or
3. assisting in their grade achievement endeavors,

then a test may be scheduled during Review Week, provided the instructor and two-thirds of the class agree.

E. When it is necessary to move a regularly scheduled final test into Review Week, authorization must be obtained from the Associate Vice President for Academic Administration.

F. A few classes have no designated test time in the published final exam schedule, for example, lab courses and certain skills-based courses. In these cases, a final exam may be scheduled during Review Week at the discretion of the instructor and should be listed accordingly in the course syllabus.

Voted by Faculty on 06/02/03
An integral part of the mission of Walla Walla University is to prepare its students to be responsible individuals with Christian values. The university expects all members of its community to have integrity, including a steadfast adherence to honesty. Faculty have a responsibility to foster integrity by example and instruction. Students have a responsibility to learn, respect, and practice integrity.

All acts of dishonesty are unacceptable, including cheating, plagiarism, forgery, misrepresentation, falsification, prohibited collaboration, and prohibited use of files. Departments or schools may have specific criteria for behavior and skills suitable to their disciplines which will be communicated to students, typically in course syllabi.

I. In any violation of academic integrity discovered before a student has completed a degree or certificate, instructors and administrators will follow this procedure:

   A. An instructor with reasonable evidence of a violation will talk privately with the student.
   B. If after the conference the instructor is convinced that a violation occurred, the instructor will consult with the department chair/school dean on the evidence and the action to be taken.
   C. After consultation, the instructor may assign the student a failing grade for the assignment and/or for the class.
   D. If any action is taken, the instructor will write a report describing the offense and will send it to the Associate Vice President for Academic Administration (Associate Vice President for Graduate Studies for graduate students), who will keep it on file for tracking further academic integrity violations. Academic Administration may consult the file when writing university recommendations. The file will be destroyed five years after the offense, unless the student is still in attendance.
   E. If the instructor or chair/dean desires further action beyond assigning the student a failing grade in the course, a request for such action, separate from the report, should be sent to the Associate Vice President for Academic Administration (Associate Vice President for Graduate Studies for graduate students). Upon review of the report, this administrator may initiate a request for further action. Any requests for further action will be forwarded to the Academic Standards Committee (Graduate Council for graduate students), which has the authority to take all further actions, including expulsion. Records of actions taken by the committee will be included in the student’s tracking file.
   F. If multiple offenses occur, the Associate Vice President for Academic Administration (Associate Vice President for Graduate Studies for graduate students) will submit this case to the Academic Standards Committee (Graduate Council for graduate students) for consideration of the student’s expulsion.

II. In any violation of academic integrity discovered after a student has completed a degree or certificate, the instructor, department chair, or school dean may recommend appropriate action to the Academic Standards Committee (Graduate Council for graduate students).
Forms – Samples and links
The following forms are not intended for actual use; these are samples of what you can find online.

Examination Change Request Form
https://wallawalla.edu/fileadmin/user_upload/Resources/Forms/Undergrad/ExamChangeForm.pdf

| Name: __________________________ | Date: ____________ |
| Address: __________________________ | Quarter: ____________ |
| Phone: ____________ | (____) ____________ |

### SCHEDULED EXAMINATIONS AND TIMES

Please list ALL classes you are currently taking, including those whose exams you do not need to change. Specify if there is no exam or it is take-home. If this request is approved, you will arrange a time to take the examination(s) at the professor’s convenience.

<table>
<thead>
<tr>
<th>Prefix/Course No.</th>
<th>Course Title (list ALL classes)</th>
<th>Instructor</th>
<th>Scheduled Exam Day &amp; Time</th>
<th>Need to Change? (y/n)</th>
<th>Requested Exam Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Within Policy:
- [ ] Three exams in a row
- [ ] Four exams in the same day

No fee will apply in the above circumstances.

I understand that the usual fee of $100 per exam will apply.

Student’s signature: __________________________

Committee Action:
- Approved
- Denied

Comments: __________________________

Date: __________________________

Associate Vice President for Academic Administration: __________________________
Change of Registration

[Link to PDF](https://www.wallawalla.edu/fileadmin/user_upload/Resources/Forms/Undergrad/Change_of_Registration_Form.pdf)

This is a fillable form. Please complete, print, sign, and return to CTC 313.

### CHANGE OF REGISTRATION

It is the student’s responsibility to bring this form **IN PERSON** to the Academic Records Office.

<table>
<thead>
<tr>
<th>ID#</th>
<th>Term</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Call Number</th>
<th>Course Prefix &amp; Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Teacher’s Signature/Date (after first 4 days of class or for FULL class)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Call Number</th>
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</thead>
<tbody>
<tr>
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<td></td>
</tr>
</tbody>
</table>

---

**Adviser’s Signature /Date (ALWAYS required except when changing sections of a class)**

---

**OFFICE USE ONLY**

Refund Percentage: ______ Data Entry Person: _______ Student Initial: ______ Date Received: ______

Total Credits Before Change: ______ Total Credits After Change: ______ Change fee charged: yes __ no
Late Add Request

Please submit this request form, including your explanations, to the Academic Records Office during regular office hours. A fee will be assigned for any late add approved by the Academic Standards Committee.

Name: ____________________________ ID No: ____________________________ Date: ____________________________

Local Address: ____________________________ Phone: ____________________________

Current Class Load: ____________ credits Quarter you wish to add class: ____________________________

<table>
<thead>
<tr>
<th>Class #</th>
<th>Class Prefix &amp; No.</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A. Please address the following issues (either here or on a separate piece of paper):

1. Explain why you did not register on time.

2. Identify the number of class sessions you have missed.

3. Identify the material already covered in the missed class sessions and how you will make up this missed material.

Student Signature: ____________________________ Date: ____________________________

B. Obtain the signatures of the course instructor, your advisor and a financial counselor.

Instructor’s comments

Instructor’s Signature: ____________________________ Date: ____________________________

Advisor’s Signature: ____________________________ Date: ____________________________

Financial Counselor’s Signature: ____________________________ Date: ____________________________

☐ Approved  ☐ Denied ____________________________ Academic Standards Committee

Office Use Only

Refund Percentage  Data Entry Person  Date Received
Total Credits Before Change  Total Credits After Change  Change Fee
Examination Request (Challenge or Validation)

https://www.wallawalla.edu/fileadmin/user_upload/Academic_Records/Phase_1_Challenge.pdf

After reading these instructions, complete the Phase I Form on the next page. Then print, sign and return this form to Canaday Technology Center, Rm. 311.

