Undergraduate Student Conduct Board

2.2.4.4

<table>
<thead>
<tr>
<th>Name</th>
<th>Term Ending</th>
<th>Selection</th>
<th>Department/Title</th>
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<tbody>
<tr>
<td>Hilary Catlett, Chair</td>
<td></td>
<td>E</td>
<td>Ex officio (Dean of Students)</td>
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<tr>
<td>Jon Nickell</td>
<td></td>
<td>E</td>
<td>Ex officio (Assoc. Dean of Men)</td>
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<td>Christie Lang</td>
<td></td>
<td>E</td>
<td>Ex officio (Assoc. Dean of Women)</td>
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<tr>
<td>Linda Ivy</td>
<td>2016</td>
<td>N</td>
<td>Education/Psychology</td>
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<tr>
<td>Jim Nestler</td>
<td>2017</td>
<td>N</td>
<td>Biology</td>
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<tr>
<td>Laura Boyd</td>
<td>2016</td>
<td>S</td>
<td>Staff</td>
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<tr>
<td>Don Hepker</td>
<td>2017</td>
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<td>Staff</td>
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Bylaws

1. The Undergraduate Student Conduct Board is responsible to the Vice-President for Student Life and Mission.

2. Membership includes the Undergraduate Student Conduct Administrator/Dean of Students, chair; Associate Dean of Men and Associate Dean of Women appointed by the Director of Residential Life and Housing; two non-Residential Life and Housing staff appointed by Staff Council; two faculty appointed by the Nominating Committee; and two upper-division students appointed by ASWWU Student Senate.

   A substitute for a member of the committee may be found in the case of a potential conflict of interest. In consultation with the committee, the chair chooses the substitute from persons with the same campus classification (student, faculty, non-Residential Life and Housing staff, etc).

3. Executive Hearing Committee membership includes all members listed above with the exception of the student members.

4. Term of membership for appointed faculty and staff will be two years, and members’ terms should overlap to provide continuity. Term of membership for students shall be one year.

5. The work of the committee is to provide students with a fair objective review of the facts surrounding alleged violation(s) of the WWU Student Code of Conduct and/or the Drug and Alcohol Policy to determine appropriate sanctions for violations. For alleged violations of the Title IX policy, the Executive Hearing Committee will meet. The Student Conduct Board of Walla Walla University will hear cases as outlined in the WWU Student Code of Conduct, convening if the student conduct administrator determines that charges have merit and if the case cannot be resolved by mutual consent of the parties involved.

   The Undergraduate Student Conduct Board of Walla Walla University operates at the express permission of Walla Walla University administration. The Student Conduct Board has authority to issue and enforce sanctions that may include probation, fines, suspension and/or expulsion.

6. The committee meets when called by the chair or appointed designee in absence of the chair. At the request of three members, the student conduct administrator must call a special meeting.

   a. A quorum for the Student Conduct Board will consist of five (5) members.

   b. A quorum for the Executive Hearing Committee of the Student Conduct Board of Walla Walla University will consist of four (4) members.

Procedures

1. Protocol
   e. The chair sets the agenda.
   f. For full protocols, including determining cases to be brought forward, the investigation and interview process, and the appeals process, please see the current Walla Walla University Student Handbook and Code of Conduct.
   g. Committee workloads:
a. Attending scheduled meetings;

b. Reviewing cases prior to meeting times, as available;

c. Interviewing interested parties to the case during scheduled meetings.

h. Other protocol procedures:
   - Meeting times are decided at the beginning of each quarter.

2. Communication

i. Records of the student conduct proceedings are kept by the chair for a period of seven years after the close of the case and then discarded.

j. Decisions and recommendations of the committee must be in writing and include the rationale which was used in coming to each decision.

k. Any student conduct procedure must be carefully documented by the chair. Such documentation must include all documents submitted by the parties involved in the student conduct case, minutes of the committee meetings at which the case was considered, and a written summary, with dates, of all oral communications pertaining to the case which the chair has with either of the involved parties.

3. Documentation

1. The Undergraduate Student Conduct Administrator will be responsible for providing written documentation to the involved parties of a Student Conduct case, with input from the committee on specific language.