Examination Request
(Challenge or Validation)

INSTRUCTIONS

1. Complete this form as the first part of the process (Phase I) for seeking approval to take a Challenge or Validation examination for a specific course.

2. Obtain the appropriate required signatures.

3. Return the next page (Phase I) to the Academic Records office for review.

4. Wait for notification of an action to either Approve or Deny the examination request.

RESTRICTIONS

1. Repeat courses and classes in which the student has earned a “F” grade are not open to the challenge option.

2. A subject may not be challenged if the student has completed an advanced course in similar subject matter.

3. A course may not be challenged if the student has attended class for more than two weeks.

4. Certain courses, as determined by departmental faculty, may not be challenged.

5. Grades will be issued as if earned under the normal class setting, and all challenge/validation examination results will be recorded in the student’s permanent record.

6. A maximum of 24 quarter hours credit may be earned through challenge examinations and applied toward a baccalaureate degree. A maximum of 12 hours credit may be earned towards an associate degree.

7. No challenge/validation examination may be taken during the final quarter of residency.

8. No examinations will be given in the final three (3) weeks of any quarter.
Phase I: Credit by Exam

Student Name: ___________________________  WWU ID# ________

Reason for Request:

Challenge Exam: ($60 per credit plus $30 Exam Fee)

WWU Course Being Challenged:

<table>
<thead>
<tr>
<th>Prefix/Number</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
</table>

Validation Exam: ($10 per credit plus $30 Exam Fee)

College Where Course Was Taken:

Transfer Course to Validate:

<table>
<thead>
<tr>
<th>Prefix/Number</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
</table>

Equivalent WWU Course:

<table>
<thead>
<tr>
<th>Prefix/Number</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
</table>

Signatures:

Department Chairperson: ___________________________

Instructor Preparing/Grading Exam:

Notes: Exam must NOT be given until written approval is provided by Academic Records.

Date Exam Will Be Taken: ___________________________

Financial Advisor: ___________________________

Applicant:

I have read the instructions and restrictions listed on the cover page and agree to wait for approval on a PHASE II form from the Academic Records Office. I am prepared to take the examination within three weeks after approval has been given.

Date: ___________________________  Signature of Applicant: ___________________________

Local Phone Number: ___________________________

Local Address: ___________________________

Next Step:

Submit this form to the Academic Records Office. If PHASE II is approved, a copy of this form will be mailed to you along with the form for PHASE II. No exam is to be given prior to PHASE II approval.

Phase I doc
Report of Academic Integrity Violation Form
https://www.wallawalla.edu/fileadmin/user_upload/Academic_Administration/Forms/Report_of_Academic_Integrity_Violation.pdf

This is a fillable form. Please complete and return with documents to ADM 336 or to email below.

---

Walla Walla University

Report of Academic Integrity Violation
See Academic Integrity Policy here

Student Name*: ___________________________ ID#: ___________________________
Instructor Name: ___________________________ Date of Violation: ___________________________
Prefix & Course #: ___________________________ Course Title: ___________________________

Description of Violation:

IMPORTANT: Attach copies of relevant supporting materials

Meeting with Dean/Chair: (date) ___________________________ Meeting with student: (date) ___________________________

Summary of conversation with student:

Outcome or penalty:

*Use a separate form for each student involved. Submit this completed report to the associate vice president for academic administration as soon as possible. The student will be sent a warning letter along with a copy of this report.

Submit this form to the Associate VP for Academic Administration, ADM, Room 336 or via email to Associate.AcademicVP@wallawalla.edu
Academic Progress Report

Instructors are asked to submit progress reports at two points in each quarter: the third week and the sixth week. It is time for the first set of progress reports for this quarter. Although you may not yet be able to estimate grades, we need reports of irregular attendance or any other concerns you have noted. These reports are due by October 26.

Please submit reports for two groups of students:

- All students who are designated At Risk (names appear in red on your roster), regardless of their current academic performance.
- All other students who are not attending regularly or whose current performance is below a C. (Please do not submit reports for not-at-risk students whose work and attendance are satisfactory.)

Once you submit a report, it is immediately available electronically (via myWWU) to the student, academic adviser, mentor, vice president for student life and mission, and residence hall deans. These reports are very helpful to the students and to a number of departments on our campus. I greatly appreciate the time you invest to complete them.

Submit reports through myWWU by following these steps. Please let my office know if you have any problems.

1. Log-in to myWWU
2. Select Self Service
3. Select Faculty Center
4. Select Submit Progress Reports
5. Select class
6. Select student
7. Complete report
8. Submit
9. Repeat steps 5-8 as necessary

Scott Ligman

Associate Vice President for Academic Administration & Summer Session Director

Wall
## Academic Progress Report Deadlines

### 2019/2020 Academic Year

#### Fall Quarter

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>Open</td>
<td>Wed, Oct. 9</td>
</tr>
<tr>
<td></td>
<td>Close</td>
<td>Wed, Oct. 16</td>
</tr>
<tr>
<td>Drop 50% Refund</td>
<td>Friday, October 18</td>
<td></td>
</tr>
<tr>
<td>2nd</td>
<td>Open</td>
<td>Sun., Nov. 3</td>
</tr>
<tr>
<td></td>
<td>Close</td>
<td>Sun., Nov. 10</td>
</tr>
<tr>
<td>Final Drop Date</td>
<td>Tue, Nov. 12</td>
<td></td>
</tr>
</tbody>
</table>

#### Winter Quarter

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>Open</td>
<td>Wed. Jan. 22</td>
</tr>
<tr>
<td></td>
<td>Close</td>
<td>Wed. Jan. 29</td>
</tr>
<tr>
<td>Drop 50% Refund</td>
<td>Friday, Jan. 31</td>
<td></td>
</tr>
<tr>
<td>2nd</td>
<td>Open</td>
<td>Sun. Feb. 16</td>
</tr>
<tr>
<td></td>
<td>Close</td>
<td>Sun. Feb. 23</td>
</tr>
<tr>
<td>Final Drop Date</td>
<td>Tue, Feb. 25</td>
<td></td>
</tr>
</tbody>
</table>

#### Spring Quarter

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>Open</td>
<td>Wed. April 15</td>
</tr>
<tr>
<td></td>
<td>Close</td>
<td>Wed. April 22</td>
</tr>
<tr>
<td>Drop 50% Refund</td>
<td>Friday, April 24</td>
<td></td>
</tr>
<tr>
<td>2nd</td>
<td>Open</td>
<td>Sun., May 10</td>
</tr>
<tr>
<td></td>
<td>Close</td>
<td>Sun. May 17</td>
</tr>
<tr>
<td>Final Drop Date</td>
<td>Tue., May 19</td>
<td></td>
</tr>
</tbody>
</table>
Sample Progress Report

### Report Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report</td>
<td>Second Report</td>
</tr>
<tr>
<td>Student ID</td>
<td>1470807</td>
</tr>
<tr>
<td>Term</td>
<td>Autumn, 2011</td>
</tr>
<tr>
<td>Instructor ID</td>
<td>0083332</td>
</tr>
<tr>
<td>Class Nbr</td>
<td>1202</td>
</tr>
<tr>
<td>Advisor ID</td>
<td>0533315</td>
</tr>
<tr>
<td>Status of Assignments</td>
<td>Some Not Turned In</td>
</tr>
<tr>
<td>Date</td>
<td>11/03/2011 11:30AM</td>
</tr>
<tr>
<td>Grade</td>
<td>D</td>
</tr>
</tbody>
</table>

### Comments

**Grade Comments**

Greg is missing one of two assignments. They can be turned in late with no penalty. I'm not too worried if his attendance stays regular.

**Attendance and HW Comments**

Greg has missed a couple of classes.
# 2019-2020 FINAL EXAMINATION SCHEDULE

**How to Read the Schedule:** Find your regular class meeting time in one of the first three columns; go to the top of that column to find the exam date and to the right of that row to find the exam time. If your class meeting time does not appear in this schedule, the professor will arrange the exam.

**MWF includes:** all classes that meet **THREE or more** days per week  
**TR includes:** all classes that meet **ONE or TWO** days a week

**For Example:** if your Fall class meets **one or two days a week at 2:00 p.m.**, your exam would be **Tuesday, December 10 at 8:00 a.m.**

<table>
<thead>
<tr>
<th>Monday, December 9</th>
<th>Tuesday, December 10</th>
<th>Wednesday, December 11</th>
<th>Exam Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 or 4:00 TR</td>
<td>2:00 TR</td>
<td>10:00 MWF</td>
<td>8:00-9:50</td>
</tr>
</tbody>
</table>

**For Example:** if your Winter class meets **three or more days a week at 1:00 p.m.**, your exam would be **Monday, March 16 at 2:00 p.m.**

<table>
<thead>
<tr>
<th>Monday, March 16</th>
<th>Tuesday, March 17</th>
<th>Wednesday, March 18</th>
<th>Exam Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:00 MWF</td>
<td>10:00 MWF</td>
<td>12:00 or 3:00 TR</td>
<td>2:00-3:50</td>
</tr>
</tbody>
</table>

**For Example:** if your Spring class meets **one day a week at 5:00 p.m.**, your exam would be **Wednesday, June 10 at 4:00 p.m.**

<table>
<thead>
<tr>
<th>Monday, June 8</th>
<th>Tuesday, June 9</th>
<th>Wednesday, June 10</th>
<th>Exam Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 or 4:00 TR</td>
<td>3:00 MWF</td>
<td>5:00 any day</td>
<td>4:00-5:50</td>
</tr>
</tbody>
</table>

**Fall Quarter 2019**

<table>
<thead>
<tr>
<th>Monday, December 9</th>
<th>Tuesday, December 10</th>
<th>Wednesday, December 11</th>
<th>Exam Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 or 4:00 TR</td>
<td>2:00 TR</td>
<td>10:00 MWF</td>
<td>8:00-9:50</td>
</tr>
<tr>
<td>11:00 MWF</td>
<td>1:00 MWF</td>
<td>2:00 MWF</td>
<td>10:00-11:50</td>
</tr>
<tr>
<td>9:00 TR</td>
<td>Before 8:00 any day, 5:00 MWF</td>
<td>12:00 MWF</td>
<td>12:00-1:50</td>
</tr>
<tr>
<td>8:00 MWF</td>
<td>9:00 MWF</td>
<td>10:00 TR</td>
<td>2:00-3:50</td>
</tr>
<tr>
<td>12:00 or 3:00 TR</td>
<td>3:00 or 4:00 MWF</td>
<td>1:00 or 5:00 TR</td>
<td>4:00-5:50</td>
</tr>
<tr>
<td>6:00 pm or later MWF</td>
<td>6:00 pm or later TR</td>
<td></td>
<td>7:00-8:50</td>
</tr>
</tbody>
</table>

**Winter Quarter 2020**

<table>
<thead>
<tr>
<th>Monday, March 16</th>
<th>Tuesday, March 17</th>
<th>Wednesday, March 18</th>
<th>Exam Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>2:00 TR</td>
<td>Before 8:00 any day, 3:00 MWF</td>
<td>12:00 MWF</td>
<td>8:00-9:50</td>
</tr>
<tr>
<td>9:00 MWF</td>
<td>11:00 MWF</td>
<td>9:00 TR</td>
<td>10:00-11:50</td>
</tr>
<tr>
<td>4:00 or 5:00 TR</td>
<td>8:00 or 1:00 TR</td>
<td>8:00 MWF</td>
<td>12:00-1:50</td>
</tr>
<tr>
<td>1:00 MWF</td>
<td>10:00 MWF</td>
<td>12:00 or 3:00 TR</td>
<td>2:00-3:50</td>
</tr>
<tr>
<td>10:00 TR</td>
<td>2:00 MWF</td>
<td>4:00 or 5:00 MWF</td>
<td>4:00-5:50</td>
</tr>
<tr>
<td>6:00 pm or later MWF</td>
<td>6:00 pm or later TR</td>
<td></td>
<td>7:00-8:50</td>
</tr>
</tbody>
</table>

**Spring Quarter 2020**

<table>
<thead>
<tr>
<th>Monday, June 8</th>
<th>Tuesday, June 9</th>
<th>Wednesday, June 10</th>
<th>Exam Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before 8:00 any day, 4:00 MWF</td>
<td>1:00 TR</td>
<td>11:00 MWF</td>
<td>8:00-9:50</td>
</tr>
<tr>
<td>12:00 MWF</td>
<td>8:00 MWF</td>
<td>10:00 TR</td>
<td>10:00-11:50</td>
</tr>
<tr>
<td>8:00 or 2:00 TR</td>
<td>12:00 or 3:00 TR</td>
<td>9:00 MWF</td>
<td>12:00-1:50</td>
</tr>
<tr>
<td>10:00 MWF</td>
<td>1:00 MWF</td>
<td>2:00 MWF</td>
<td>2:00-3:50</td>
</tr>
<tr>
<td>9:00 or 4:00 TR</td>
<td>3:00 MWF</td>
<td>5:00 pm any day</td>
<td>4:00-5:50</td>
</tr>
<tr>
<td>6:00 pm or later MWF</td>
<td>6:00 pm or later TR</td>
<td></td>
<td>7:00-8:50</td>
</tr>
</tbody>
</table>

**Exceptions:** ✡ You may request to reschedule one exam if you have three consecutive or four exams in one day. Complete the Final Examination Change Request [Wallawalla.edu/student-forms](https://www.wallawalla.edu/student-forms), sign and submit to ADM 336. ✡ Please make vacation plans to avoid conflicts with your final exams. If a conflict is unavoidable, submit the completed form to ADM 336 for review. You will be charged $100 for each rescheduled exam, if approved. ***Submit requests three weeks prior to the beginning of finals week. ***
Petition to Academic Standards Committee

https://www.wallawalla.edu/fileadmin/user_upload/Resources/Forms/Undergrad/Petition_Academic_Standards.pdf

Walla Walla University

PETITION
To
Academic Standards Committee

1. Type your request and rationale in the boxes below.
2. Sign form and obtain your adviser’s signature.
3. Submit this form with supporting documentation (if applicable) to the Academic Records Office (CTC Rm 311).

Request:

Rationale:

Name: ____________________________ Phone: ____________________________ Major: ____________________________

Class Standing: ____________________________ ID#: ____________________________

Student’s Signature: ____________________________ Date: ____________________________

Adviser’s Signature: ____________________________ Date: ____________________________

Adviser’s Comment (optional):

Office Use Only
Dept. Approval:
Yes ☐ No ☐

Unanimous:
Yes ☐ No ☐

Department Chair Signature:

If you have any questions regarding this petition, please contact the Associate Academic Vice President at 527-2395.
# Request for Credit Overload

https://www.wallawalla.edu/fileadmin/user_upload/Academic_Administration/Forms/Overload_Request.pdf

This is a fillable form. Please complete, print, sign and return to ADM 336.

**Walla Walla University**

## Request for Credit Overload

<table>
<thead>
<tr>
<th>Name:</th>
<th>ID# :</th>
<th>Date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Phone:</th>
<th>WWU Email:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Area of Study:</th>
<th>Anticipated Graduation Date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Department/Major/Minor</th>
<th>Term/Year</th>
</tr>
</thead>
</table>

I am requesting to take a total of _______ credits during ( ) Fall / ( ) Winter / ( ) Spring / ( ) Summer _______ (yr) term.

The proposed schedule for the term is as follows:

<table>
<thead>
<tr>
<th>School</th>
<th>Course Prefix</th>
<th>Course No:</th>
<th>Section</th>
<th>Course Title</th>
<th>Time/Days</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex. WWU</td>
<td>ENGL</td>
<td>121</td>
<td>A</td>
<td>College Writing 1</td>
<td>9-10a MWF</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits** 0

Any Incompletes? _______ If so, completion date? _______

**Reason for Overload Request:**

__________________________

**Student Signature**

Date

__________________________

**Advisor Signature**

Date

__________________________

**Associate VP Academic Administration Signature**

Date

Submit this form to the Associate VP for Academic Administration, Administration Building, Room 336.
## Change of Registration Form

https://wallawalla.edu/fileadmin/user_upload/Resources/Forms/Undergrad/ChangeofRegistrationForm.pdf

### CHANGE OF REGISTRATION

It is the student’s responsibility to bring this form **IN PERSON** to the Academic Records Office.

<table>
<thead>
<tr>
<th>ID#</th>
<th>Term</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Call Number</th>
<th>Course Prefix &amp; Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Teacher’s Signature/Date (after first 4 days of class or for Full class)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Call Number</th>
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<th>Course Title</th>
<th>Credits</th>
<th>Teacher’s Signature/Date (after first 4 days of class or for Full class)</th>
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<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

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**Adviser’s Signature /Date (ALWAYS required except when changing sections of a class)**

### OFFICE USE ONLY

<table>
<thead>
<tr>
<th>Refund Percentage</th>
<th>Data Entry Person</th>
<th>Student Initial</th>
<th>Date Received</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Credits Before Change | Total Credits After Change | Change fee charged: yes | no
Academic Probation: A brief summary

The probation policy and conditions are intended to enhance the probability of academic success.

**CALCULATION OF GRADE POINT AVERAGE (GPA) FOR PROBATION.** GPA includes all WWU courses as well as the default grade of all WWU courses with a grade of Incomplete.

**ACADEMIC WARNING.** A student whose WWU cumulative and previous term GPAs are 2.0 or higher, but whose current term GPA is below 2.0, receives a warning letter from the Associate Vice President for Academic Administration (AVPAA). A warning notification is also sent to the student’s academic advisor.

**ACADEMIC PROBATION AND DISMISSAL.** At the end of each term, students’ academic performance is reviewed. Students are automatically placed on academic probation if their performance places them in one of the categories described below. Probationary status is communicated to them via email by the AVPAA. A warning notification is also provided to each student’s academic advisor. After the fourth day of the term, a student’s probation status does not change for that term even if a subsequent grade change is submitted or an Incomplete is finished.

1. A student is automatically placed on probation when the student’s **cumulative** GPA for courses taken at WWU is below 2.00.
   - The student must earn a term GPA of at least 2.3 (C+ average). If neither a 2.3 term GPA nor a 2.0 cumulative GPA is achieved, the student is automatically dismissed from the University.

2. The student’s **term** GPA at WWU, including default grades for Incompletes, is below 2.0 for **two consecutive** terms.
   - The student is placed on probationary status and must earn a term GPA of at least 2.0. If a 2.0 term GPA is not achieved, the student is automatically dismissed from the University.

A student dismissed for academic reasons may apply for readmission by contacting the AVPAA.

**CONDITIONS OF ACADEMIC PROBATION.** Student must comply with the conditions listed below.

1. The student must meet in person with the AVPAA within the first week of the term to remove the probation hold.
2. Students must also meet with the Student Success Coordinator and their mentor to discuss an Academic Plan for Success by the second week of the quarter.
3. Non-freshman students will be required to participate in a special mentoring program.
4. Enrollment is limited to up to 13 credits per quarter. Students with Incompletes should consider further reducing their academic load.
5. Freshmen and sophomore students who go on academic warning or academic probation will be required to enroll and complete GNRL 102 On Course.
6. Courses outside the University, such as correspondence or online classes, are not permitted.
7. Participation in the University Athletics Program or Adventist Colleges Abroad is not permitted.
8. Extracurricular activities, which necessitate class absences, are not permitted.
9. The student is not permitted to hold office in any student organization or serve as a student missionary or taskforce worker.
Agreement for Assignment and Removal of Incomplete Form

https://www.wallawalla.edu/fileadmin/user_upload/Academic_Administration/Forms/Incomplete_Agreement_UG.pdf

Undergraduate
Incomplete Agreement

Submit this form to your professor or the department chair for the class.

Upon satisfactorily completing the terms of this agreement, the student will receive a grade for the course listed below. If the student does not fulfill the terms of this agreement, the default grade will be assigned. See Incomplete Policy in the WWU Bulletin for further details. This work must be completed at least three weeks prior to the end of the following quarter.

For the justifiable reasons stated in the rationale, I agree to assign a grade of Incomplete for the following student and course:

Name: ____________________________ ID#: ____________________________

<table>
<thead>
<tr>
<th>Course Prefix/No.</th>
<th>Course Title</th>
<th>Credits</th>
<th>Instructor</th>
</tr>
</thead>
</table>

☐ Use Default Deadline
☐ Use Earlier Deadline

This work must be completed by Tuesday three weeks before the close of the following quarter. The instructor will report the final grade at the end of that quarter.

☐ OR

This work must be completed by: ____________ (mm/dd/yy)

☐ Default grade which will be assigned if no further work is done, taking into account all of the course requirements.

Rationale for the Incomplete:

Specific requirements for removal of this Incomplete:

Instructor’s Signature: ____________________________ Date: ____________

Student’s Signature: ____________________________ Date: ____________

*If additional time is needed to complete the coursework, a Request for Extension of Incomplete must be submitted to the Associate VP for Academic Administration.
Grade Appeal Procedure

Grade Appeal Procedure for Undergraduate and Graduate Students

Assessing the quality of academic work is the responsibility of a college instructor. Requirements for successfully completing coursework and attaining grades should be published in a course syllabus. A student who believes he or she has been graded unfairly must first attempt to resolve the issue directly with the instructor, and if that is unsuccessful, then with the department chair or school dean by the end of the following quarter. If the student is not satisfied with these results, the following procedure shall be followed:

I. Informal Appeal
   A. The student shall contact either the Chair of Academic Standards Committee (Associate Vice-President for Academic Administration) or the Chair of Graduate Standards Committee (Associate Vice-President for Graduate Studies) and describe the nature of the concern. The chair of the relevant committee will then review this grade appeal process with the student.
   
   B. Within seven working days of this contact, the student must submit a written account containing all relevant facts to the appropriate committee.
   
   C. Within seven working days of receiving this written material, the chair of the committee shall convene an informal meeting between the student and the instructor and attempt to resolve the disagreement.
   
   D. If this does not result in satisfactory resolution, the student may request a formal hearing by the Academic Standards Committee or the Graduate Standards Committee.

II. Formal Appeal

When the formal process begins, all parties must keep matters pertaining to the case in strict confidence and must not discuss it with anyone outside the committee. Only the relevant committee may gather and distribute information about the case.

   A. The formal appeal must be put in writing and shall include all facts relevant to the case. The appropriate committee shall review the appeal as it relates to the application of course policy.
   
   B. Materials submitted as part of his or her appeal will be given to the instructor, who is then provided with an opportunity to respond in writing within five working days.
   
   C. The instructor’s response will then be provided to the student, who is given an opportunity to respond in writing within five working days.
   
   D. A copy of the student’s response is provided to the instructor, and a copy of the instructor’s response is provided to the student. Both are given a chance to respond within five working days.
E. The names of any witnesses shall be removed from documents. Both student and instructor shall be entitled to copies of all information that will be reviewed by the appropriate committee.

F. Once these materials are received, the appropriate committee will meet and determine the basis for the appeal. Then the committee shall review the information provided by both parties to determine if there is sufficient cause to proceed with the case. If the committee determines there is not sufficient cause, they may choose to discontinue the formal appeal.

G. If the committee determines that there is sufficient cause to proceed, a formal hearing shall be convened within one month of this decision.

III. Formal Hearing of Appeal

A. Both the student and instructor may bring one support person (faculty, staff member, or student of WWU) to the hearing. Neither a member of the committee holding the hearing nor an attorney will qualify as a support person.

B. The committee may decide if portions of the hearing shall be conducted without the presence of the student or instructor in order to preserve the confidentiality of witnesses. Usually, the student and instructor shall be entitled to be present at all other portions of the hearing. Questions by either the student or instructor must be put in writing and provided to the committee, who will determine which questions to present. Neither the student nor the instructor shall be allowed to directly question the other. Committee members shall be entitled to ask questions of both parties.

C. After hearing the testimony of all witnesses and reviewing all submitted materials, the committee shall deliberate in private and determine whether the instructor’s stated policies have been applied fairly. If the committee decides in favor of the student, the instructor will be asked to submit a change in grade within five working days. The Vice-President for Academic Administration shall have the authority to see that the grade is changed. The committee may not remove the course from the transcript.

D. Any further appeal must be made in writing to the Grievance Committee within seven working days of this decision. The Grievance Committee shall restrict its review of the case to questions of procedure and fair application of published policies.
This is a fillable form. Please complete, print, sign and return to any office in Step 3.

### WWU Withdrawal Form

#### Step 1:

- **Name:**
  - Last: 
  - First: 
- **ID #:** 
- **Date:**

[ ] Fall / [ ] Winter / [ ] Spring / [ ] Summer 

(year)

I wish to **Drop All Classes** for the following reason(s):

- [ ]
- [ ]

#### Step 2:

I understand that, depending on when I drop classes, I may receive a partial or no refund of tuition.

**Student’s Signature**

Date

#### Step 3:

Obtain one of the signatures below and leave the form with the WWU representative:

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registrar (CTC 311)</td>
<td></td>
<td>Academic Advisement Director (CTC 311)</td>
<td></td>
</tr>
<tr>
<td>Assoc VP Academic Admin (ADM 316)</td>
<td>Date</td>
<td>Assi VP/Dean of Students (Kellogg 107)</td>
<td>Date</td>
</tr>
</tbody>
</table>

#### Office Use Only

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Counselor (CTC 307)</td>
<td>Date</td>
</tr>
</tbody>
</table>

**Refund Percentage:**

- [ ]
- [ ]
- [ ]

**Data Entry Person**

- [ ]

**Date Received**

- [ ]

**Total Credits Withdrawn**

- [ ]
Domestic Student Travel Request Form
Sign-in required.
https://www.wallawalla.edu/fileadmin/user_upload/Academic_Administration/Forms/Domestic_Travel_Request.pdf

Walla Walla University
Domestic Student Travel Request Application
University-sponsored

Prior to any advertising, fund raising, or making travel arrangements, field trips, tours, and other domestic university travel must be cleared with the department chair and/or appropriate administrator:

- Academic travel is approved by the Associate Vice President for Academic Administration.
- All other trips are approved by the Vice President for Student Life.

Requests should be submitted two weeks before the proposed departure date. This application is required if your trip meets any of the following criteria. Please check all that apply:

☐ One or more students with an overnight stay
☐ Any class will be missed by a student
☒ Athletic trip
☐ Academic field trip

Describe the purpose of the university-sponsored trip:

Applicant Name: ___________________________ Departure Day/Date: ____________ Time: ____________
Email: ___________________________ Return Day/Date: ____________ Time: ____________
Phone: ___________________________ Destination(s): ___________________________
Trip Leader(s): ___________________________ Distance one way: ___________________________
Sponsoring Dept: ___________________________ Faculty/Staff member(s) on trip: ___________________________
For which class (if applicable): ___________________________
Is this a regularly scheduled trip? ________ Leader’s cell number during trip: ___________________________
Participant list required

Method of Transportation:

☐ All participants drive independently with no arrangements made by the leader(s).
☐ See Personal Vehicle Use policies.
Or

☐ All transportation provided by university-owned or business-rented vehicles, or privately-owned vehicles specifically arranged by the leader(s). Leader(s) are required to follow the Walla Walla University Driver and Transportation and Personal Vehicle Use policies.

For any privately-owned vehicles, personal auto insurance covers any accidents or injuries that might occur.

Note: 15-passenger vans may not be used for any university activities.

Comments or other relevant information:

See reverse for required signatures.
Financial Information (complete only if expenses are over $400):

Estimated Funding (obtain signature below as needed):

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Total Funding

Estimated Expenses:

<table>
<thead>
<tr>
<th>Transportation</th>
<th>Lodging/Meals</th>
<th>Other</th>
<th>Total Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tbody>
</table>

Will there be any fund raising activity, either individually or organizationally, to pay for this trip? Yes [ ] No [ ]

If yes, obtain approval signature below.

If yes, how will funds be raised for this trip:

- [ ] Funds raised by individual from personal contacts
- [ ] Funds raised by individual from WWU donors or using WWU resources
- [ ] Funds raised by an organizing group or club

Signature by Advancement (VP or Designee) Date

Application Process:

- [ ] I have read the Walla Walla University Travel and Vehicle Policies and Procedures.
- [ ] I have attached a proposed travel itinerary.
- [ ] I have attached an alphabetical list of all participants, clearly indicating which participants are not students. I understand that immediately prior to departure I am responsible for e-mailing an updated participant list to either the Associate VP for Academic Administration or VP for Student Life if there are any changes from the original list.

For academic travel submit for approval, with attachments, to Associate VP for Academic Administration.

Or

For all other travel submit for approval, with attachments, to VP for Student Life.

Required Signatures:

<table>
<thead>
<tr>
<th>Department Chair/Director/Administrator*</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant</td>
<td>Date</td>
</tr>
<tr>
<td>Vice President/Associate Vice President</td>
<td>Date</td>
</tr>
</tbody>
</table>

*If you are a department chair/director/administrator, please have your immediate supervisor sign.

STOP. Do not write below line.

Financial Plan Approved:

Signature of Controller Date

Authorization:

- [ ] Approved as submitted
- [ ] Denied
- [ ] Approved with the following stipulations: ________________

OR

VP for Student Life Date

Assoc VP for Academic Administration Date

After approval signature by AVPA or VPSL, copy of this application will be sent to Applicant, Chair/Director, Accounting, Student Missions (if applicable), and to Risk and Safety Management for entry onto the travel calendar.

August 3, 2017

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Convention Attendance/Travel Request Form
https://wallawalla.edu/resources/forms/faculty-forms/conventionconference-request/

Convention/Conference Attendance Travel Request

*Each faculty member is eligible for one professional convention per year. Currently the maximum reimbursement of received expenses (including per diem) is $1,025.00. It is not within policy to "save" the allotted amount or carry over unused funding from one year and combine it with the following year’s available convention amount. A faculty may attend more than one conference within one year as long as the received expenses (including per diem) do not exceed the yearly per-faculty maximum of $1,025.00.

Attendee Information

Name of Attendee

Email

Department/School

Convention/Conference Information
# Reimbursement Request Form

https://wallawalla.edu/resources/forms/faculty-forms.html

## REIMBURSEMENT REQUEST

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>1/10/2018</th>
</tr>
</thead>
</table>

### Travel & Conference Expenses

<table>
<thead>
<tr>
<th>Dr.</th>
<th>Total Cost</th>
<th>Meals</th>
<th>Lodging</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

### Entertainment Expenses

<table>
<thead>
<tr>
<th>Dr.</th>
<th>Total</th>
<th>Meals</th>
<th>Lodging</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

### All Other Expenses

<table>
<thead>
<tr>
<th>Dr.</th>
<th>Total</th>
<th>Meals</th>
<th>Lodging</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

### Total Reimbursement - This Expense Report

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
<th>Meals</th>
<th>Lodging</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

**Notes:**

- For meals: The maximum amount reimbursable is $50 per day. The amount must be documented.
- For lodging: The maximum amount reimbursable is $75 per day. The amount must be documented.
- For entertainment: The maximum amount reimbursable is $15 per day. The amount must be documented.
- For all other expenses: The maximum amount reimbursable is $50 per day. The amount must be documented.

---

**Travel Allowance:**

- For meals: The maximum amount reimbursable is $50 per day. The amount must be documented.
- For lodging: The maximum amount reimbursable is $75 per day. The amount must be documented.
- For entertainment: The maximum amount reimbursable is $15 per day. The amount must be documented.

**Entertainment Expenses:**

- Meals: The maximum amount reimbursable is $50 per day. The amount must be documented.
- Lodging: The maximum amount reimbursable is $75 per day. The amount must be documented.
- Other: The maximum amount reimbursable is $15 per day. The amount must be documented.

**All Other Expenses:**

- Meals: The maximum amount reimbursable is $50 per day. The amount must be documented.
- Lodging: The maximum amount reimbursable is $75 per day. The amount must be documented.
- Other: The maximum amount reimbursable is $15 per day. The amount must be documented.

---

**Account Number:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
<th>Meals</th>
<th>Lodging</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Travel Allowance:**

- Meals: The maximum amount reimbursable is $50 per day. The amount must be documented.
- Lodging: The maximum amount reimbursable is $75 per day. The amount must be documented.
- Other: The maximum amount reimbursable is $15 per day. The amount must be documented.

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**Entertainment Expenses:**

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- Other: The maximum amount reimbursable is $15 per day. The amount must be documented.
The Student Development Center (SDC) houses Career Development Services, Experiential Learning, Disability Support Services, and Peer Tutoring. The SDC provides free services to current students, helping students to progress academically and personally to achieve their educational and career goals.

Career Development Services

Deciding on and developing a career path are very important parts of one’s educational experience. The staff at the Student Development Center are dedicated to providing students with a multitude of experiences and resources that will enable them to make informed career decisions. The staff also provides comprehensive career planning to students and alumni. These services include career advising, career assessments, internship coordination, graduate school personal statement support, job and internship listings, job shadow resources, LinkedIn evaluations, mock interviews, and résumé and cover letter assistance.

Career Coaching and Testing. Use assessments and meeting with a career counselor to look at what you’ve done so far, and what you might like to do to determine your true interests. Once you’ve conducted your research create a list of short and long-term career goals.

Career Events. Various events are hosted and coordinated through Career Services, such as career fairs, career and professional panels, career workshops, graduate school fairs, graduate school visits, and professional etiquette workshops.

Experiential Learning. Internship support and job shadowing integrates academic learning within a work environment. Students may receive academic credit for pre-arranged work experience. (See listing under specific departments/schools for credit and grading applicable to the major.) Career Services monitor students’ progress, while the internship advisors evaluate learning objectives and assign grades.

For more information, contact Career Development Services at: career@wallawalla.edu; (509) 527-2664; or visit their website at wallawalla.edu/career | Hours: Monday thru Thursday 9am – 5pm; Friday 9am – 1pm

Disability Support Services

Walla Walla University is committed to the education of all qualified students, regardless of disability status. The Americans with Disabilities Act and subsequent legislation and Section 504 of the Rehabilitation Act require the University to ensure all programs and services provided by the University are genuinely accessible and offered to all qualified student. Disability Support Services (DDS) staff members work with staff and faculty colleagues to ensure that materials and instruction can be accessed and understood and that students are able to demonstrate their knowledge and interest appropriately as well. Disclosure of a qualifying disability is voluntary and must be made by the individual student to the DSS office. Disclosure to an individual
professor or staff does not qualify as notice of disclosure of a disabling condition. To receive assistance, students must submit formal documentation to the DSS Coordinator and request an appointment to determine appropriate accommodations. Since accommodations are not retroactive, it is in the student’s best interest to submit documentation as soon as possible. Documentation guidelines are available through the University website (see below) or by calling to request a copy. Students may be screened, but not diagnosed, for conditions such as learning disabilities or ADD/ADHD through the DSS office.

The staff works with students to arrange needed accommodations based on their documentation and individual needs. Examples of accommodations are: exam accommodations, books and other print material in digital or alternate format, equipment and technology access, classroom relocation, note-takers, accessible housing, and other services.

Disability Support Services is part of the Student Development Center located on the lower level of Village Hall. For more information, contact Disability Support Services at: (509) 527-2366; disability.support@wallawalla.edu or visit their website at www.wallawalla.edu/disability-support. Hours: Monday thru Thursday 9am – 5pm; Friday 9am – 1pm

Peer Tutoring

Peer tutoring is a free resource dedicated to supporting students and faculty alike. We help students to progress academically and meet their educational goals in a number of academic areas. We endeavor to nurture students, alleviate academic stress, and act as advocates on their behalf.

**Drop-in tutoring:** Tutoring is provided for many lower division classes (000-200 level) in the following areas, with other areas supported whenever there is a need.

- Business
- Engineering
- Languages
- Mathematics
- Science
- Writing (by appointment only- call 527-2313 to schedule)

**Private tutoring:** Private tutoring may be facilitated for a reasonable fee through the Student Development Center when it is individually requested and private tutors are available.

The writing center helps students with papers assigned for any class.

For more information, contact Student Development Center at: stu.dev@wallawalla.edu, (509)-527-2313 or visit the website at www.wallawalla.edu/sdc | Hours: Monday thru Thursday 9am – 9pm; Friday 9am – 1pm; Sunday 7pm – 9pm
Desire to Learn “D2L” notes
<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volker Henning</td>
<td>(509) 527-2431</td>
<td><a href="mailto:volker.henning@wallawalla.edu">volker.henning@wallawalla.edu</a></td>
<td>Contact Volker/Cheri for faculty academic issues.</td>
</tr>
<tr>
<td>Cheri Wolcott</td>
<td>(509) 527-2431</td>
<td><a href="mailto:cheri.wolcott@wallawalla.edu">cheri.wolcott@wallawalla.edu</a></td>
<td></td>
</tr>
<tr>
<td>Scott Ligman</td>
<td>(509) 527-2395</td>
<td><a href="mailto:scott.ligman@wallawalla.edu">scott.ligman@wallawalla.edu</a></td>
<td>Contact Scott/Lorri for any student academic issue including probation, academic petitions, documenting academic dishonesty, student-faculty grading disputes, etc.</td>
</tr>
<tr>
<td>Lorri Bays</td>
<td>(509) 527-2395</td>
<td><a href="mailto:lorri.bays@wallawalla.edu">lorri.bays@wallawalla.edu</a></td>
<td></td>
</tr>
</tbody>
</table>
David Lindstrom
Phone: (509) 527-2664
Email: david.lindstrom@wallawalla.edu
Refer students to David for career counseling and developing resumes.

Sue Huett, Disability Support
Phone: (509) 527-2366
Email: sue.huett@wallawalla.edu
Contact Sue for anything related to student disabilities and accommodations.

Carolyn Denney, Registrar
Phone: (509) 527-2811
Email: carolyn.denney@wallawalla.edu
Contact Carolyn for anything related to registration, grades, and OASIS.

Herlinda Ruvalcaba, Advising Coordinator
Phone: (509) 527-2132
Email: Herlinda.ruvalcaba@wallawalla.edu
Contact Herlinda for anything related to student advising and probation issues.
<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jennifer Carpenter</td>
<td>(509) 527-2141</td>
<td><a href="mailto:jennifer.carpenter@wallawalla.edu">jennifer.carpenter@wallawalla.edu</a></td>
<td>Contact Jennifer for help with personnel issues such as payroll, benefits, etc.</td>
</tr>
<tr>
<td>Erika Sanderson</td>
<td>(509) 527-2302</td>
<td><a href="mailto:erika.sanderson@wallawalla.edu">erika.sanderson@wallawalla.edu</a></td>
<td>Contact Erika for help with personnel issues including benefits and compensation.</td>
</tr>
<tr>
<td>Cassandre Beccai</td>
<td>(509) 527-2259</td>
<td><a href="mailto:Cassandre.Beccai@wallawalla.edu">Cassandre.Beccai@wallawalla.edu</a></td>
<td>Contact Cassandre for Harassment, Discrimination, Equity issues.</td>
</tr>
<tr>
<td>Pam Cress</td>
<td>(509) 527-2421</td>
<td><a href="mailto:pam.cress@wallawalla.edu">pam.cress@wallawalla.edu</a></td>
<td>Contact Pam for graduate studies issues.</td>
</tr>
</tbody>
</table>
Directions to Fort Walla Walla Park

From WWU:

1. Start out going North on S. College Avenue, toward W. Whitman Dr.
2. Take the first right onto E. Whitman Dr.
3. Turn right onto NE Myra Rd.
4. The park will be on your left; the destination will be inside the park. If you reach 12th/Dalles Military, you’ve gone too far.

Destination:
Fort Walla Walla Rotary Shelter
Campus Map